

DESIGN LEAD

This checklist captures project related tasks performed by a design lead.

Design Tasks

- PDL-1* Be the primary technical resource for design issues related to the project.
- PDL-2* Create and maintain the architecture specification.
- PDL-3* Lead high level design activities.
- PDL-4* Ensure creation and maintenance of all design artifacts.
- PDL-5* Oversee and assist with low level design activities.
- PDL-6* Work with the requirements lead to ensure
- PDL-7* Work with the construction lead to ensure feasibility of designs.
- PDL-8* Attempt to participate in all design discussions so there is one person who has the entire system design in their head (as much as that is possible).
- PDL-9* Oversee planning and implementation of design tools.

Project Management

- PDL-10* Identify design risks.
- PDL-11* Do MBWA and other management for design issues.

Planning and Tracking

- PDL-12* Provides work breakdown for design related tasks.
- PDL-13* Assist in estimation activities as needed.

CCB Tasks

- PDL-14* Participate in the regular CCB meetings as needed.

Release Creation Tasks

- PDL-15* Ensure design documents are reasonably up to date with any changes introduced in release, or SCR entered for future design document update.
- PDL-16* Collect and record measures for project log and archive artifacts as appropriate.