

SRS + Project Plan Description
4ZP6

Fall 2025

Due date: Oct 10 at 11:59 pm

Submit one per team on Avenue

USE srs_team_x.pdf as file name where x is your team number

Page limit: 10-15 (strictly enforced)

Format: Use single space and size 12 font.

Refer to Slide Set 2 for description and requirements of this documents.

What is SRS: This will detail your product features and expectations.

Minimum requirements:

- 1) Title
- 2) Version [Version 0 would be what you submit on Oct 10]
- 3) Personnel of the project and their roles (names and emails)
- 4) List of abbreviations and notations, naming conventions and definitions
- 5) Table of contents and contributions (Who contributed what part, in a table format)
- 6) The Purpose of the Project

SRS (9-11 pages):

- 7) The Client, and other Stakeholders
- 8) Project Constraints (high level choices you have made or that are mandated by your supervisor) and relevant facts. Examples are app versus web-based or limiting your solution to certain scenarios. ***Please consult your supervisor if you have one.***
- 9) Functional Requirements (formal list with priority ranking (P0-P3)). Include details about what data is needed for building each function. This is the most important section and needs to clearly state what you will build. Detail both backend and frontend features. ***Please consult your supervisor if you have one.***
- 10) Data and Metrics (This is particularly important for ML/AI projects, but metric could be important for any project with quantitatively measurable outcomes):
 - a. For each feature, explain what data, if any, you will use to train/build.
 - b. Links to dataset or a clear plan to obtain or simulate data
 - c. One or more performance metrics (accuracy, precision, recall, area under ROC curve, area under precision-recall curve). Explain why you think the metric is relevant. Also set expectations (Goal for the metric).
- 11) Non-functional requirements (refer to the template for a full list).
 - a. Look and Feel Requirements
 - b. Usability and Humanity Requirements
 - c. Performance and speed requirements
 - d. Security and Privacy
 - e. Legal
- 12) Risks and issues predicted.

Project Development Plan (4-6 Pages):

What is project development plan: Briefly, this is supposed to describe: “Who does what, when, with what tool” and your “what” should cover the requirements from the SRS, along with your workflow and communication.

- 13) Team Meeting and Communication Plan (including how you share documents and work on them together). Use of program management tools is optional but strongly encouraged.
- 14) Team Member Roles
 - a. Who is responsible for each of the functional and non-functional requirements (multiple people might work on the same component)?
 - b. Who is the coordinator/program manager?
- 15) Workflow Plan
 - a. How will you be using GitLab or GitHub, including branches, pull request, issue management?
 - b. Using agile methods is encouraged. You can use scrum and sprint planning in Jira. State if you will do this. We will not monitor your sprints.
 - c. Where do you store your data (especially if you are doing machine learning)?
 - d. Where do you run compute heavy tasks like training models.
 - e. What tool/method is used to achieve each of the requirements and achieve the performance metrics that were proposed in your SRS?
- 16) Proof of Concept Demonstration Plan
 - a. What will you demonstrate during your proof-of-concept demonstration to convince yourself that you will be able to overcome this risk? For example, one approach would be to have a mock website for a service, with limited backend. There must be code. You cannot just plan to show slides. Seek advice from your TA/instructor if you are unsure.
- 17) Technology
 - a. Specific programming language (front end and backend), coding environment. State if will use unit testing framework, why or why not. If your project is primarily software development (as opposed to research), we expect you to follow software engineering best practices including unit testing.
 - b. ML libraries (if relevant)
 - c. Will you use GPU? Any other relevant technology aspects.
- 18) Project Scheduling: Include a Gantt chart.