Process Specification
for
Project Tyr

Version 1.0 Final 1

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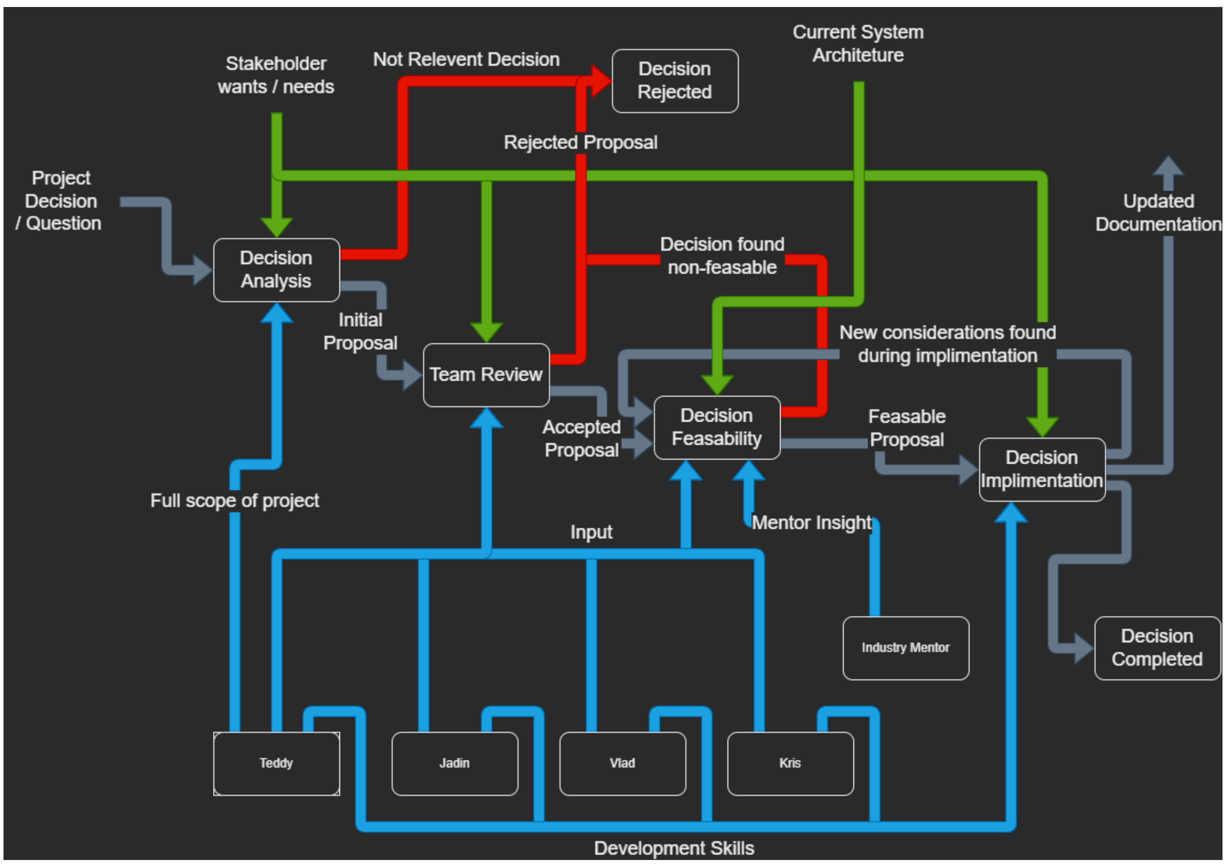
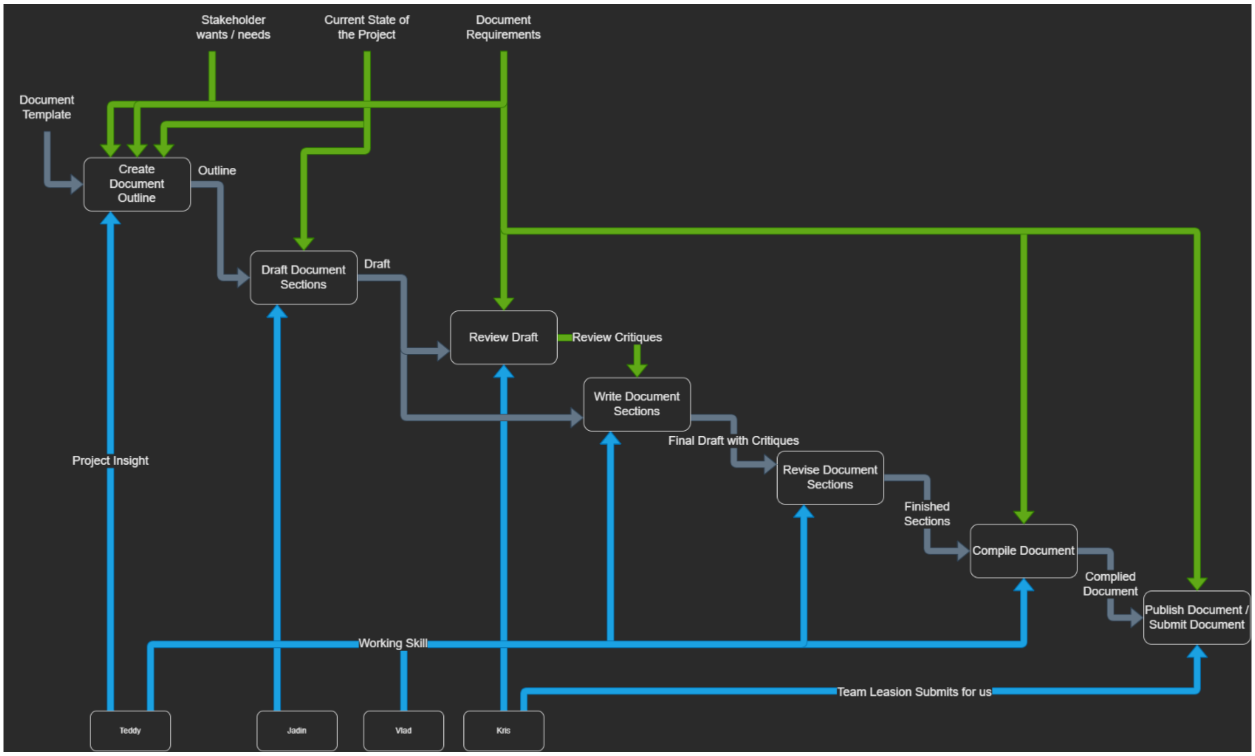


