

Guidelines for Milestones Week 1-4

Week 2

Requirements. It is recommended to use use case diagrams and descriptions for this. This will define the scope of the project. Also list explicitly what is *outside* the scope of the project. This document should be approved by the end user(s).

Project infrastructure. Set up systems you need to manage the project. This should include a repository (such as SVN) for code and other artefacts (project plans, models, documentation) and an issue tracking system (such as jira, track, bugzilla). The easiest approach is to setup a google code project. You should also select project management software you want to use (such as OpenProject, MS Project, spreadsheets).

Life cycle. Decide on a life cycle model you want to use (such as xprogramming, scrum, or your own blend of methodologies).

Technology Evaluation Criteria. Develop check lists to be used to select technologies. Examples: skills in team, licenses, tools, support available, ...

Week 3

Project plan. Plan major mile stones, and assign resources. Make sure that you plan a project buffer, and that activities can be effectively parallelized.

High level design. A high-level design of major modules and their interaction. You can use UML (or your own boxology notation) for this purpose. Name each module; and describe its responsibility and collaborations.

Technology selection. By now you must have selected the main technologies and frameworks you want to use (example: programming languages, component models, development environments, data bases, ...). Use the check lists developed last week for this purpose.

Issue Tracking Policy. Describe the workflow to handle issues (feature/change requests, bugs) that occur.

Risk Management. List and classify risks (severity/probability) and develop strategies to deal with those risks.

Deployment Strategy. Describe how you want to deploy and redeploy your product for the customer.

Week 4

Actual development should start now.

Document the activities in a report to be submitted by the end of week 4.