***[Cover Page to be replace with PDF]***

**Checklist:**

• (1 mark) project title,

• (1 mark) date,

• (1 mark) team name,

• (1 mark) names of all team members,

• (1 mark) name of client/sponsor organization, (if available)

• (1 mark) client contact name(s), (if available)  
• Must include signature with date + consent statement for each member.

***[ insert Table of contents page]***

**Cover Page**

**Executive Overview**

**Previous Works**

**Identify Client**

**Team Organization**

**Project Planning**

**Appendices**

Appendix 1.1 – WBS & Gantt Chart

Appendix 1.2 – WBS & their explanations

Appendix 1.3 – Team Member Contact Information

Appendix 1.4 – Team Logbook

**Logbook Checklist:**• LOGBOOK: As your prototype develops, you will continue to interact with your client. Throughout this process, your client will make comments and suggestions about improving the user interface and the functionality of the prototype. Keep a record of these comments and suggestions **in the team logbook** and submit them when requested as part of the various deliverables.

The **team** logbook records all decisions and activities taken by the team. It records what happened and who participated in team organizational meetings. Do not use it to record the working meetings. It is also a record of who was responsible for what, who did what, when things are due, and when certain events took place. For example, you would record all the client meetings, who was present at them, what the client said, and what was supposed to be done as a result of the meeting. The team logbooks must be properly formatted and submitted at times specified in the course schedule. Logbooks are graded on the extent to which they provide the required information. An example of a team log is provided in the supplementary documents for this course on Léa.

***[ insert “Executive Overview” statement – max 1 page]***

[text]

**Checklist:**• (5 marks) An executive overview (maximum 1 page) summarizes the major findings of the project to-date and highlights (in words) the elements of the report being submitted. It is more than a table of contents in narrative form. It summarizes the contents of the document and contains all the essential information a business executive who does not necessarily have time to read the whole document needs to know to understand the crucial elements of your project at that point. Typically, it is written after the rest of the report is completed.

***[ insert “previous work” statement]***

[text]

**Checklist:**  
• (2 marks) A statement about using previous work in the deliverable. It is possible that your project will use code and ideas that you developed in another course, or at your place of work. Identify any previous (or concurrent) course project work on which your current project will build. If none, say so.

***[ insert “Identify Client” section]***

[text]

**Checklist:**• (3marks) Brief description of client and potential user(s) to be served by the proposed system.

• (3 marks) Include the computer skills and literacy for the client/sponsor and potential user(s)

• (4 marks) A description/statement of the **business problem** to be solved by the implementation project.

***[ insert “team organization” section]***

[text]

**Check list:**• (2 marks) Regular team meetings (when and where, include a sample agenda)

• (1 mark) Online repositories (which ones?)

• (2 marks) Communications strategy (how team members communicate with each other,

what policies you have established).

• (2 marks) When and how will you meet synchronously?

• Areas of responsibility (**These must change for each deliverable**):

• The team leader for each deliverable will be determined by the instructor

• (6 marks) Client contact (which team member will be the primary client contact for each deliverable, after the first one)

• (7 marks) Reports (who will make sure that the reports are prepared properly, and on  
 time, for each deliverable)

• (2 marks) Contact information 🡪   
*You can refer to the Appendix (provided in Project Libre Gantt Chart File).*

• (1 mark) Email addresses for each team member

• (1 mark) Cell or other telephone number for each member

***[ insert “Project Planning” section]*****Project Planning**

In a form of a Work Breakdown Structure (WBS) and Gantt chart, this project plan is illustrated on Appendix 1.1 and Appendix 1.2. This shows the necessary steps to follow the duration of this project, as well as what is needed to complete the documentation project in a timeline designed to meet the due dates for various deliverables.

**Check list:**• (2 marks) the task name and explanation,

• (2 marks) estimated work time,

• (2 marks) start and completion dates,

• (2 marks) sequence and parallel nature of project steps, and

• (2 marks) resource assignments for each step.

• (1 mark) Include a PDF of the project plan as part of the deliverable.

**Appendix 1.1 – WBS & Gantt Chart**

*[replace with multiple PDF files]*

**Appendix 1.2 – WBS with their explanations**

*[replace with PDF file from Project Libre]*

**Appendix 1.3 – Team Members Contact Information**

*[replace with PDF file]*

**Appendix 1.3 – Team Logbook with minutes and agenda**

*[replace with PDF file]*