Capstone Project Handover Checklist

# Running the Project:

* **Leadership Structure**: Determine leaders – let’s organise who will be the leaders of the project next trimester. Something that can be discussed in the project meetings.
* **Trimester Deliverables**: Map out the trimester deliverables. Let’s determine some key end of trimester deliverables for trimester 2 of 2024. These should tie into the overall vision and mission of the project.
* **Sprint Structure and Goals**: Determine the sprint structure and have some goals in mind for each sprint for next trimester. A key question is should we have 2 or 3 main sprints for the project next trimester? I am leaning towards 3 again lasting three weeks in trimester 2. One starting in week 2, another in week 5 and a final in week 8,
* **Future Direction**: Let’s have a plan in place over how we will move forward. We should also be aware of the new avenues for the project, any potential issues.

# Documentation:

* **GitHub Documentation**: Update all documentation onto GitHub – So we will need to move everything that we have completed in the trimester onto GitHub.
* **Trello Migration**: Migrate Trello Board over to Microsoft Planner. Some Microsoft planner boards have been set up in the Team’s Channel. Let’s start to organise all of the pertinent tasks from Trello over to the Microsoft Planner board. Consider what tasks from Trello are no longer required and can be deleted.
* **Microsoft Teams**: There is a lot of information on Microsoft Teams by the end of the trimester. Let’s ensure that all key information is moved to the GitHub account. Then any information that is no longer required is deleted.

# Reports & Presentations:

* **Handover Videos**: Prepare handover videos for each stream. It is paramount to organise handover videos to showcase the key achievements from each stream for the unit chairs and future employers.
* **Company Report**: Prepare company handover report (include the handover videos within). The report will discuss all of the key achievements this trimester. Also included will be learnings from the trimester and potential avenues of improvement.
* **Junior Presentation**: Organise for presentation to juniors – let’s organise an onboarding presentation for the junior students next trimester.