Project organization

## Milestones

This table contains a list of phases, milestones and estimated date of competition.

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| **Project Phase** | **Milestone** | **Milestone Description** | **Est. Date** |
| System Concept Phase | Project Chatter | Main project goals and objectives must be determined as well as the project benefits. This will be the base for the SPMP. | Feb 15 |
| Planning Phase | Software project management plan (SPMP) | Develop and deliver a plan to manage the project. | Mar 23 |
| Requirements Elicitation and analysis | Software requirements specification (SRS) | Analyze client needs and gather requirements in a software requirements specification. | Apr 15 |
| SRS review | Client reviews the specification. | 3 May |
| Software Design | Software design document (SDD) | The requirements in the SRS document are be the base for developing the software design document. This is the theoretical design for the software and its functionality. | 12 May |
| Implementation & Testing | Complete coding | All coding completed. | 18 Dec |
| Deployment on a testing environment | Preparation and deployment on a test server. | 21 Dec |
| Complete testing and debugging | The working software is given to a team of testers and a testing documentation is written. | 21 Jan |
| Internal project review | The implementation will be reviewed by the technical coordinators and project managers. | 21 Jan |
| Product Verification and Testing | Release product version | Product is deployed to an interim server identical to the production server. | 1 Feb |
| Complete verification and acceptance testing | Client verifies if the product conforms to the written specification and does acceptance testing. | 25 Feb |
| Software delivery and user documentation | Release production version and complete user manual (UM) | Feature complete product is deployed to a production server. Completed user manual document is transferred to the clients as well. | 1 Mar |

Table 1. Project milestones

## Deliverables

* **Project Chatter Document.** In the initial system concept phase a project chatter document will be delivered. This document will explain the project main goals and objectives, the project benefits and how it will be executed.
* **Software project management plan (SPMP).** In the planning phase a SPMS will be delivered. This document explains in detail how will the project be managed.
* **Agreement.** In the planning phase an Agreement will be delivered as well. This document represents a contract between the client and the developers on what is going to be delivered.
* **Software Requirements Specification (SRS).** In the requirements elicitation phase an SRS document will be delivered. This document contains all functional requirements as well as user characteristics, performance and security requirements.
* **Software Design Document (SDD).** In the software design phase, an SDD is delivered. This document describes the design goals, tradeoffs made by the design goals, the high-level composition of the system, hardware/software platforms and data management.
* **Software testing documentation.** In the implementation and testing phase a testing documentation is delivered. This document contains information about the testing strategy, progress, metrics and achieved results.
* **Release product version**. In the verification and testing phase a release product version is delivered to the clients for testing. This version can be final if it passes all acceptance tests.
* **Release production version.** In the software delivery phase, a release production version is delivered and deployed to the production server.
* **User manual (UM).** In the software delivery phase, an UM document describing how the system features are intended to be used will also be delivered as well.