Decision Process Walkthrough:

The process starts with a decision that needs to be made about the project. Teddy, who has the most comprehensive understanding of the project and the client's needs, leads the way by analyzing the project and generating choices that can be made regarding it. If after the analysis, the decision is not found to be a dead end or flawed premise to make decisions on, a clear and easy-to-understand informal proposal is created and reviewed by the team. If the proposal is accepted, the team discusses it with industry mentors to see if it is in line with the project's goals, fits into the current state of the project, and is feasible, or if they recommend a different approach. If everything is approved, the decision is implemented. If unforeseen obstacles arise or additional information is found that calls into question the decision, the team brings it back up for discussion with the mentors. Elsewise, the decision is fully implemented, and accompanying documentation is updated to reflect the choice made, as well as its justification.

The Technical Document Production Process

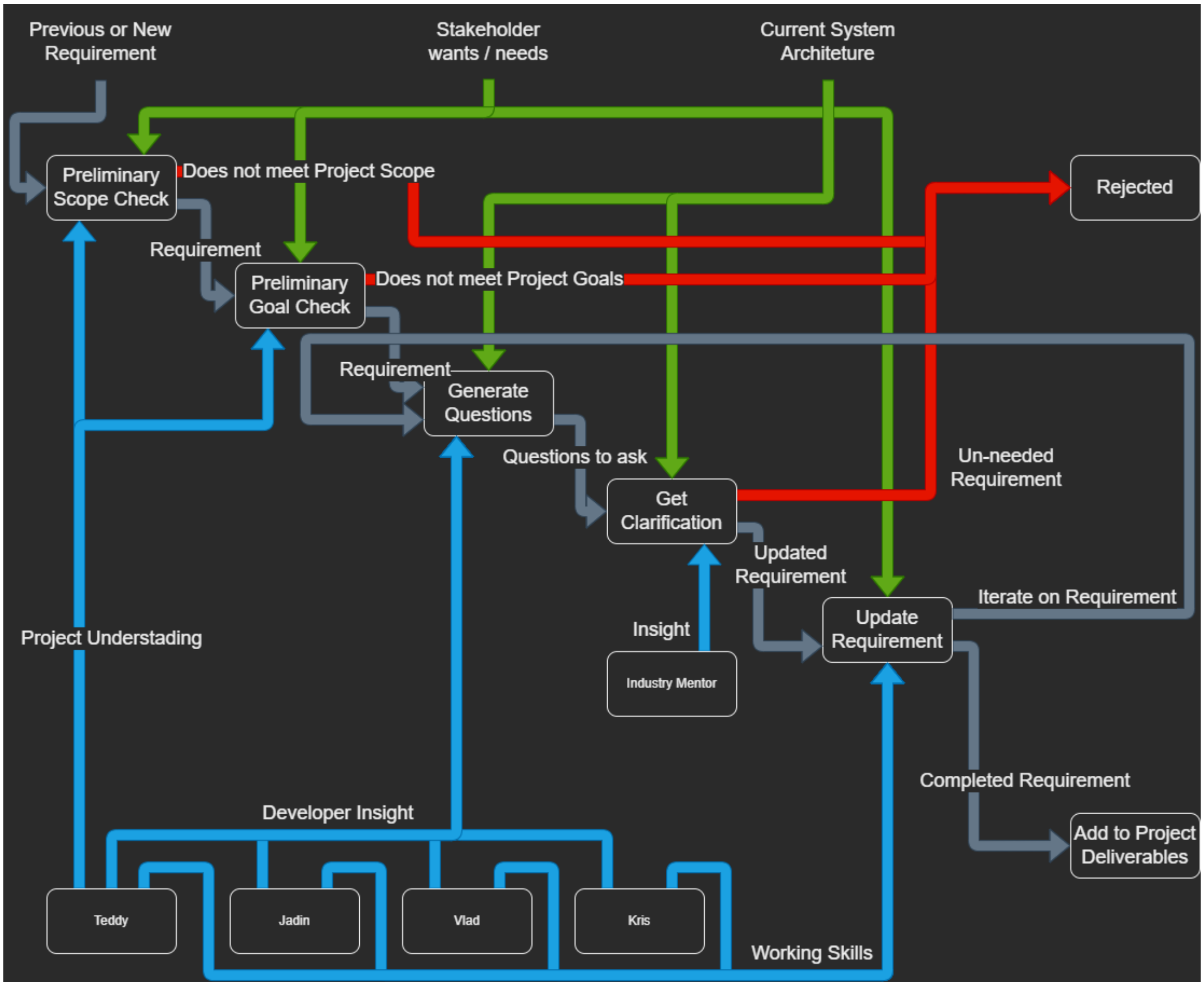


Document Process Walkthrough:

The process starts with a document template and document requirements that are converted into an outline by Teddy, who uses his knowledge of the project to remove potential roadblocks and include helpful information about the document requirements, the current state of the project, what the stakeholders need or want, and indicates what the objectives of the document are and the kind of content it should contain. Once the outline is complete, the team turns it into a draft by quickly filling in relevant information for each section. The draft is then iteratively reviewed, rewritten, and added to until the team is satisfied with the content.

Next, the team completes a final pass of the document on a shared screen, ensuring that its voice is consentient, formatted appropriately, and includes all necessary graphics and styling. Finally, Kris submits or publishes the document to the appropriate location.

The Process of Refining Requirements



