PrePARED BY: GROUP [GROUP NUMBER]

[GROUP MEMBER LIST]

Project Plan

[PROJECT TITLE]

[Date]

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**General Notes (CO-7, CO-4):**

* Remove all editorial comments (red bullets) from this document prior to submitting.
* Replace items in square brackets (“[“, “]”) with the appropriate information (group number, date, project title, etc.).
* Do not remove document sections or subsections.
* Do not add new document sections or subsections.
* Make sure that the document speaks with a single voice (same style and tone throughout) and tells a consistent narrative.
* Language should be clear and concise throughout.
  + Focus on relevant details, do not add extraneous details.
  + Be explicit rather than require the reader to make assumptions.
  + Provide accurate over comprehensive content.
* Use diagrams when they are useful to convey the specific information for a section and refer to them in an explaining paragraph.
* This document must mostly contain running text. Only use bullet points where necessary, like listing items within running text.
* *Never include language, diagrams, or other content that you do not fully understand.*
* Consider your audience – that is, write a document that is readable by someone outside of your group. Do not produce an overly technical document.

# Project Description

## Overview (CO-5):

* Description: Provide an overview of your client’s application, a statement of the problem that they are seeking to address, and the final deliverable that will address it. Include the context, such as the business domain, technical platform, motivation for the work, and expected user(s).

## Key Requirements (CO-5):

* Description: List the specific, measurable, requirements (including functional, technical) that your final deliverable must satisfy to address the client’s goal.
* Notes: If specific requirements are not fully defined, the team must identify and discuss necessary assumptions.

## Deliverables (CO-5, CO-6):

* Description: Provide a decomposition of your project’s key requirements into specific deliverables. Deliverables should have a well-defined work scope, provide some value to either the sponsor or the project process, and be defined such that completion is assessable. If appropriate, specify interdependencies between deliverables.
* Notes: Do not specify a timeline. You must map all requirements to a deliverable.

## Acronyms and Abbreviations (CO-7):

* Description: Provide a table of technical acronyms and abbreviations that are used within your document along with the definition of each.
* Notes: Do not include abbreviations/definitions for commonly understood names (e.g. USA, ASU).

# Design and Architecture (CO-1, CO-3)

* Description: Using suitable languages (e.g., UML, English), express your overall design.
* The design should be at the abstraction level of components. Components should be modular, replaceable, and focus on a related set of functionalities. Discuss both the purpose of each component, and the individual areas of functionality each will contain.
* Discuss major design patterns that are applicable to the problem domain and which may impact your overall architecture (e.g., MVC). If your project will interact with external systems, they should have some representation.
* Notes: There should be a clear relationship between the requirements of your project and the functionality. It is not appropriate for your design discussion to include very general system elements such as arrays and lists. Be as specific as possible.

# Implementation Strategy

## High-level Work Breakdown Structure (CO-2):

* Description: For the deliverables identified in the project description, break down each into individual tasks. For each task, include work scope, skillset required, and expected time.
* Notes: In the event that not all details are known, document your assumptions about the work breakdown.

## Schedule / Timeline (CO-2):

* Description: Define overall milestones, map them to a one-semester timeline, and indicate key deliverables. Milestones should map to deliverables.
* Notes: The timeline should be jointly constructed with input from the sponsor. Plan to address project activity during winter break. Any activity related to research and training should also be indicated in the overall timeline.

## Required Hardware (CO-2):

* Description: Describe any special hardware required for the development or testing of the project. Indicate where this hardware will be supplied from, and any obligations for it after the project’s completion
* Notes: Specify any hardware that is necessary to run the software. Do not make omissions based on your team’s specific composition (e.g., mention that access to an iPhone is necessary even if each team member has one). If hardware may be a potential risk, please note this in the Risk Management section of this document.

## Required Software (CO-2):

* Describe the critical software upon which the application is built. This includes but is not limited to the operating system that needs to be used (including version), server, etc. (as appropriate).

## Third Party Content / Libraries (CO-2):

* Description: Describe any third-party content that may be required for completion of the project. Licensing terms for all content must be included. Also include any software packages/libraries that the application needs for execution.
* Notes: Include any special requirements for handling 3rd party content. Also include appropriate versions for the libraries.

## Quality (CO-2):

* Description: Indicate the quality goals and the metrics by which they will be measured. Describe your team’s strategy for meeting these metrics. Any language or coding style required to support readability or reusability goals of the sponsor should also be addressed.
* Note: Quality does not refer just to software bugs, but also includes how well the product meets the functional and non-functional design requirements. The test strategy should address both of these types of quality issues.

## Other Special Considerations (CO-7, CO-3):

* Description: Describe any additional considerations for your project.
* Notes: This should include any information that it would be beneficial or important for a potential project team.

# Process

## Process Description and justification (CO-2)

* Description: Explicitly state the process that your team will be using. **If you will be adapting the process for this project, describe how it will be adapted.** Justify the development process selected for the project and describe how it meets requirements from the sponsor.
* Notes: Optionally, discuss why the process is suitable for the team.

## Tools (CO-2):

* Description: Describe any non-hardware tools which your development is contingent upon.
* Note: Include any external tools that are needed/used in the project or as part of the software development process.

## Roles and Responsibilities (CO-2):

* Description: Describe the roles associated with the project's development process and what responsibilities each has. If roles rotate through the course of the project, describe how this will be accomplished.
* Notes: Team members must be involved throughout the project’s execution but should/can be assigned a specific role to take ownership over parts of the project. Every team member, regardless of role, must contribute significantly development of the software deliverables.

## Location of Project Artifacts (CO-2):

* Description: Support your choice of project organization in terms of usability, reliability, and enabling change management.
* Notes: Include links to your repository, please don’t just paste the URL. This creates an unprofessional appearance to the report. Instead, describe the location with plain text and place a link that displays a simplified prompt (such as “click here”).

## Sponsor Communications (CO-7):

* Description: Describe the method and frequency in which you will conduct meetings with your project sponsor.
* Notes: This information must be made in agreement with the project sponsor.