Vision ----> What Is The Goal
Scope ----> What Is Scope / What You Want to do and what you can't do [Deliverables]
Vision Statement ----> 3 types
1. Purpose or outcomes Or Goals 2. Justification or Resources 3. How you can manage the problem.

Shanti + Tanzid
Initialization

Scope Fixation

TA Recruitment (TR) is a mission mode project with the objective to make the TA recruitment process done in a computerized way following paperless process trend. Our concept is to break down the hassles & waste of time every applicant faces during application.

Deliverables

Home page: Home page will help to keep in touch with the site to get the relative information like research, portfolio, club and contact. It'll take admin, faculty, students to login through access bar.



Login: With proper information like username & password admin, faculty, students can get access to the website.



Admin Homepage: Here, Admin can add students & assign any faculty to handle TA recruitment process providing necessary information like name, student id, CGPA, department & current trimester. System can send confirmation mail with user id & password as well as deleting account of the users.

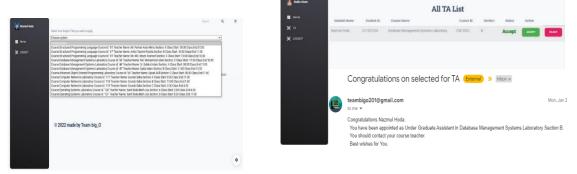




Faculty Home: Assigned faculty members can access the courses & overview the application. They can choose the suitable candidate & could assign TA.



Student Home: Here, student can view their profile & they can regularly update their profile & they will have the option to apply for any course according to their schedule & choice.



Confirmation: If the faculty member chooses the student as a TA then his name will be listed on the website & he will receive a confirmation mail.

Stake Holders

- 1. Admin
- 2. Faculty
- 3. Student

Planning

Pre Requisite

Clients wants to take delivery of the project to be taken within 4 weeks.

Resource Planning

- Human Resource
- Software Resource [Visual Studio Code, HTML, CSS, JAVASCRIPT, PHP, MySQL]
- Hardware Resource [Laptop, Mobile]

Not Necessary

Work Distribution

Design	Santi Brata Nath Joy, Tanzid Ahsan
Development	Shabrina Airen Esha, Shahariar Sarkar
Testing	Shabrina Airen Esha, Umme Aimon Brishty
Deployment	Shahariar Sarkar, Tanzid Ahsan
Closing	Tanzid Ahsan

Not recommended

Cost Estimation

Though it's an academic project between students, we're very concerned about not spending even a penny extra. So in our project there is no cost estimation mentioned.

Time Estimation

Design	Week 01
Feature 01 [homepage, admin, student, faculty signup, login]	Week 02
Feature 02 [admin, faculty, student individual homepage]	Week 03
Feature 03 [application process]	Week 04
Feature 04 [mail confirmation]	Week 05
Final Presentation	Week 06

Change Management

Change management needs to set for better workflow, decrease project overheads, overcome obstacles and great work experience.

CM 01: If any member leaves

During the project development process, any member can leave the group due to any reason. At that time, any of the remaining members will hunt for the members needed for the suitable position. At any case, if the member can't be found the remaining task will be distributed among the remaining members.

Not Necessary

Not Necessary

CM 02: If the project changes

If the project is changed, we'll set a meeting as soon as possible and will try to figure a new project with the concern of faculty.

CM 03: Any Error occurs at last moment

Before the project show, if any problems occur, need to contact with classmates and faculty to solve the issue as soon as possible.

Risk Management



Category	Member Active	Priority
Code Issues	Shabrina, P_Sarkar	High
Database Error	Tanzid, Bristy	High
Data Lost	Santi, P_Sarkar	Moderate
Poor Productivity	Shabrina, P_Sarkar, Brishty, Tanzid	Moderate
Team Member Leaving	Santi, P_Sarkar	Low

Methodology

A methodology is a multi-action approach or set of tasks through which the main goal of the software can be achieved.

