Document Name		Confidentiality Level
Tasks of Week 4		Only for Recipients' Reference
Template Code	Version	Document Code
BP	1.0	BP

Tasks of Week 4

Contents

1 Lists of Tasks

Milestones Stage	Contents	Deliverables	Reference Materials
Acceptance and Closure Stage	1. Acceptance and Closure	1. The completed project code. 2. The milestone deliverables of each stage. 3. User Manual 4. Project Closure Summary Report	17 Acceptance and Closure Stage
Practice Summary	2. Practice Summary		18 Project Summary

2 Acceptance and Closure

2.1 Contents

Read the chapter "17 Acceptance and Closure Stage" and understand the work in this stage.

To conduct project acceptance and closure:

1. Acceptance the project code.

Code review, mainly consider the following items:

(1) Coding standard.

(2) Each function of this project.

(3) The program structure.

2. Acceptance the milestone deliverables.

Review the deliverables in Project Start Stage, Project Planning Stage, Requirements Analysis Stage and System Design Stage.

3. Write "User Manual" document.

4. Write "Project Closure Summary Report" document.

2.2 Deliverables and Reference Materials

1. Deliverables

(1) The completed project code.

(2) The milestone deliverables of each stage.

(3) User Manual

(4) Project Closure Summary Report

2. Reference Materials

Reference Materials	Resource Location
Project Closure Summary Report(template) User Manual(template)	17 Acceptance and Closure Stage

3 Practice Summary

3.1 Contents

1. Read the chapter "18 Practice Summary" and to conduct practice summary.
2. Complete the project deliverables and upload them.

3.2 Deliverables

Upload the project final deliverables

4 Write Working Log

Write a working log, summary the work you have done during this practice. Talk about the lessons you learned and suggestions for improvement.