

# Development Plan Checklist

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The Development Plan records important decision for the team on the agreed upon approach for the project.

- Follows writing checklist (full checklist provided in a separate document)
  - L<sup>A</sup>T<sub>E</sub>X points
  - Structure
  - Spelling, grammar, attention to detail
  - Avoid low information content phrases
  - Writing style
  - Hyperlinks should be done properly (\ref)
- Document
  - Follows outline in template repo (minor changes are okay, as long as rubric items are covered)
  - Document makes decisions (not an empty exercise). Decisions can be changed later.
  - PoC demo plans are included (they can be changed later if necessary)
  - Risk used to plan PoC is clearly expressed
- Team Charter
  - Trigger for a problem is quantified
  - Consequence of problematic behaviour is expressed
  - Exercise of planning team charter is done with sincerity