Roadmap Template

**iSAQB CPSA Expert Level**

**Version 2022-03-25**

To obtain the "iSAQB CPSA Expert Level" certificate, applicants are requested to work on a topic in a working group. To plan this work, the working group must create a roadmap and coordinate it with the topic moderator. This document provides a template for the roadmap. The italicized text represents explanations that need to be replaced with your own text.

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# Objectives:

***Content***

*Describe the goals of the working group. What problem do you want to solve? The goal must be the creation of new knowledge.*

***Motivation***

*A concrete goal helps the working group to work in a focused manner.*

***Style***

*Describe the problem and the objectives in a few paragraphs. A list or table is suitable for sub-goals.*

# Contact details:

***Content***

*List the contact information for the members of the working group: name, e-mail, phone number, ...*

***Motivation***

*The members of the working group need to know how to reach their colleagues.*

***Style***

*List or table*

# Proceeding:

Roles and tasks:

***Content***

*List the roles and/or tasks of the working group members. It is up to the working group whether they would rather list roles or tasks.*

*Roll examples:*

|  |  |  |
| --- | --- | --- |
| ***Roll*** | ***Job*** | ***Responsibility*** |
| *recorder* | *write minutes for meetings* | *each, alternately* |
| *IT infrastructure* | *video conferencing system,*  *project management tool,*  *version management* | *Franziska* |
| *moderator* | *Moderate the meetings* | *Paul und Suzanne* |

*Examples of tasks:*

* *Matthew is mainly responsible for the organization of the planned survey.*
* *Suzanne organizes the video conferences of the thematic working group.*
* *Franziska organizes and maintains the IT infrastructure: videoconferencing system, project management tool; version management, …*

***Motivation***

*The working group should agree on roles and tasks right at the beginning so that it can quickly get down to implementation.*

***Style***

*List or table, see examples in the "Contents" item.*

## Schedule:

***Content***

*Describe a timeline with specific milestones.*

***Motivation***

*Everyone in the team needs to know when results must be available and by when the working group would like to have completed its work. The schedule helps to coordinate online or face-to-face meetings. The topic moderator uses the timetable for control purposes.*

***Style***

*Table, e.g. according to this scheme:*

|  |  |  |
| --- | --- | --- |
| ***date*** | ***milestone/task*** | ***details*** |
| ... | … | ... |

Tools used:

***Content***

*List the tools you will need to work in the theme working group.*

*Examples:*

* *video conference*
* *online chat*
* *project management*
* *version management*
* *document management*
* *review*
* *modeling*

***Motivation***

*Everyone in the working group needs to know what tools are being used.*

***Style***

*List or table. Here is an example:*

|  |  |  |
| --- | --- | --- |
| ***tool*** | ***field of application*** | ***responsibility*** |
| *...* | *...* | *...* |

Methodology of development:

***Content***

*List the methods you use to produce the results.*

*Examples of methods:*

* *literature study*
* *survey*
* *project analysis*
* *interviews*
* *Discussion in the working group*

***Motivation***

*The use of multiple methods leads to higher quality results.*

***Style***

*Table, e.g. according to this scheme:*

|  |  |  |
| --- | --- | --- |
| ***method*** | ***scope*** | ***results*** |
| ... | ... | ... |

Review process:

***Content***

*Describe the review process in the working group. There may be separate review processes for different work products.*

***Motivation***

*Results are partly generated by individuals or groups of the working group. To improve quality and disseminate knowledge within the team, all results must be subject to review.*

***Style***

*Freely selectable, e.g. prose, list, table. For more extensive processes, an additional diagram helps.*

# Literature:

***Content***

*List the literature sources you use as sources of knowledge. The literature list can be supplemented during the work of the working group.*

*Literature sources include books, websites and scientific publications.*

***Motivation***

*The members of the working group should already know the main literature sources before the start of the work so that everyone can read in.*

***Style***

*Table, e.g. according to this scheme:*

|  |  |  |  |
| --- | --- | --- | --- |
| ***source*** | ***title*** | ***author*** | ***summary*** |
| ... | ... | ... | … |

# Results:

Mandatory article:

***Content***

*It is mandatory for each to create an article. Briefly describe the content and structure (headings) of the article. Content and structure can still be adjusted during the work in the working group.*

***Motivation***

*The working group needs to be clear early in the process on what content it needs to produce and what structure the content needs to have. This makes the work more effective.*

***Style***

*The content can be described in prose. For the structure (headings of the article) lists or trees are suitable.*

*Example:*

1. *Title*
2. *Author*
3. *Abstract*
4. *Introduction*
   1. *Objective 1*
   2. *Objective 2*
5. *Method*
   1. *Literature study*
   2. *Survey*
6. *Results*
7. *Discussion*
8. *Summary*
9. *Acknowledgement*

At least one more result:

***Content***

*Describe at least one other outcome of your workgroup. Here are some examples:*

* *reference project*
* *examples*
* *patterns (e.g. architecture or design patterns)*
* *guidelines, best practice*
* *comparisons of methods/tools*

***Motivation***

*In addition to the article, each working group must also produce an additional outcome. Determining the additional results before starting the work helps to work in a goal-oriented way.*

***Style***

*List or table, e.g. according to this scheme:*

|  |  |  |
| --- | --- | --- |
| ***Result*** | ***structure*** | ***details*** |
| ... | ... | … |

Planned submissions to conferences:

***Content***

*It is recommended that you present the results of your work at professional conferences. Describe the following points, among others:*

* *conference name*
* *date and location of the conference*
* *reason why this conference is interesting for your topic*
* *submission deadline*
* *possible topic for the submissions*
* *name of the presenter(s) from your working group incl. substitute*

***Motivation***

*In the working group you will produce new knowledge. It is recommended to share this knowledge with a larger expert audience. This identifies you as an expert and other people benefit from your expertise.*

***Form***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| conference | date, location | conference focus | Submission deadline | topic for submission | Presenter and substitute |
| ... | ... | ... | ... | ... | ... |

Planned submissions to journals:

***Content***

*It is recommended that you publish the results of your work in professional journals. Therefore plan the following points:*

* *name of the journal*
* *contact person for guest contributions*
* *reason why this journal is interesting for your topic*
* *possible topic for the submissions*

***Motivation***

*By publishing in a professional journal, you demonstrate your expertise. Numerous readers will benefit from your newly acquired knowledge.*

***Style***

*Prose, list or table, e.g. according to this scheme:*

|  |  |  |  |
| --- | --- | --- | --- |
| ***journal*** | ***contact*** | ***reason*** | ***possible topic*** |
| ... | ... | ... | ... |