**Project First Deliverable**

The first deliverable serves several purposes. First of all, it is an initial report on the results of your requirements elicitation and elaboration, along with your scope; these form the basis of the Requirements Document. Secondly, it outlines your project management plan; this starts your Process Report -- how you will work together, how to organize your work processes and products. Finally, your team will get familiar with the tools and procedures you will use to collaborate and product documents.

This is obviously a work in progress; that is, it will not be complete. Feel free to provide “empty” sections or other forms of outlining to show your current ideas about how succeeding deliverables will be organized.

Submit the deliverable as one file, in two parts. The parts are as follows. You do not have to use these precise headings or ordering, but make sure you include this content. For part 2, do NOT copy some process plan from the Internet – develop your own based on your own team’s experience, abilities, and time commitments.

Part 1

* ~~Team name~~
* ~~Team members~~
* Purpose and description of system (including scope)
* A few expected features of the system
* Some requirements you have learned up to this point
* Any models you have created and/or used

Part 2

* ~~Team operation plans – how will you collaborate? What roles (if any) will team members have?~~
* Tools used – what tools do you expect to use?
* ~~Communication strategy – how will you communicate?~~
* ~~Quality assurance strategy – how will you evaluate your work products?~~
* Function point estimate
* ~~Project schedule~~