Word document has to have all of the deliverables in it

Powerpoint for the presentation

**Gantt Chart** – horizontal bar chart that represents a grouping of tasks, good for upper management. When will you get the project done. Don’t need arrows between the bars. Should never exceed 1 page.

Microsoft project can make Gantt and PERT charts. You must put in all of the details and then change the view to make the Gantt or PERT charts.

data acquisition plan – need to be in Gannt Chart (part of WBS)

testing plan - need to be in Gannt Chart (part of WBS)

**Work Breakdown Structure**- break it down into big chunks, then smaller chunks. You want to break it down into phases or stages, a phase or stage is usually 1 to 2 months and then Identify Major Deliverables, these are called steps, steps break down to the level of a task. Task can be referred to as an activity, it is a unit of work. This is assigned to a person. Tasks should be 10 days or less. Over is too big, break it down into smaller. With a task, you begin with a verb + deliverable. Every task produces 1 output.

Exam 1 needs to be a milestone in your Work Breakdown Structure

Milestone for a week prior to the deadline of the project for practice and presentation.

DETERMINE DEPENDENCIES – every task must have at least 1 output, that output will be the input to something else

Quality Control – formally review a deliverable

Formalize activities

Prepare the Review

Do the review

Changes as a result

Put this in Work breakdown Structure

data acquisition plan

testing plan

**Business case** – benefits cost and risk, should have a mitigation

**Feasibility**

Economic feasibility – benefits and costs, TOC total cost of ownership. Calculate the benefits and costs for the entire life of the project.

Development cost -

Implementation /use cost -ex: ink for a printer, over time it is expensive

Technical feasibility – do you have the equipment, infrastructure to do the project, do you have the technical resources to do the project (GREY area between technical and operational)

Operational feasibility – will it actually be used; do you have the people capable of using it.

**Problem and requirements list**

Column for ID number (NEVER CHANGES)- this is done for requirement tracability

Column for who identified the problem

Column for category

Column for ranking

Column for potential solution (don’t overpromise, not mandatory)

\*\*\*\*\*\*\* do a 2 level sort first by category and second by ranking

**Data Flow Diagram**

Anything in the scope boundary of the scope diagram becomes the 0 process box, the connected flows must be going to the process box

DFDs do not show sequence, the number on the box of the processes does not denote sequence

Data store – place where data is resting

Each flow has to have a different name

Double headed arrows are okay but two one way arrows is better

At the next level of drilling down, the process boxes are 1-9, no more than 9

7 boxes max is better than 9

data stores definitely need to come down when you drill down into the process

**Data Dictionary**

YOU COULD HAVE A COLUMN OF COMMENTS IN THE DATA DICITONARY to have the way you want the user to input the information

**Issues log** – a spreadsheet, a way for the team to discuss issues, may or may not actually impact the team

**Problem log** – a spreadsheet of problems, things that are impacting the team, problem log should be smaller than the issues log.

**Change log** - The impact could be so grave that it now involves a change in a past/future deliverable. Change log should be the smallest.

Change Control –change control is changing the requirement, keeping track of changes within the teams so you can communicate it

**Organization Chart**

DO NOT USE ARROW HEADS, BOXES AND LINES ONLY

POSITION MATTERS

Sponsor on top – project manager – assistant -exc.