Document Structure Guide

Memory updated

Here's a structure for your documents using MS Word, starting with titles, headers, and sections for both documents.

Document 1: What Have Been Done Past Year

Title:

- *What Have Been Done Past Year*

Header:

- Include your name, project name (if applicable), and date.

Sections:

1. **Introduction**
   - Briefly introduce the purpose of the document (e.g., summarize key accomplishments, challenges, and learning from the past year).

   Example Paragraph: "This document highlights the key activities, milestones, and achievements completed in the past year, providing insights into the project's progress and challenges faced during the execution phase."

2. **Major Accomplishments**
   - **Subsection 1: Key Milestones**
     - Break down major accomplishments with dates and a description of each.

     Example: "Completion of user interface design for the Tealim app (June 2023)."
   - **Subsection 2: Technical Achievements**
     - Outline significant technical tasks like framework integration, testing, deployments.

     Example: "Successfully integrated React Native with FastAPI for the backend, improving performance by 20%."
   - **Subsection 3: Team Achievements (if applicable)**
     - Highlight any team-related growth or collaboration efforts.

     Example: "Expanded the development team from four to six members, streamlining workflow and reducing time-to-release."

3. **Challenges and Lessons Learned**
    - Discuss any obstacles encountered, how they were addressed, and what was learned.

    Example: "Managing project timeline delays due to unexpected technical issues provided critical lessons in better time estimation."
4. **Statistics/Analytics**
    - Include any quantitative data to back up accomplishments, such as user growth, deployment frequency, etc.

    Example: "App usage increased by 30% over the past year with a 25% rise in active users."
5. **Conclusion**
    - Summarize the overall success and reflection on the past year's work.

Document 2: What Is Planned for This Year

Title:

- *What Is Planned for This Year*

Header:

- Same as the first document (your name, project name, date).

Sections:

1. **Introduction**
    - Overview of what is planned and the goals for the year.

    Example Paragraph: "This document outlines the strategic goals and detailed plans for the coming year, focusing on expanding the feature set, optimizing performance, and improving user experience."
2. **Objectives and Goals**
    - **Subsection 1: Project Objectives**
        - Detail specific project goals such as feature updates, product launches, or market expansion.

        Example: "Launch version 2.0 of the Tealim app with new course modules by Q2."
    - **Subsection 2: Team Goals**
        - If you have a team, outline any goals for team growth or collaboration improvements.
3. **Roadmap and Key Milestones**
    - Lay out a timeline of key events or milestones for the year. This can include:
        - Product updates

- Deployment timelines
- Testing phases

Example: "Q1: Implement user authentication via Supabase. Q2: Deploy Canary strategy for new module releases."

4. **Budget and Resource Allocation**
   - Include a brief overview of any resources (time, people, tools) required for the year's plans.

   Example: "Additional resources will be allocated for testing and scaling to accommodate expected user growth."

5. **Risk Management**
   - Anticipate possible risks (technical, resource, external) and outline contingency plans.

   Example: "If backend scaling proves problematic, additional cloud resources will be acquired to manage peak user loads."

6. **Conclusion**
   - Final summary of how these plans align with the overall vision and goals for the year.

Each section can be expanded depending on your needs, and you can format headings and subheadings accordingly in MS Word. Let me know if you'd like to add or modify any of the sections!