



CPT-200 - Hybrid - System Analysis and Design

Project Phase Four - Project Management

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Project Code

In this section of your documentation, you are going to provide your code, including comments, and code for all classes you wrote. Do **not** include code for any of the system provided libraries. All that is needed is any code you and your team created.

GUI Screen Shots

In this section you are to provide screen shots of all the screens end users and admin personal will encounter, including with your screen shots **a couple of sentences** describing the screens functionality.

Change Log

The change log is a document that is used by the project team to log and track change requests throughout the life of the project. Change management is one area of project management which will cause serious problems if it is **not** carefully managed. Many projects involve highly influential people with varying interests and often there are many attempts to impart these interests on the project. These may be changes in scope, deliverables, design, or other changes which can easily cause a project to **fail** without a deliberate change management effort.

Please **click the link below** to download a template of the change log.

[CPT-200 - Hybrid - Project Phase Four - Template of Change Log - DOC](#)

Final Report/Lessons Learned

Capturing lessons learned is an integral part of every project and serves several purposes. While the finalization of a formal lessons learned document is completed during the project closeout process, capturing lessons learned should occur throughout the project lifecycle to ensure all information is documented in a timely and accurate manner. The lessons learned document serves as a valuable tool for use by other project managers within an organization who are assigned similar projects. This document should not only describe what went wrong during a project and suggestions to avoid similar occurrences in the future, but it should also describe what went well and how similar projects may benefit from this information.

Please **click the link below** to download a template of lessons learned.

[CPT-200 - Hybrid - Project Phase Four - Template of Lessons Learned - DOC](#)

Miscellaneous

- 1) While developers are developing the system, project manager is responsible to communicate with them, asking for **any changes** of the system, e.g., system architecture change, new services involved, new features added. Please note that any change of the system will **require** changes in related documents, even for those documents already completed in previous phases. Every time when **code-document consistency** is **broken**, project manager needs to update **(or let some one else update)** the documents in a timely fashion.
- 2) Project manager should be the **first user** of the system. For any progress in development, project manager needs to experience the new added features or other changes. Project manager **cannot** put aside the system development. Even if you do **not** understand code, you still need to try your best to understand the development process. The more you understand about the system, the better you can manage the project.
- 3) The team **cannot** let the project manager write all the documents. Everyone should contribute to the documents. For example, the developer who designed the system architecture should draw the architecture graph **(not project manager)**. It is project manager's responsibility to check and finalize documents.