

Project Plan

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| Project Title |

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| Course | **CSC 310 – Web Development** |
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| Team Name | **[ ENTER YOUR TEAM NAME ]** |
|  |  |
| Team Members | **[ ENTER Team Member 1 Full Name ]** |
|  | **[ ENTER Team Member 2 Full Name ]** |
|  | **[ ENTER Team Member 3 Full Name ]** |
|  | **[ ENTER Team Member 4 Full Name ]** |

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| Executive Summary |
| **Your executive summary should resemble an elevator pitch: your motivation is to quickly persuade a decision maker to get involved in your project.** |
| * **What is the purpose of your project; what problem(s) does it address?** * **Why is your project important; why is it relevant?** * **Who could your project help; who is your audience or customer?** |
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| Timeline | | |
| **Milestone** | **Name** | **Due Date** |
| **Milestone 1** | **Group Contract** | **Thursday, September 4** |
| **Milestone 2** | **Project Plan and Proposal** | **Tuesday, September 23** |
| **Milestone 3** | **Design & Pitch** | **Thursday, October 16** |
| **Milestone 4** | **Work Breakdown / Detailed Tasks** | **Tuesday, November 11** |
| **Milestone 5** | **Progress Presentation** | **Thursday, December 4** |
| **Milestone 6** | **Final Presentations** | **Tuesday, December 16** |

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| Milestone Summary | | | | |
| **Milestone 1** | **Group Contract** | | | |
| **Item** | **Description** | **Estimated Hours** | **Actual Hours** | **Date Completed** |
| **Purpose** | **Create a final project team** |  |  |  |
| **Summary** | Self-organize into groups of 3-4 students for working together on the semester project.  All team members will need to complete the group contract and agree to its terms, holding each other accountable for contributing to the final project throughout the semester. |  |  |  |
| **Task M1A – Team Member Names** | List all team members with full (first and last) names on the group contract document |  |  |  |
| **Task M1B – Team Name** | Come up with a name for the group/team to be addressed as during presentations; list the name on the group contract document |  |  |  |
| **Task M1C – Weekly Meeting Time** | Block off an hour of time once per week when all team members could regularly meet as necessary throughout the semester; list the time in the group contract document |  |  |  |
| **Task M1D – Signatures** | Each team member signs the group contract document (this may be a digital signature or initials) |  |  |  |
| **Task M1E – Planning Document** | Complete the cover page of the planning document, fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table). |  |  |  |
| **Milestone 2** | **Project Plan and Proposal** | | | |
| **Item** | **Description** | **Estimated Hours** | **Actual Hours** | **Date Completed** |
| **Purpose** | **Determine final project topic** |  |  |  |
| **Summary** | As a group, choose a topic all team members want to work on; discuss potential ideas and come to a group consensus what your project will be and why it is important. |  |  |  |
| **Task M2A – Project Proposal Document** | Complete the project proposal document |  |  |  |
| **Task M2B – Presentation** | Present the project proposal to the instructor and show your site map |  |  |  |
| **Task M2C – Planning Document** | Complete the executive summary section of the planning document, fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table). Remember to ESTIMATE your time. |  |  |  |
| **Task M2D – Site Map** | Create an initial site map for your project; consider both public-facing pages (home/index, product list, product details, about/contact, etc.) as well as user-protected pages (admin area to maintain products, user profiles, etc.) |  |  |  |
| **Milestone 3** | **Design & Pitch** | | | |
| **Item** | **Description** | **Estimated Hours** | **Actual Hours** | **Date Completed** |
| **Purpose** | **Create a general look-and-feel for your project, present your project to the class** |  |  |  |
| **Summary** | Determine how you want your final project deliverables to look, including color scheme, graphics/images, and placement and layout of major components (e.g. buttons, input fields, data, instructions, etc.).  Armed with your project proposal and design mockups, show the class what you plan to accomplish with your project. Think of the class as potential investors or contributors; why should they care about your project? |  |  |  |
| **Task M3A – Major Components** | Create a list of major components that will be included in your project (e.g. graphs/charts, images, results, instructions, etc.) |  |  |  |
| **Task M3B – Color Scheme** | Create a color scheme for your project for a consistent design |  |  |  |
| **Task M3C – Design Mockups** | Create design mockups using graphic design software (use lorem ipsum filler text, basic boxes/shapes) to show the planned layout of project deliverables, including any major pages/screens that will be included in the final project |  |  |  |
| **Task M3D – Planning Document** | Include screenshots of all design mockups, list of components (labeled for easy identification), fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table). Remember to ESTIMATE your time. |  |  |  |
| **Task M3E – Presentation** | Pitch the project to the class |  |  |  |
| **Task M3F – HTML Demo** | Create an HTML click-through demo of the main pages of your site; break out your design mockups into functional HTML/CSS and use actual links to click from one page of the demo to the next |  |  |  |
| **Milestone 4** | **Work Breakdown / Detailed Task List** | | | |
| **Item** | **Description** | **Estimated Hours** | **Actual Hours** | **Date Completed** |
| **Purpose** | **Plan the remaining tasks required to complete the project** |  |  |  |
| **Summary** | As a team, figure out what needs to happen in order to take the project from its current design and planning stage through implementation to completion.  Break down each major component of the project to estimate how much work you think it will take to complete, and what detailed tasks/actions will need to be performed for each. |  |  |  |
| **Task M4A – Gantt Chart** | Create a Gantt chart showing a detailed task breakdown with expected due dates and assigned team members |  |  |  |
| **Task M4B – Presentation** | Present your Gantt chart and task list to the class |  |  |  |
| **Task M4C – Planning Document** | Include a screenshot of the Gantt chart, fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table). Remember to ESTIMATE your time. |  |  |  |
| **Milestone 5** | **Progress Presentation** | | | |
| **Item** | **Description** | **Estimated Hours** | **Actual Hours** | **Date Completed** |
| **Purpose** | **Provide the class with a project status update** |  |  |  |
| **Summary** | Show the class (client) what work has been completed toward the final project deliverables. |  |  |  |
| **Task M5A – Presentation** | Present your work progress to the class |  |  |  |
| **Task M5B – Planning Document** | Include screenshots of your presentation, fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table). |  |  |  |
| **Milestone 6** | **Final Presentation** | | | |
| **Item** | **Description** | **Estimated Hours** | **Actual Hours** | **Date Completed** |
| **Purpose** | **Show your completed project to the class** |  |  |  |
| **Summary** | Share your hard work over the course of the semester with the class. |  |  |  |
| **Task M6A – Presentation** | Present your completed project to the class |  |  |  |
| **Task M6B – Planning Document** | Include screenshots of your final project deliverables and presentation, fill in the date each milestone task was completed in the milestone summary, and detail the additional milestone activities in the Milestone Summary section (insert new rows into the table). |  |  |  |

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| Resource List | |
| **Resource Name** |  |
| **URL** |  |
| **Date Accessed** |  |
| **Notes** |  |
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