Instructions for Skills Practice – Project Plan Outline

Assignment
To understand the instructions for this first Skills Practice Assignment, you will need to:

1. Refer to more than one document.
2. Pay careful attention to the details of the assignment.
3. Understand the distinction between this assignment (in which you do a practice exercise to get ready to write a project plan) and a future assignment (in which you will write a project plan).

So, this assignment is a practice exercise using the practice case. In a future assignment, you will write a project plan for your assigned case. The two assignments are different in the following ways:

1. In this assignment, you will be using the iSchool Webstore practice case scenario. In the future assignment, you will be using your assigned case scenario.
2. In this assignment, you will practice by creating a detailed outline. In the future assignment, you will write an actual project plan document (not an outline).

Your ability to understand these distinctions, follow directions, and pay attention to details is essential to your success as a systems analyst.

Technique
Read the instructions for the future assignment, the Project Plan. Pay attention to the details of what content is required in a Project Plan.

Read the iSchool Webstore practice case scenario document. **You will be doing this assignment based on the practice case: iSchool Webstore.**

Using an outliner tool, construct an outline for the project plan that you could use when writing a final project plan. The very lowest parts of the outline should represent either sentences that will be placed in your project plan document or words and phrases that could inspire you to write those sentences. Remember, you are not actually writing the project plan this time. You are just writing a detailed outline that could be used for that purpose.

Be sure that the content in your outline includes answers to the questions that are posed in the instructions for the Project Plan. Remember that the project plan will need to be a well-written English prose document. So, the outline should be created to make writing such a document easier to do as a next step. It is OK for the items on the outline to represent actual sentences that you would intend to combine into paragraphs in a later step.

Tools

For an outliner tool, I recommend that you use the outline feature of MS Word or whatever word processor you are comfortable with. If you wish, you may use special-purpose outliner or mind mapping tools to create the outline. When choosing your tool, make sure that you can produce a PDF document as your final product.

Length

There should be enough points in the outline such that you can write a proper Project Plan from them.

Format

The file that you submit must be in the PDF format.

File Naming Conventions

The name of the file that you submit should include both your name and the name of the assignment. It should follow the form:

trainor_kevin_skills_practice_project_plan_outline.pdf

Due By

Please submit this assignment by the date and time shown in the Weekly Schedule.