Why methodology is important?

For getting an efficient way of achieving the goal of a software project.

Types of Methodology

- Non-Agile
- Agile

Scrum Xtreme RUP Incremental Sparial

Waterfall

Non-Agile Methodology

A methodology where the cycles or iterations are limited is called non-agile methodology.

Usual Stages:

- Planning
- Requirements
- System and software design
- Implementation
- Testing
- Deployment
- Maintenance/Updates

Extra Things Should Be Removed If Possible Try To Add more advantages and disadvantages

Remove Shanti
If Needed Advantages Then
Shabrina

Waterfall Methodology

A non-agile model, where client can't change the requirements if the cycle starts where each phases are entirely completed before beginning the next phase and follow the phases linearly is known as waterfall methodology.



Advantage

- Simple & Easy way to understand
- Better for short projects.
- No overlapping phases.

Disadvantage

- Don't allows interaction with user to ensure satisfaction.
- It takes too much time to set the documentation.
- Can't access the next phase until the present is completed.
- For making complex projects waterfall can't be used as there is no room for changes after initialing the plan.

When to use?

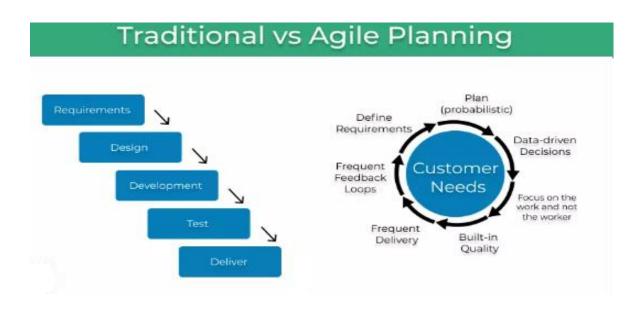
- Short project
- The requirements are clear and well understood
- When we need to complete the project in a linear way

Agile Methodology

Agile model is an adaptive methodology that break the project into small incremental and individual modules which can be addressed as sprint.

Types of Agile Methodology

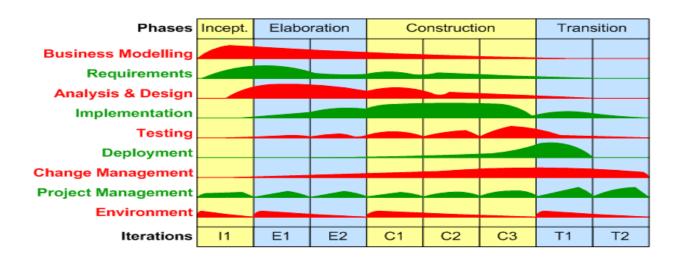
- Scrum Methodology
- Boehm's Spiral Methodology
- eXtreme Programming (XP) Methodology
- Rational Unified Process (RUP) Methodology



Rational Unified Process (RUP) Methodology

RUP is a methodology which focused on using UML to design and build projects. RUP has five phases which can help decrease development cost, wasted resources and total project management time. Phases:

- Inception
- Elaboration
- Construction
- Transition
- Production



Advantage

- Provides proper documentation
- Improves process control and risk management
- Provides regular feedback to customers
- Reduce total project time

Disadvantage

- Complicated procedure.
- Expert professionals are required.
- Hard to merge again and again.
- Heavily dependent on the rational tools which are expensive.

When to use?

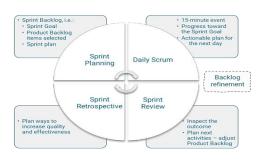
- For complex and large projects.
- When team has expert professionals.
- When client gives ambiguous requirements that changes frequently.
- Object Oriented System that needs to update on a regular basis.

