

Research Phase

Build and/or Buy Phase

Documentation/Handover Phase

Requirement
Analysis Doc

Code and Doc
Review #1

Midterm Project
Evaluation

3Q Project Review
Proof of Principle
Report

Final Project Package
Refined System

Feb 5

Feb 28

March 21

April 22

May 7-9

Feb 3

Feb 21

March 5-7

April 9-11

May 3

1Q Project Review

Build/Buy decision
required
Cost-Benefit
Comparison Report

Proof of Principle
System
Code and Doc
Review #2

Code Freeze

Final Project
Presentation

Project Milestones

Item	Due Date
1Q Project Review Presentation	February 5 - 7
Code and Document Review #1	February 21
Midterm Project Evaluation Presentation	March 5 - 7
Code and Document Review #2	March 21
3Q Project Review Presentation	April 9 - 11
Code Freeze	April 22
Final Project Package	May 3
Final Project Presentation	May 7 - 9

Project Deliverables

Item	Description	Due Date
Requirement Analysis Document	Assessment of system needs	February 3
Build/Buy decision required	Are we purchasing a system, building a new system, or some combination of the two?	February 28
Cost-Benefit Comparison Report	Report detailing the decision made and the evidence supporting it.	February 28
Proof of Principle System	Simple but functional system completed and ready for testing	March 21
Proof of Principle Report	Report the covers user testing results and areas for improvement.	April 9
Refined System	Completed system ready for use in Fall 2025, including training materials if needed	May 3