Requirements Process Walkthrough:

First, Teddy checks the proposed requirement change against the current understanding of the system's architecture, the stakeholders needs, and the goals of the project to see if it meets the project goals and is in scope. If the requirement does not support the goals or is out of scope, the requirement is discarded, unless it is coming from the client or is an academic expectation, in which case the team works to clarify or negotiate the requirement with the entities proposing it. If it is within scope and supports the goals of the project, Teddy generates questions to ask the team's industry mentors during a meeting about the requirements to make sure they are sufficiently well defined.

The team reviews and adds to the questions, and then presents the questions to the team's mentors during their next meeting. The team works with the mentors to shape the requirement and refine it into something that is comprehensive, specific, well justified, works for the project, and all parties can agree on. If it does not meet this standard or is found to be unnecessary in some way, the requirement is rejected. When the requirement is approved, the team updates the project's requirements in all relevant documents.

Gathering needed resources

To gather resources, the team first determines what resources are needed for the project and whose domain those resources exist within. Dr. Mark Beattie has been extremely helpful to the team in these endeavors and has provided direction as to the bureaucratic organizational structures the project exists within and to whom the team can go to get the things they need.

The team then compiles concisely why the team needs access to the resource and for what purpose. With this information at hand, the team asks the relevant entities informally for access to the needed resources, and for information about the processes involved in obtaining the resource. Kris, the communication liaison follows up formally to ensure the request does not fall through and guides the team through the processes necessary to gain authorization and access.