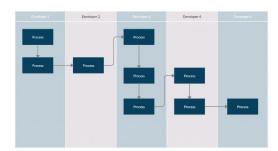
Scrum Methodology

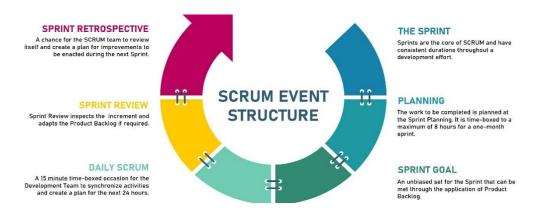
Scrum is an incremental iterative agile methodology that breaks the project into small incremental modules, works at a time with continuous experimentation and feedback loop along the way to learn and improve project modules.

Typical terminologies of Scrum:

- Scrum Master
- Product Back-lock
- Velocity
- Sprint
- Product Owner
- Development Teams







Advantage

- Suitable for fast moving projects.
- Cost effective.
- Updates regular feedback for achieving the goal.
- Contribution of individuals are noticed by the scrum master in scrum meetings.

Disadvantage

- Project failure is high if the members are not cooperative in nature.
- If scrum master can't strictly control the deadline of each scrum, then the completion
 of the project time may increase.

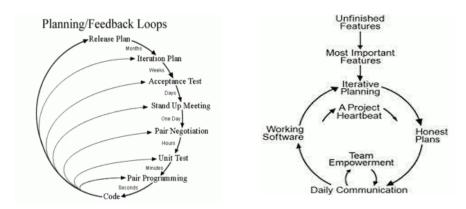
- Sometimes daily scrum meeting is frustrating.
- Skilled and committed members are required.

When to use?

- When the requirements are vague and needs frequently changes.
- Semi large projects.
- Regular basis update.

eXtreme Programming (XP) Methodology

Extreme programing method follows pair programming which illustrates doing both coding and testing in parallel and sometimes testing is completed before the code is developed.



5 Essentials of Extreme Programming



Advantage

- Development are constantly reviewed by the customer.
- Supports test driven development.
- Improve the design of existing code without changing its functionality.

Disadvantage

 When a project is large and needs to build in a short period of time then it's impossible using XP. Need to manage large team.

When to use?

- When a project needs to build incrementally and for starting the project we don't need complete requirements in hand.
- Needs to develop the project in parallel.

Boehm's Spiral Methodology

Spiral model is risk driven model that guides a team to adopt elements for one or more process models. The number of cycles show the amount of risk.

Phases:

- Planning or determine objectives
- Risk Analysis or identity and resolve risk
- Engineering (development and tests)
- Evolution (Plan next iteration)



Advantage

- Good for large, mission-critical projects.
- Beneficial for extensive projects with high risk with unpredictability.
- Least maintainable.

Disadvantage

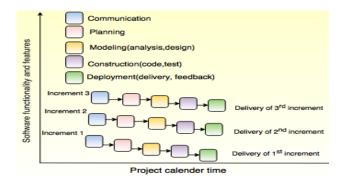
- · Each phase contains extra overhead that create costs.
- Doesn't work well with smaller projects.
- Many prototype will be developed.

When to use?

- Suitable for high risk.
- When requirements are unclear.
- When long term project commitment is not feasible.
- When company has large team.

Incremental Soft. Dev. Methodology

Incremental software development methodology is a process where the requirements are divided into multiple independent modules of the software development cycle.



Advantage

- Prototype may carry the details information which can be used for the final version.
- Divides project into smaller versions which creates efficiency.
- Initial product delivery is faster.
- The final product is built as separate components, one at a time.

Disadvantage

- Customer requirements can't be fulfilled with prototype.
- It may become costly as prototype are often take for by the developer.
- User need to be active during every phases.

When to use?

- When a project has lengthy schedule.
- When software team are not very well skilled.
- When the requirements of the system well defined.

Which methodology is suitable for our project?

Initially the project has been developed with scrum model. But after a project update in respond with faculty, we'll change the methodology to waterfall methodology in the last week.

