

Your analysis might make use of the following techniques:

- research using both online and offline sources, e.g. vendor websites, product manuals
- review of existing documentation
- interviews with staff involved

## 1.2 Project plan

You should produce a detailed formal plan to undertake the project.

This should have realistic timescales (2 marks) and should identify:

- timescales/schedules for each stage and overall completion (2 marks)
- milestones and deliverables (2 marks)
- main tasks (2 marks)
- resources (2 marks)

The project plan must include testing and marks will be deducted for its omission.

If you are familiar with the use of Project Management software, you could use this.