

projectName

**Timebox plan**

PHASE 3: EXPLORATION, ENGINEERING AND DEPLOYMENT

# Purpose of this document

DSDM handbook 8.5.4 Timebox Plan; Appendix C 4.4 Timebox Plan  
Document template version 0.3

* Define the product(s) of an individual development timebox. Created prior to each timebox, and updated throughout the timebox.
* Define key milestones, e.g. technical or user review dates, within a timebox.
* Agree the prioritisation of products and activities within a development timebox.
* Identify resources required for the timebox.

# Quality criteria

* Are the estimates of effort reasonable? Were they produced by the people doing the work?
* Have acceptance criteria been agreed for the products of the development timebox? If they have not, is it clear when these will be available?
* Are the identified human resources committed to the appropriate level of involvement?
* Is there a high degree of certainty that the must-haves will be created, developed and tested to the required standard?
* Are the review dates agreed with all key personnel?
* Have lessons learnt in previous development timeboxes been applied?
* Can the team commit to delivering at least the must-haves by the agreed end date? (i.e. the minimum usable subset for this timebox)

# Document sign-off

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| --- | --- | --- | --- |
| RACI | Role | Name | Date |
| Responsible | **Team leader** |  | **yyyy-mm-dd** |
| Accountable | **Project manager** |  |  |
|  | **Technical coordinator** |  |  |
| Consulted | Solutions development team |  |  |
| Verified | Solutions development team |  |  |

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Reason for change | Status | Date |
|  | 0.1.0 | Initial draft | Draft | **yyyy-mm-dd** |
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# Timebox plan

***The Timebox Plan elaborates on the objectives provided for each development timebox in the delivery plan element of the management foundations. It details the deliverables of a specific development timebox, along with the activities to produce those deliverables and the resources to do the work. Think about***

* ***Planned outputs***
* ***Business acceptance criteria***
* ***Prioritisation (MoSCoW)***
* ***Key milestones***
* ***Review dates***

Timebox plan…