Why?

Our first approach as like we're show our project feature one after another in weekly basis to faculty. After faculty's review we will change our plan to complete the project. After the initial feature update, faculty shared review as we can't do the project further, because of the project has no practical view.

We have very limited time to complete our project. We made our requirements clear with the help of faculty and made our vision clear that we need to develop our project within last week for final presentation. The method is similar with waterfall method's criteria.

What is WBS?

A Work Breakdown Structure (WBS) is a fundamental project management technique for defining and organizing the total scope of a project, using a hierarchical tree structure.

The first two levels of the WBS (the root node and Level 2) define a set of planned outcomes that collectively and exclusively represent 100% of the project scope. At each subsequent level, the children of a parent node collectively and exclusively represent 100% of the scope of their parent node.

WBS Design Principals

The 100% Rule: One of the most important WBS design principles is called the 100% Rule. The 100% rules basically include 100% work of the total project including scope management of the project & all the deliverables like internal, external, interim – in terms of the work to be completed, including project management. The 100% rule is one of the most important principles guiding the development, decomposition and evaluation of the WBS. The basic concept is that the sum of the work at the child level must be 100% of the work represented by the "parent" & WBS should not include any work that falls outside scope of the project, that is, it can't include more that 100% of the work. At the same time, we have to remember that 100% rule also applies to the activity level. The work represented by the activities in each work package must add up to 100% of the work necessary to complete the work package.

<u>The best way to adhere to the 100% Rule is to define WBS</u> elements in terms of outcomes or results

If the WBS designer attempts to capture any action-oriented details in the WBS, he/she will likely include either too many actions or too few actions. Too many actions will exceed 100% of the actual scope and too few will fall short of 100% of the parent's scope. The best way to adhere to the 100% Rule is to define WBS elements in terms of outcomes or results. This also ensures that the WBS is not overly prescriptive of methods, allowing for greater ingenuity and creative thinking on the part of the project participants. For new product development projects, the most common technique to assure an outcome-oriented WBS is to use a product breakdown structure (PBS).

Feature-driven software projects may use a similar technique which is to employ a feature breakdown structure. When a project provides professional services, a common technique is to capture all planned deliverables to create a deliverable-

oriented WBS. Work breakdown structures that subdivide work by project phases (e.g. Preliminary Design Phase, Critical Design Phase) must ensure that phases are clearly separated by a deliverable (e.g. an approved Preliminary Design Review document, or an approved Critical Design Review document).

Level 2 is the Most Important

- It helps to determine actual costs
- It schedules data as group for future project cost & schedule estimating
- It helps project manager to know how much it took to design a product & he can use that data for future analogous estimating.

In other cases, the project manager may want to know how much a major part of the product actually cost after the project was completed. For this a PBS would be used. Level-2 is therefore used to capture "actuals" from a project for future estimating purposes.

The Four Elements in Each WBS Element

Each WBS element, when completed should contain the following four items:

- 1. The scope of work, including any "deliverables."
- 2. The beginning and end dates for the scope of work.
- 3. The budget for the scope of work.
- 4. The name of the person responsible for the scope of work.

By using a WBS in this manner the project manager can approach a complex project and decompose it into manageable, assignable portions. There is minimal confusion among project members when this technique is used.

Mutually-exclusive Elements

- In addition to 100% rule, there should not be any overlapping in scope definition between two elements of a WBS as this ambiguity could result in duplicated work or miscommunications about responsibility & authority.
- Overlap is likely to cost confusion regarding cost accounting.
- WBS names should be ambiguous as it will help to clarifying the distinctions between WBS elements.

How Far Down?

- WBS is decomposed to the work package level as it is the lowest level in the WBS. In this point the cost & schedule can be reliably estimated.
- If a WBS terminal elements are defined too broadly, it may not be possible to track project performance effectively.
- If a WBS terminal elements are too granular, it may be inefficient to keep track of so many terminal elements, especially if the planned work is in the distant future.
- A satisfactory tradeoff may be found in the concept of progressive elaboration which allows WBS details to be progressively refined before work begins on an element of work.

