# Project Plan

## 2.1 Project Management/Tracking Procedures

Which of agile, waterfall or waterfall+agile project management style are you adopting. Justify it with respect to the project goals.

What will your group use to track progress throughout the course of this and the next semester. This could include Git, Github, Trello, Slack or any other tools helpful in project management.

## 2.2 Task Decomposition

In order to solve the problem at hand, it helps to decompose it into multiple tasks and subtasks and to understand interdependence among tasks. This step might be useful even if you adopt agile methodology. If you are agile, you can also provide a linear progression of completed requirements aligned with your sprints for the entire project.

## 2.3 Project Proposed Milestones, Metrics, and Evaluation Criteria

What are some key milestones in your proposed project? It may be helpful to develop these milestones for each task and subtask from 2.2. How do you measure progress on a given task? These metrics, preferably quantifiable, should be developed for each task. The milestones should be stated in terms of these metrics: Machine learning algorithm XYZ will classify with 80% accuracy; the pattern recognition logic on FPGA will recognize a pattern every 1 ms (at 1K patterns/sec throughput). ML accuracy target might go up to 90% from 80%.

In an agile development process, these milestones can be refined with successive iterations/sprints (perhaps a subset of your requirements applicable to those sprint).

## 2.4 Project Timeline/Schedule

• A realistic, well-planned schedule is an essential component of every well-planned project

• Most scheduling errors occur as the result of either not properly identifying all of the necessary activities (tasks and/or subtasks) or not properly estimating the amount of effort required to correctly complete the activity

• A detailed schedule is needed as a part of the plan:

– Start with a Gantt chart showing the tasks (that you developed in 2.2) and associated subtasks versus the proposed project calendar. The Gantt chart shall be referenced and summarized in the text.

– Annotate the Gantt chart with when each project deliverable will be delivered

• Project schedule/Gantt chart can be adapted to Agile or Waterfall development model. For agile, a sprint schedule with specific technical milestones/requirements/targets will work.

## 2.5 Risks And Risk Management/Mitigation

Consider for each task what risks exist (certain performance target may not be met; certain tool may not work as expected) and assign an educated guess of probability for that risk. For any risk factor with a probability exceeding 0.5, develop a risk mitigation plan. Can you eliminate that task and add another task or set of tasks that might cost more? Can you buy something off-the-shelf from the market to achieve that functionality? Can you try an alternative tool, technology, algorithm, or board?

Agile project can associate risks and risk mitigation with each sprint.

## 2.6 Personnel Effort Requirements

Include a detailed estimate in the form of a table accompanied by a textual reference and explanation. This estimate shall be done on a task-by-task basis and should be the projected effort in total number of person-hours required to perform the task.

## 2.7 Other Resource Requirements

Identify the other resources aside from financial (such as parts and materials) required to complete the project.