# 1. Define Project Goals

*General goals and deliverables*

Daily scrum stand-ups (not to exceed 15 minutes) will report project status and progress. Week-ending progress will be reported Friday at noon, followed by projected outcomes for the coming week. The development phase will take 4 weeks. Development team testing will take one week. User testing will take an additional week.

# 2. Determine Outcomes

*Baseline outcomes*

Baseline outcomes will include a minimum viable product at the four-week mark. Testing and debugging by the development time will be accomplished at the five-week mark. Potential user testing by test customers will be achieved at the six-week mark.

# 3. Identify Risks and Constraints

*Resource risks*

Unseen circumstances may arise within each of the given phases. That fore-knowledge was accounted for and Fridays of each week are meant to be the catch-up day (assuming that all necessary development could occur within the week four days prior to Fridays). With the risk of going over-schedule, launch may be delayed between one to two weeks. These constraints will put the KKK development time at full MVP launch, at the latest, at the eight-week mark.

# 4. Refine Your Strategy

*Visual roadmap*

A visual waterfall (Gantt) chart will be provided to map out the progress of this project and give the development team and supervisors feedback and direction to move forward throughout the six- to eight-week period. See ProjectPlan\_Complete.xlsx.

# 5. Estimate Your Budget

*Evaluate necessary resources*

The development team headed by Software Engineer Ryan Buchanan will be donating all time to the project and will not sleep until its completion. We anticipate a high-caffeine and pizza diet which will be funded by a gracious grant from the good people in the OTech Financial Aid department. God bless us all on a fully-operational KKK.

# 6. Create a Contingency Plan

*Plan for project constraints*

To reiterate, given unforeseen contingencies, the plan may exceed the initial six weeks given for normal development and testing. Acceptable overflow will be taken up in a two-week grace period. Additional contingencies that slow progress will see the software development team working evenings and weekends (by all that is holy) to attend to unmet deadlines and week-ending projected outcomes.

# 7. Document Your Milestones

*Create milestones*

Decisive waypoints occur at each Friday. The first major milestone is the completion of MVP development at week 4 Friday, followed by the quality assurance and debugging testing week 5 Friday, and finally user testing week 6 Friday. Overflow will be adjusted as mentioned above.