

# Development Plan Checklist

Spencer Smith

September 11, 2025

The Development Plan records important decision for the team on the agreed upon approach for the project.

- Follows writing checklist (full checklist provided in a separate document)
  - ☐ L<sup>A</sup>T<sub>E</sub>X points
  - ☐ Structure
  - ☐ Spelling, grammar, attention to detail
  - ☐ Avoid low information content phrases
  - ☐ Writing style
  - ☐ Hyperlinks should be done properly (`\ref`)
- Document
  - ☐ Follows outline in template repo (minor changes are okay, as long as rubric items are covered)
  - ☐ Document makes decisions (not an empty exercise). Decisions can be changed later.
  - ☐ PoC demo plans are included (they can be changed later if necessary)
  - ☐ Risk used to plan PoC is clearly expressed
- Team Charter
  - ☐ Trigger for a problem is quantified
  - ☐ Consequence of problematic behaviour is expressed
  - ☐ Exercise of planning team charter is done with sincerity