• We can use rolling wave planning for a project which establishes a regular time schedule for progressive elaboration.

In reality, an effective limit of WBS granularity may be reached when it is no longer possible to define planned outcomes, and the only details remaining are actions. Unless these actions can be defined to adhere to the 100% Rule, the WBS should not be further subdivided

The 40-Hour Rule of Decomposition

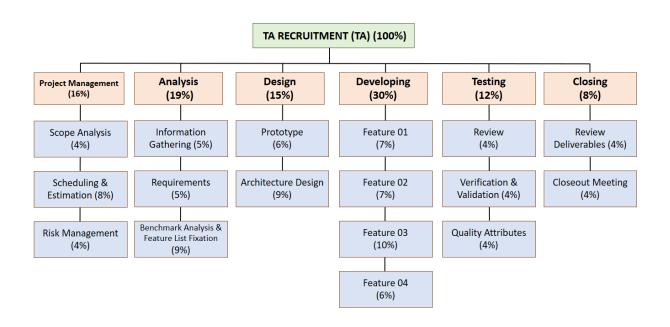
Another rule-of-thumb for determining how far down a WBS should be decomposed is called the "40 Hour Rule." This rule is applied when the project is decomposed down to the element that has about 40 hours of allocated direct labor & there is no need to decompose further. The 40 Hour Rule is based on a 40-hour work week. Because of this, most WBS diagrams are not symmetrical. Some legs may go down to Level-4 while others may go down to Level-5.

The 4% Rule of Decomposition

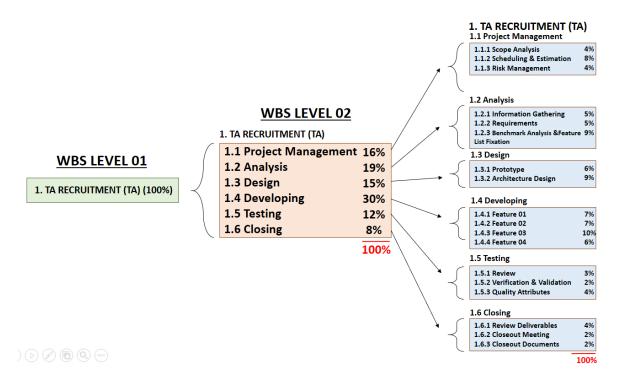
As per Gary Heerken's suggestion, 4% Rule for decomposing a WBS. With this rule a WBS is adequately decomposed when the lowest element is about 4% of the total project. 3 For a 26-week schedule, the lowest element should be about one week. For a \$2.6M project, the lowest level should be about \$104K.

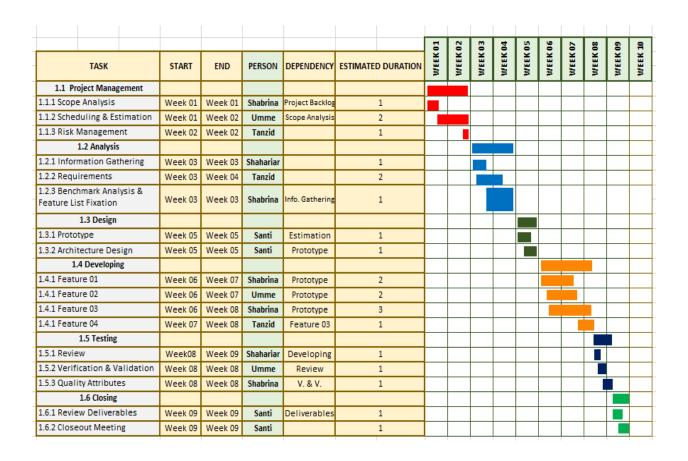
WBS Summary Need To Be Updated If we Get The time

