

## Milestone 2 - Project Plan Requirements

After describing your project in the proposal, a formal project plan must be prepared for submission as scheduled. The project plan describes how the project will be divided into tasks and how those tasks will be scheduled to be completed on time. Specifically, the project plan should include the following documents:

1. Entity-Relationship Diagram – Draw an entity-relationship diagram for your system. MS Visio is recommended to draw ERD, or you may use any other software tool you choose, such as LucidChart, but make sure the ERD includes the minimum and maximum cardinalities. Please note that your free registration to LucidChart limits the number of symbols you can put in a diagram.
2. Data Flow Diagram – Draw a context and level-0 diagram for your system. MS Visio is recommended to draw DFD, or you may use any software tool you choose, such as LucidChart. Please note that your free registration to LucidChart limits the number of symbols you can put in a diagram.
3. Task List – Most information systems projects are far too large and/or complex to be completed by one person or at one time. As such, these projects need to be broken down into smaller units of work so that multiple people can work on the project simultaneously. These units of work are called tasks. The task list should list all the project's tasks in chronological order.
4. Critical Path Model – Draw a critical path model (using MS Project), showing the identified tasks and their estimated durations. The project chart should begin with one starting task and end with one ending task. The tasks on the critical path should show as red. Both 3 and 4 can be finished with MS Project.

The plan should be approximately four pages, i.e., one page per document. However, if your ERD or DFD is very large and hard to decipher when put on one page, please place the complete ERD or DFD on one page, then zoom in on the diagram and put enlarged portions of the diagram on subsequent pages. A copy of the plan, along with a cover page (including the system name, group number, group members' names, course number, course name, and submission date), should be submitted to Blackboard after the group presentation.

Format requirement on ERD: 18 pts for entity names, 16 pts for field names, 2 pts for relationship lines, Jumbo size for arrows. If you use LucidChart for your diagrams, the format typically meets our requirements; therefore, you do not have to make special adjustments. If you use Visio to draw these diagrams, closely stick to the format requirement.

Format requirement on DFD: use standard DFD symbols for external entities, processes, and data stores. Keep the symbol size and style consistent. You need to add a number for each process and add a decimal place for each level down. For example, in the context diagram, your overall system will be numbered as 0; at level-0, your processes will be 1, 2, 3... at level-1, your processes will be 1.1, 1.2, 1.3, 2.1, 2.2...; at level-2, your processes will be numbered as 1.1.1, 1.1.2, 1.1.2, 2.1.1, 2.1.2 and so on. Your data stores need to be numbered as D1, D2, D3, and so on.

You need to design your ERD first. After that, when you design your DFD, make sure that all the entities in your ERD will be applied in your DFD at level-0 and on to support the processes specified in your DFDs.

For the presentation, assume that your group is presenting to the executive management of the organization. Group members are expected to speak and conduct themselves in a professional manner. Group members are expected to participate fairly in the presentation.

The presentation should include PowerPoint slides based on the sections of the written project plan. The PowerPoint slides need to be submitted to Blackboard with your written plan. On the presentation day of this milestone, your group will briefly present your work based on your slides in person in class. This presentation should be no more than 6 minutes, so rehearse beforehand and work on your timing.