

## CS 4063/5063

### Project Plan (15% of project grade)

Due Friday 2022.02.18 at 5:00pm.

Compose a full plan document for your team's project, building on your proposal. Cover all of the bullet points on the "Planning Team Projects" slide below. Work as a team to carefully think through and provide as many details as you can (within reason) about each sub-bullet from "Overall process" to "Future directions". The amount of space you devote to covering each one should be appropriate to your project's style, organization and scale. (Refer to the corresponding slides on those topics from class.) **The more thorough your plan, the easier it will be to complete a successful project on time.**

## Planning Team Projects

- **Overall Process** — How will you organize the following, customized for your project?
- **Goals** — What do you intend to accomplish (products, knowledge, impacts)?
- **Roles** — Which project team members do what (including managing, reporting)?
- **Tasks** — What, when, where, and with & by whom?
- **Milestones** — What are the key subgoals that you need to accomplish to be successful?
- **Timetable** — Detailed progression of milestones. **Critical** for any course project.
- **Risks** — Strategy to assess and mitigate any major potential difficulties.
  - Factor in both your team/process and your users/product.
  - How will you adjust your process to deal with the loss of one or more team members?
  - How will your project factor in user safety (even eyestrain, repetitive stress), security, time?
- **Implementation** — What tools, packages, processes? How to integrate new stuff into the users' environment? Replace old stuff?
- **Deliverables** — What will be cleanly packaged? Software, other files, documentation?
- **Training and maintenance** — Who? How? When? What extra resources are required?
- **Evaluation** — Which methods to use? What specific criteria will determine project success?
  - Assessing with human participants complicates things. Have clear goals and plan carefully!
  - Establish these at the start! Evaluation should be incremental to assure enough time.
- **Future directions** — What changes, additions, fixes, v2.0 and beyond?

Note that if your project style doesn't focus on evaluation or analysis, you should still plan to assess how well your application/technique works via informal feedback.

Individuals enrolled in 5063 must each add a special facet of design, implementation, or testing to their team's project. The plan should describe these facets, who will work on each one, and how they factor in, especially to the milestones, timetable, and risks.

Your plan should be about 1500 words long (1200 minimum, 2100 maximum). Put your two-digit team number, team name (if you have one), and names of your team members at the top. Structure the main text as regular prose paragraphs. Format the timetable as

a bullet list or a table. Embedding **a few** other short bullet lists in the main text is okay. Otherwise use ordinary formatting (single spaced, 12 point font, 1 inch margins, etc.)

You may also add a dedicated title page, extend the main text with embedded figures or images, and attach appendices, as appropriate for your plan, so long as the word length limits are respected. For each 5063 team member, add 300 words to the lengths above.

This is a group assignment; only one document should be turned in for your team. Go to the **Project Plan** assignment in Canvas to turn in your document as a PDF. The exact name of your uploaded file should be simply **Plan.pdf**.

*Note that 4063 and 5063 are treated as distinct courses in Canvas. Members of teams with both 4063 and 5063 people will not be able to see at least one of their teammates. For these teams, submit the document to either the 4063 or 5063 assignment, not both.*