**Preliminary Report Guideline**

**Due date**: Sept. 30, 2016

The primary goal of this report is to initiate the project and delimit the project scope. The main objectives of this phase include:

* Establishing feasibility and the project scope
* Capturing essential requirements
* Identifying critical tasks and risks
* Creating a business case to demonstrate that the project will deliver quantifiable business benefit

To successfully complete this phase your team must produce the following deliverables:

**Application development team**

* A vision document (Vision Document Template.docx)
* An initial use-case model
* A high level project plan
* An initial risk assessment (Risk List Template.docx)
* An initial project glossary (This document can be combined with the vision document)

**Research-focused team**

* A vision document (or problem statement)
* An initial use-case model (or list of requirements)
* A high level project plan

- It can be a narrative schedule, describing the steps for project implementation, final report preparation, and specification of tasks distribution among team members

* List of major technical risks of the project
* Paper reading list

**Notes**

* Several templates and example documents are available on the Blackboard course site.
* Compress all deliverables to a single file and submit the file to your project advisor and course director (upload to the Blackboard).

**Evaluation**

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| **Application development Team** | **Research-focused Team** |
| 50 A vision document  15 An initial use-case model  15 A high level project plan  15 An initial risk assessment  5 An initial project glossary | 40 A vision document (or problem statement)  15 An initial use-case model (or list of requirements)  15 A high level project plan  15 List of major technical risks of the project  15 Paper reading list |