# **🧾 SDM404 Assessment 1**

# **Project Proposal & Implementation Plan**

**Team Members**: [List names & student IDs]

**Project Title**: [Your software project name]

**Date**: [Submission date]

## **1. Project Overview**

Briefly describe the purpose of your software. Include:

* Problem statement
* Target users/client
* Project goals
* Tools or technologies to be used

## **2. Development Methodology**

Explain which methodology you’re using (e.g. Agile, Waterfall, Hybrid) and why.

Include:

* How this method fits your team size, scope, and timeline
* References (e.g., Cobb, 2015 – Agile benefits)

## **3. Project Scope & Deliverables**

Define what is IN scope and what is OUT of scope.

List the **key deliverables** with brief descriptions:

* [Feature A]
* [Feature B]
* etc.

## **4. Project Timeline & Milestones**

Use a table or Gantt chart (link to Google Sheets if needed):

| Milestone | Task | Responsible | Estimated Date | Status |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

## **5. Resource Allocation & Team Roles**

Outline what each team member is responsible for:

| Name | Role | Tasks |
| --- | --- | --- |
|  |  |  |

## **6. Cost & Effort Estimation**

Use estimation techniques (e.g. expert judgment, T-shirt sizing, story points).

| Task | Effort Estimation | Method Used |
| --- | --- | --- |
|  |  |  |

## **7. Risk Management Plan**

Identify key risks and how you’ll mitigate them.

| Risk | Likelihood | Impact | Mitigation |
| --- | --- | --- | --- |
| Client content confusion | High | High | Audit sessions and Excalidraw flows |
| Scope creep | Medium | High | MVP freeze and change request process |
|  |  |  |  |

## 

## **8. Communication Plan**

List your tools, meeting cadence, and responsibilities.

| Channel | Purpose | Frequency | Owner |
| --- | --- | --- | --- |
| Whatsapp | Daily checkins | Daily | All |
| Trello | Task management | Ongoing | Luis |
| Google Met | Weekly review | Weekly | Project Lead |

## **9. Appendices**

Excalidraw diagrams

Backlog/task tracker

Meeting notes / decision logs

## **10. Individual Contribution Report (Luis)**

*(~500 words – this part goes in a separate section or document)*

* Tasks performed
* Issues faced
* How they were resolved
* Key learnings

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