Work Breakdown Structure (WBS)



WBS LEVEL 03





1 TA Recruitment (TA)

1.1 Project Management

1.1.1 Scope Analysis 1.1.2 Scheduling & Estimation 1.1.3 Risk Management **Deliverables:** Deliverables: TA Recruit **Deliverables: Completion** For risk in an automated way of project on time handling Beginning Time: Week 01 Beginning Time: Week 02 Beginning Time: Week 01 & End Time: Week 01 & End Time: Week 02 & End Time: Week 02 **Budget: N/A** Budget: N/A **Budget: N/A** Person: Shabrina Person: Umme Person: Tanzid

1.2 Analysis

1.2.1 Information Gathering	1.2.2 Requirements	1.2.3 Benchmark Analysis & FLF
Deliverables: For finding proper features.	• Deliverables: Requirements for	Deliverables: Comparing with existing products &

Beginning Time: Week 03& End Time: Week 03

Budget: N/A

• Person: Shahariar

problem solving.

Beginning Time: Week 03
 & End Time: Week 04

Budget: N/A

• Person: Tanzid

fixing the relevant features.

Beginning Time: Week 03& End Time: Week 03

• Budget: N/A

Person: Shabrina

1.3 Design

1.3.1 Prototype

• Deliverables: For finding proper features.

Beginning Time: Week 03& End Time: Week 03

Budget: N/A

• Person: Santi

1.3.2 Architecture Design

• Deliverables: For finding proper features.

Beginning Time: Week 03
 & End Time: Week 03

• Budget: N/A

• Person: Santi

1.4 Developing

1.4.1 Feature 01

- Deliverables: Homepage, admin, student, faculty signup, login
- Beginning Time: Week 06
 & End Time: Week 07
- Budget: N/A
- Person: Shabrina

1.4.2 Feature 02

- Deliverables: Admin, faculty, student individual homepage
- Beginning Time: Week 06
 & End Time: Week 07
- Budget: N/A
- Person: Umme

1.4.3 Feature 03

- Deliverables: Application Process
- Beginning Time: Week 06
 & End Time: Week 08
- Budget: N/A
- Person: Shabrina

1.4.4 Feature 04

• Deliverables: Mail Confirmation

Beginning Time: Week
 03 & End Time: Week 07

Budget: N/APerson: Tanzid

1.5 Testing

1.5.1 Review

Deliverables: Checking System

Beginning Time: Week 08
 & End Time: Week 08

• Budget: N/A

• Person: Shahariar

1.5.2 Verification & Validation

Deliverables: For integration.

Beginning Time: Week 08
 & End Time: Week 08

Budget: N/A

Person: Umme

1.5.3 Quality Attributes

Deliverables: Availability, performance & security

Beginning Time: Week
 08 & End Time: Week 08

Budget: N/A

• Person: Shabrina

1.6 Closing

1.6.1 Review Deliverables

 Deliverables: TA Recruitment along with its features.

Beginning Time: Week 09
 & End Time: Week 09

• Budget: N/A

• Person: Santi

1.6.2 Closeout Meeting

Deliverables: Handover the project.

Beginning Time: Week 09
 & End Time: Week 09

Budget: N/A

• Person: Santi

Wideband Delphi Method

Wideband Delphi Technique is a consensus-based estimation technique for estimating effort. Useful when estimating time to do a task. Participation of experienced people and they individually estimating would lead to reliable results. People who would do the work are making estimates thus making valid estimates.

