**Project Plan**

The Project Plan includes several key tasks and milestones included within in the Gantt Chart. Responsibilities are assigned in the schedule in order to meet due dates for deliverables. Resources are allocated to each individual task in accordance with each team members’ set of skills. The project is divided into smaller stages to record progress made on the application. The following stages in the assignment instructions were implemented into the Gantt chart.

#### **Assignment Instructions**

**Stage 1**: Development Project Launch, Concept and Scope

Weight: 10% of project grade / 4% of the course grade

Due:

1. Teams will post their Project Concept and Scope Proposal to the Sakai site forum at the beginning of the online segment for week 4.
2. Class members and instructor should comment on the Project Concept and Scope during the online segment.
3. Full proposal submitted to Sakai prior to week 4 face-to-face class.

In this stage, students will develop and submit an initial proposal of the concept and scope of their web or mobile application (2 pages), including a description of what the application does, who it serves, place it in the context of existing applications, and make the case for the value of the application. In addition, this proposal should outline the organization of the team and the roles and responsibilities of the team members.

**Stage 2**: Project Planning and Status Report

Weight: 20% of project grade / 8% of the course grade

Due: Week 6 in face-to-face session

In this stage, teams will plan their project. First they will detail their “Requirements” for the web or mobile application in a document of approximately 2 pages. Next, students will prepare a “Project Plan” with tasks, resources, and schedule in Gantt Chart format using [www.gantter.com](http://www.gantter.com/) or similar project management tool. The “Project Plan” should have a one page “narrative” that describes the key tasks and milestones included in the Gantt Chart. Next, students will complete a “Cost-Benefit Analysis” to justify the financial viability of the project. The “Cost-Benefit Analysis” should include an Excel Spreadsheet and a one-page narrative. Finally, teams will prepare a “Communications and Collaboration Plan” that will prescribe regular face to face meetings, electronic communications (e.g. Google Hangout, Skype, text, email) and collaboration (e.g. Google Docs, Apache Subversion, etc.).

**Stage 3**: Design and Development of Application and Status Report

Weight: 30% of project grade / 12% of the course grade

Due: Week 10 in face-to-face session

In this stage, the design and development of the prototype application is carried out and documented in draft form. The design of the “User Interface” for the application typically goes through three levels of mock-ups. First a “low-fidelity mock-up” is drafted by hand on paper. Next, the “medium fidelity mock-up” is done in PowerPoint or Visio to show the functionality of the interface. Finally, the “high-fidelity mock-up” can be done in HTML and CSS or SharePoint or various other Web Development Tools. If a part of the application, the database design can be shown using ER Diagrams. The design of the Prototype is required. However, the coding of the design into a functioning application is optional. The team should submit the draft of the design and development documents (text, diagrams, schematics, and code (if applicable) on Sakai by the beginning of the face-to-face session in Week 10. A project status report will be presented in class by the group.

**Stage 4**: Project Report and Presentation

Weight: 40% of project grade / 16% of the course grade

Due: Week 14 in face-to-face session

In this stage, the team tests the application, gets user-input, and combines all of the sections into the Final Project Report. Teams will submit the Final Project Report including the Executive Summary, Introduction, Team, Requirements, Project Plan, Cost-Benefit Analysis, Process (including design methodologies, communication and collaboration), Design, Development, Results, Summary and Conclusions (20-30 pages of text, diagrams, charts, etc.) electronically on Sakai suitable for submitting to a client or investor. In addition, each team will make a Final PowerPoint Project Presentation during class in Week 14.