Project Management Deliverables

PROJECT PLAN

Application Name:	Customer Area:
Project Name: **SR#:** **Project Type:**	**Project Lead:** **Author:** **Date:**

Example:

ID	Task	Deliverables	Owner~, Assist	Start Date	Complete Date
I.	**Investigation**				
	A. Define the Project	Project Definition	Jon Conger~ Dennis Morgan	2/9/00	2/10/00
	B. Gather Information	Investigation Report	Jon Conger~ Dennis Morgan	2/17/00	2/17/00
II.	**Project Management**				
	A. Plan the Infrastructure	Project Expectations	Jon Conger~ Dennis Morgan	2/23/00	MM/DD/YY
	B. Plan the Project	Project Timeline, Project Plan	Dennis Morgan	2/17/00	MM/DD/YY
	C. Manage the Project	Status Reports, Refined Timeline, and Plan, etc	Jon Conger~ Dennis Morgan	2/23/00	MM/DD/YY
III.	**Analysis**				
	A. Perform Data Analysis	Data Model	Owner/Assist Name	Date	Date
	B. Perform Activity Analysis	Activity Model		Date	Date
	C. Review and Update Analysis	Updated Data & Activity Models	Owner/Assist Name	Date	Date
	D. Conduct User Acceptance Meeting	Report of Analysis Issues to be Resolved	Owner/Assist Name	Date	Date
IV.	**External Design**				
	A. Conduct Customer Interviews	External Design Specifications to Include; Key Functions of System System Flows Design Assumptions Program & Job Descriptions Screen Descriptions Report Descriptions System Interface Descriptions Preliminary Physical Data Desc Environment Descriptions	Owner/assist Name	Date	Date
	B. Conduct Investigation of current systems				
	C. Design Physical Layout of Data				
	D. Publish External Specifications				
	E. Conduct Manager & IT Review				
	F. Investigate & Resolve Issues				
	G. Obtain Approval				
	H. Update Project Plan & Timeline				