Name	Wideband Delphi Script
Purpose	To break down a complex project or deliverable into smaller, more manageable components, making it easier to plan, organize, and execute.
Summary	A hierarchical decomposition of a project or deliverable into smaller, more manageable components.
Work Products	 Input: The project scope statement, which outlines the goals, objectives, deliverables, and requirements of the project. Project charter Stakeholder's requirements Deliverables Output: A hierarchical structure that breaks down the project or deliverable into smaller, more manageable components.
Entry Criteria	 A clear project scope statement, which outlines the goals, objectives, deliverables, and requirements of the project. Other entry criteria may include the project charter, stakeholder requirements. To have sufficient time and resources to develop the WBS and to engage the appropriate stakeholders for input and feedback.
Basic Course of Events	 Choosing The team: This involves clarifying the project goals, objectives, deliverables, and requirements. This will provide the basis for breaking down the project into smaller components. Kickoff meeting: This involves identifying the key deliverables that need to be produced to achieve the project objectives. These deliverables become the top-level elements in the WBS. Individual preparation: This involves breaking down the major deliverables into smaller, more manageable components. This is typically done by asking "what needs to be done?" or "what are the steps to produce this deliverable?" and continuing the process until the

	components are small enough to estimate time and cost.
	4. Estimation session: This involves assigning specific tasks or
	work packages to individual team members or groups. Work
	packages are the smallest elements of the WBS and can be
	easily estimated and managed.
	5. Develop WBS diagram: This involves creating a tree-like
	diagram that visually represents the WBS. The diagram shows
	the hierarchy of deliverables, sub-deliverables, and work
	packages, along with their relationships and dependencies.
	6. Assembling tasks: This involves reviewing the WBS with the
	project team and stakeholders to ensure that all
	requirements are included, and that the WBS accurately
	reflects the scope of the project.
	7. Receiving results: Used as a foundation for project planning,
	resource allocation, cost estimation, scheduling, risk
	management and other project management processes.
Alternative Paths	1. Scope creep: This happens when the project scope expands
	beyond what was originally defined, making it difficult to
	accurately break down tasks and allocate resources.
	2. Lack of clarity: If the project objectives, tasks, and
	deliverables are not clearly defined, it can be difficult to
	create a comprehensive and accurate WBS.
	3. Overcomplicating the structure: If the WBS is overly
	complicated or has too many levels of detail, it can become
	confusing and difficult to manage.
Exit Criteria	The script ends after the deliverables are identified with
	complete and comprehensive work breakdown structure (WBS).

Delphi Writings Must Be Updated On Words

Shanti +Shahariar

Individual Preparation Result

Task List (SB.)	Time (Week)		Assumptions
ope Analysis	1	1	
cheduling & Estimation	2	2	
Risk Management	1	3	
nformation Gathering	1	4	
Requirements	2		
Benchmark Analysis & Feature List Fixation	1		
rototype	1		
rchitecture Design	3		
eature 01	2		
eature 02	2		
eature 03	3		
eature 04	1		
Review	2		
erification & Validation	1		
uality Attributes	1		
leview Deliverables	1		
loseout Meeting	2		
Calender Waiting Time, delays			
Project Overhead Tasks			

4	
4	1 Confirmation Emai
3	2
1	3
1	4
2	
5	
1	
3	
3	
3	
7	
5	
1	
2	
1	
2	
1	
	1 1 2 5 1 3 3 3 7 5 1 2 1

Task List (U.)	Time (Week)	Assumptions
Scope Analysis	2	1 Login Page UIU Logo
cheduling & Estimation	2	2
Risk Management	2	3
nformation Gathering	5	4
Requirements	4	
Benchmark Analysis & Feature List Fixation	2	
rototype	5	
Architecture Design	2	
eature 01	5	
eature 02	2	
eature 03	8	
eature 04	2	
leview	2	
/erification & Validation	1	
Quality Attributes	1	
Review Deliverables	1	
Closeout Meeting	1	
Calender Waiting Time, delays		
Project Overhead Tasks		

