**Guidelines for Project Plan**

**First semester**

* submission
  1. hardcopy of plan with signature in class
  2. softcopy of plan (without signature) in pdf on your project web site
  3. softcopy of presentation in pdf (ppt) on your project web site
* length: about 2 pages (single-spaced, 12-pt font, 1-in margins)
* content:
  1. Title, names and email addresses of team members, name (department if not CS) and email address of Faculty Sponsor(s)
  2. Goals: what are the main features?
  3. Motivation: why is your project interesting?
  4. Technical Challenges: Discuss three main CS-related challenges (for example, "we plan to use/do X, but we don't know much about X")
  5. Milestone 1 (Feb 19): itemized tasks:
     + Investigate and select tools/packages/data format/hardware/... to be used;  
       Try some small ("hello world") examples to evaluate the tools/packages/... to determine if they are sufficient for your project  
       (to resolve "we plan to use/do X, but we don't know much about X")
     + Requirement Document
     + Design Document
     + Test Plan
  6. Milestone 2 (Mar 19): itemized tasks:
     + implement, test, and demo *feature*
     + implement, test, and demo *feature*
     + ...
  7. Milestone 3 (Apr 16): itemized tasks:
     + implement, test, and demo *feature*
     + implement, test, and demo *feature*
     + ...
  8. Task matrix for Milestone 1 (teams with more than one person)

|  |  |  |  |
| --- | --- | --- | --- |
| Task | John | Mary | Mark |
| Investigate/Select Tools | web | algorithms | visualization |
| Requirement Document | write 50% | write 25% | write 25% |
| Design Document | write 25% | write 25% | write 50% |
| Test Plan | write 25% | write 50% | write 25% |

* 1. Approval from Faculty Sponsor
     + "I have discussed with the team and approve this project plan. I will evaluate the progress and assign a grade for each of the three milestones."
     + Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_