INFO 5901: Project Plan, Part II

Due Monday, 9/25 at 16:45.

For part I of your project plan, you identified the primary purpose of your project and set out defining the deliverables, the milestones, the timeline, and each team member's responsibilities necessary to complete your project. In part II, you'll revise your plan and share the important details with your client.

Revised Project Plan (25)

The teaching staff will provide you with feedback on your initial project plan. Please revise your project plan based on their feedback.

Plan Summary & Client Feedback (25)

You should be communicating regularly with your client. As part of this communication, it's important that your client understand the status of the project. For part II, you'll share a summary of your project plan to your client. This summary will give the client a good sense of what you think is important. It will also give your client some indication throughout the semester as to whether the project is progressing at the appropriate pace.

The summary will include the most important and relevant elements of your plan to the client. Your client probably doesn't care about every tiny detail of your project and for this reason you should focus on the "big picture" in your summary. After creating your summary, you'll share it with the client and get their feedback. You will need to submit evidence of the client's feedback to receive credit.

Plan Summary

Your plan summary should probably include the following pieces of information:

- Deliverables to the client
- Milestones and if appropriate, major tasks. You should also include the due dates and owners.
- If appropriate, **major** risks and a summary of your mitigation plan.
- If appropriate, a status update. Feel free to include additional progress that you've made on your project.

If you aren't sure whether you have included too little detail or too much detail in your summary, please feel free to reach out the teaching staff. But remember… we typically work normal business hours, just like your client probably does!

Share Summary with Your Client

After you've written a summary of your project plan, you should share that summary with your client. Use whatever means you've already setup with your client to share the document. For most of you this is probably email.

Please be mindful of your client when choosing a document format. For example, open source companies generally frown upon proprietary document formats like Microsoft Word and PowerPoint. PDF documents are usually a safe choice.

When sending the summary to your client, do not say that “that you are required by the instructor to approve this” or something similar. Instead, ask your client to look over and see if they have any feedback.

You will need to submit evidence of the client’s feedback along with your summary project plan. That can be a PDF of an email from the client. It can be the written meeting minutes for a Skype call. There are no specific requirements for what constitutes evidence. We just want you to demonstrate in some fashion that your client is aboard with your plan.

Submitting Part II

Your teaching staff has not signed the CSP-EC that you all signed to protect your client’s data. Make sure that you filter out any sensitive information when submitting your assignments. This does not apply to Cornell projects or CSP-ECs with option A or B. It does apply to CSP-ECs with option C.

Zip all documents that are part of your revised project plan, summary, and client evidence. Submit the zip to CMS. This will be a group submission; only one of you will need to submit the final document.

It’s possible that your client doesn’t get back to you to approve your summary before the due date of this assignment. If that happens, submit evidence that you shared the summary with the client. We’ll give you an incomplete, once you submit evidence of the client’s approval, we’ll resolve the incomplete.

Make sure you include your **project letter and name** on your submitted documents.