**IT7501 - Project Overview –** *Guidelines Only (2020)*

**Project Set-up**

**Establish Team and Topic**

Team roles

Team Agreement

Bid for Project

**Establish:**

Shared Drives

Project Methodologies

**Establish Templates**:

Individual Diaries (personal)

Individual Timecard: task – hours

Project Progress: topic – hours – topics (team)

Agendas: Team – Client – Advisor

Minutes: Team – Client - Advisor

Team Change Log

Research Log

Project Change Request

**Project Proposal finalised**

What – How – Evidence

*Maintained throughout the project*

**Project Management**

**Project Tracking**

Project organised and evidenced

**Project Risk:**

Controlled, Prevented, Monitored

**Audit ready**

* Adjust: Scope/Project management
* Track progress through documentation
* Track technical and all outcomes in progress
* Track input hours & tasks
* Track timeframes
* Research logs kept
* Changes recorded
* Professional quality

All members engaged and informed

All members understand the project outcomes

Client

Advisor

Reviewer

Resources

**Analyse - Design - Build - Close**

**Deliverables:**

Build development environment

Test environment

Proposal Deliverables completed

Added value included

**Client Handover**

Submit organised documentation – printed

Submit Electronic files

**Panel Interview**

**Booklet**

Submit Project Summary for publication

**Public Presentation**

Present deliverable / outcome to public

**Project Finish**