CSM4993 – Industrial Project Management

Guidelines for Final Project Documentation (45% marks – Evaluated by Industrial's Coach/SV and UMT SV)

Instructions

1. Students are required to prepare a complete documentation.
2. The contents of the presentation must be based on the items or components stated in the CSM4993 final project. documentation guidelines.
3. Kindly put or quote a reference of any information you stated in the document that references to a specific source of information.
4. Upon completing preparing a project documentation, students are required to send the softcopy or hardcopy of project documentation to the Industrial Coach/SV, UMT SV and 2u2i program coordinator for the record and as evidence that they submitted the final project documentation. (Note: Please liaise with SV from industrial and UMT either to send the hardcopy or softcopy of the document).
5. When you're preparing the project documentation, look at the CSM4993 rubrics as well, since these rubrics provide the criteria for the evaluation.

The guidelines for preparing the final project documentation are as below:

1. Project Executive Summary.

2. Stakeholders for the Project.

3. List of Project Roles / Scrum Roles.

4. Agile Planning
   1.1. Define Product Vision
       1.1.1. Outline product objective.
       1.1.2. Finalise product vision.

   1.2. Creating Product Roadmaps
       1.2.1. Identify and list product stakeholders.
       1.2.2. Identify product features.
       1.2.3. Finalise the product backlog (prioritised list of deliverables).

5. Agile Execution
   1.1. Planning the release and Sprints
       1.1.1. Create user stories.
       1.1.2. Define definition of ready (DOR).
       1.1.3. Define definition of done (DOD).
       1.1.4. Create a release plan. (Release the features and the release target date).

   1.2. Sprint planning
       1.2.1. List all the sprint backlog.
       1.2.2. Summarise the daily/weekly scrum meeting with 1 example of the meeting.
       1.2.3. Summarise the sprint review meeting with 1 example of the sprint review meeting.
       1.2.4. Summarise of the sprint retrospective.

6. Conclusion.