**PRCS252 – Travel System Management Software:  
Project Checklist**

The following project checklist was initially completed on Friday 1st February 2019 with alongside the initial project initiation meeting with team members: William Butler, Andrew Bellas, Vincent Castellani and Goel Biju.

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| --- | --- | --- | --- | --- | --- |
| Responsibilities | | Team Members | | | |
| William Butler | Andrew Bellas | Vincent Castellani | Goel Biju |
| Communication | Set up meetings | ✓ | ✓ | ✓ | ✓ |
| Take notes and submit to repo |  | ✓ |  | ✓ |
| Track objectives | ✓ |  | ✓ |  |
| Track time | ✓ |  | ✓ |  |
| Project Initiation | Record items in backlog | ✓ | ✓ | ✓ | ✓ |
|  | Verify all work items allocated | ✓ |  |  |  |
|  | Communicate with project owner | ✓ | ✓ | ✓ | ✓ |
|  | Check sprint plan coherent and sensible | ✓ | ✓ | ✓ | ✓ |
| Sprints | Ensure review carried out | ✓ | ✓ | ✓ | ✓ |
|  | Allocate code review pairings | ✓ | ✓ | ✓ | ✓ |
|  | Ensure quality of release | ✓ | ✓ | ✓ | ✓ |
|  | Validate tests for release to ensure their quality |  |  | ✓ | ✓ |
| Project Closure | Ensure meeting takes place | ✓ | ✓ | ✓ | ✓ |
| Ensure project review carried out |  | ✓ |  |  |
| Ensure submission of documentation for project review | ✓ |  |  |  |
| Plan for presentation created and communicated to team | ✓ | ✓ | ✓ | ✓ |