* Title – Name of your project.
* Scope of Work – Description of the project idea.
* Goals – Demonstrate knowledge and application of each members' topics of focus.
* Research – Research various resources for similar project solutions. Compare and analyze those potential solutions (e.g., scope, cost, benefit, breaking even point, ROI, or other calculations, etc.).
* Team Roles - Identify the role of each team member as it pertains to the completion of the project. *\*Note:* Only necessary for team-based projects.
* Software Requirements and/or Specifications – What additional software is needed to complete the project. For example, applications, software licenses, additional libraries, Operating System distributions, etc. Please include estimated cost of software and provide justification. *\*Note:* Check with the instructor for availability of software or purchasing of software PRIOR to starting your project.
* Hardware Requirements and/or Specifications – What additional hardware is needed to complete the project. For example, servers, routers, switches, cables, webcams, etc. Please include estimated cost of software and provide justification. *\*Note:* Check with the instructor for availability of software or purchasing of software PRIOR to starting your project.
* Weekly Progress Reports – During the semester you are required to have a mechanism in place to provide weekly progress reports to your instructor(s) and/or class peers on the current status of the project. Be sure to include how project progress, setbacks, updates, revisions, partial working demonstrations or any other information you find relevant. This can be done in a variety of formats and is not limited to the following examples:
  + Weekly discussion board posts.
  + Video submissions or posts.
  + Formal written reports.
  + Weekly progress in class update.
  + Web conferencing with instructor(s) and/or class peers.
  + Formal email updates.
* Project Plan – Provide a timeline to complete the project that includes but not limited to the following:
  + A detailed description of each team member’s role within the scope of the project. *\*Note:* Team based projects only.
  + Build a scheduled timeline by day or weeks with important milestones and/or critical paths.
  + Create a test plan for the project.
  + Develop a plan for how to present the project.