Task List (SA.)	Time (Week)	
Scope Analysis	1	Assumptions
cheduling & Estimation	2	1 Research (Nav Bar)
Risk Management	1	2
nformation Gathering	1	3
equirements	3	4
enchmark Analysis & Feature List Fixation	1	
rototype	1	
Architecture Design	1	
eature 01	4	
eature 02	3	
eature 03	3	
eature 04	4	
Review	1	
erification & Validation	1	
Quality Attributes	1	
Review Deliverables	1	
Closeout Meeting	1	
Calender Waiting Time, delays		
Project Overhead Tasks		

Task List (T.)	Time (Week)		Assumption
Scope Analysis	3	1	
Scheduling & Estimation	2	2	
Risk Management	1	3	
Information Gathering	1	4	
Requirements	2		
Benchmark Analysis & Feature List Fixation	1		
Prototype	3		
Architecture Design	1		
Feature 01	5		
Feature 02	4		
Feature 03	6		
Feature 04	1		
Review	1		
Verification & Validation	1		
Quality Attributes	1		
Review Deliverables	1		
Closeout Meeting	1		
Calender Waiting Time, delays			
Project Overhead Tasks		1	
-			
		1	

Fiiled-in Estimation Form

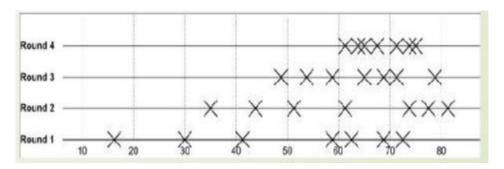
ame: Shahariar Sarkar (SH.)					Date: 18/02/2023		Estimation:		
pal Statement: TA Recruitment (TR)									Unit: Week
Category: (🗸) goal task, (🗸) quality task, (🌖) project overhead, () waiting time									
WBS or Priority #	Task Name	Estimation	Delta 01	Delta 02	Delta 03	Delta 04	Delta 05	Total	Assumptions
1	1.1.1 Scope Analysis	1	2						
2	1.1.2 Scheduling & Estimation	2	3						
3	1.1.3 Risk Management	1							
4	1.2.1 Information Gathering	1							
5	1.2.2 Requirements	2							
6	1.2.3 Benchmark Analysis & Feature List Fixation	1							
7	1.3.1 Prototype	1	2						Login Page UIU Logo
8	1.3.2 Architecture Design	1							
9	1.4.1 Feature 01	2	3						Research Nav Bar
10	1.4.1 Feature 02	2	4						
11	1.4.1 Feature 03	3	-2						
12	1.4.1 Feature 04	1	2						Confirmation Email
13	1.5.1 Review	1							
14	1.5.2 Verification & Validation	1	2						
15	1.5.3 Quality Attributes	1							
16	1.6.1 Review Deliverables	1							
17	1.6.2 Closeout Meeting	1							
	Delta		16						
	Total	23	49						

I Have No Idea? Needs To Be Re checked?

Estimation Session

Umme

- The moderator collects all estimates. Draw the estimated total on a line on the whiteboard and tabulate it.
- The estimator reads out clarifications and revisions to the list of tasks written on the estimator. Propose new or changed tasks, discovered hypotheses, or questions. No specific estimated time is discussed.
- The team resolved problems or disagreements. Since specific estimated times are not discussed, these disagreements are usually about the task itself and are often resolved by adding assumptions.
- Estimators modify their personal estimates by filling in the "Delta "column on the form.



This Avg Will be the avg of all numbers except high and low number Summarized Results of Estimation Shanti

5 1.2.2 Requirements 2 3 2 2 4 2 4 3 6 1.2.3 Benchmark Analysis & Feature List Fixation 1 2 5 2 2 1 5 3 Discret 7 1.3.1 Prototype 1 2 2 3 5 1 5 3 Discret 8 1.3.2 Architecture Design 3 1 3 2 2 1 3 2 9 1.4.1 Feature 01 2 4 3 5 5 2 5 3.5 10 1.4.1 Feature 02 2 3 3 4 2 2 4 3	
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Risk Management ----> Santi + Umme