**Guidelines for report:**

Intended audience: software engineers and project managers who know nothing about your project

•Project goals: explain why the project is important for your client (its business case)

•Project plan and method:

– What do you intend to do? When? (Be as specific as you can)

– How will you work together? (locations, meetings, tools)

– What are the technical & process risks? How will you manage them? (Be specific!)

– What are the expected deliverables? How will you evaluate them?

•You must be able to justify your approach!

**Report Contents**

•Purpose/background/approach

•Goals/objectives

•Scope

•Deliverables

•Constraints/assumptions

•Related projects/critical dependencies

•Schedule and milestones

•Budget/cost-benefit assessment

•Risk assessment

•WBS

•Quality management approach

•Tools and techniques to be used

•Resource estimates

•Standards

•Change and control procedures

•Roles/responsibilities

•Work plan

•Team contact directory

Resources:

<http://www.projectmanagement.com/deliverables/375/Project-Plan-Project-Definition->

<http://www.pmi.org/Learning/tools-and-templates.aspx>