## Capstone: Documentation Plan

Information Systems Development and Design and Capstone Course (IS-5303)

Poonam Pawar

1429329

Trine University

Mar 29, 2019

Serve on Door, as an e-commerce company is totally dependent on market analysis and documentation. The documentation plan will include technical and functional documents. Every aspect of the project will go through the documentation and review process. The authors of the documents will be different based on the type of documents.

All the documents will be version as major, minor, and revision. For instance, the initial version of the high-level design document will be named 'HighLevelDesign\_v1\_0\_0.docx, which signifies that it’s the first major version with no minor changes and no revision changes. Below are a few of the mandatory documents that will be part of the project life cycle.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Name** | **Type** | **Authors** | **Description** |
| System Requirements Specification | Functional | Project Management | Detailed business requirement document. |
| Functional Requirements/ Use case | Functional | Project Management | Use case document listing all the functional details. |
| Risk Analysis | Functional | Project Management | Risk analysis document defining the RACI matrix |
| Cost Estimation | Functional | Project Management | Document defining resource and infrastructure requirement to determine the estimated project cost. |
| High level design | Functional | Architect | High level graphical document representing all actors and actions. |
| Infrastructure checklist | Technical | Architect | Document representing all the infrastructure required for project implementation. |
| Low Level Detailed design | Technical | Developers | Detailed technical design document, representing all the aspects of project implementation. |
| Technical Business flow | Technical | Developers | Document representing how the technical components will interact with each other. |
| Test Cases Checklist | Technical | Developers | List of pre-defined test cases. |
| Performance Reports | Technical | Developers | Weekly or monthly report for performance analysis. |
| Sales Reports | Technical | Project Management | Weekly or monthly report for sales analysis. |
| Vendor Business Agreement | Functional | Project Management | Individual business agreement between Serve on Door and the vendors. |

Apart from the above, there will be some additional documents which will be created and maintained by the team.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Name** | **Type** | **Authors** | **Description** |
| Resource allocation | Functional | Project Management | Resource allocation document. |
| Vendor portfolios | Functional | Project Management | Individual vendor profiles with advertisement, services, and access details. |
| User Manuals | Functional | Developers | Detailed document for users (vendors, customers, or sellers) |
| Support and Maintenance | Technical | Developers | Business agreement document for entire company to provide best possible support to the end users. |