**Project Details**

* Project Name

I was thinking about “Cello Information Hub” or “Automating Cello Processes”.  If you have a preferred name to use, I will happily use it.

* Overview of Industry Client

I am currently just using the “Who are we” section from the Project Brief

Unsure if you are wanting to have more information/detail added to it or if its fine as is.

**Project Overview**

Why the project is important to Cello.

What is the business problem/opportunities.

* Current Situation

What is happening today for the client (before the start of the project)

Why is there a need of the project.

* Future Situation

What happens after the project is completed.

**Project Scope**

* Project Goal(s)

Specific goals/outcomes for the client

* Benefits of the Project

Specific benefits for the client

**Project Requirements**

* Expected Deliverables

Just high-level requirements needed of the project. More expanding on the brief requirements.

**Stake holder management**

* Project Hierarchy

Name, Role, and Email of Industry Stakeholders

I assume this will just be Rik, Stephan, and yourself (Jodi)

* Report and Meeting

List the reports and meetings that will be used to communicate to and manage the expectations of the people involved – I know that Thursday 12pm I have a meeting with my Academic Supervisor. These meetings can be when Cello has group meetings, if there isn’t any there isn’t any, but it will most likely be tied in with whatever Methodology is being used

**Project Plan**

* Major Phases of Project
* Timeline/Timetable

Including major deliverables and delivery dates. I know during the first meeting Rik said there wasn’t any as its “done when it’s done” maybe just some loose estimates.

**Methodology**

What methodology is being used/will be used for the project?

* Agile
* Scrum
* Kanban
* Etc

“If the methodology being used is *Waterfall*, it is either *not a real project* or *they don’t know what they are doing*”

~ Previous Ara Lecturer