1. The system vision document outlines the purpose, scope, and objectives of the proposed systems. It serves as a guide for stakeholders to understand the problem the system addresses and its derived capabilities.

2. Key steps for preparing a project plan include defining objectives, analyzing requirements, creating a work breakdown structure, estimating resources, developing a schedule, allocating resources, establishing communication protocols, planning for testing and quality assurance, implementing and deploying the system, monitoring progress and maintaing comprehensive document-ation.