

IS446 – Systems Analysis and Design

Project Plan

Instructions

Overview

Each team should submit a package that includes a *Project Plan Cover Sheet*, and the project planning documents for their project. All teams will complete the cover sheet. Teams will also complete project planning documents consistent with the approach that they are taking to the project (waterfall or agile).

Project Plan Cover Sheet

All teams should prepare a one-page cover sheet that contains the following information about your team and project:

1. Team name
2. Names of team members
3. Client name

Exercise 1 (Regular)

Waterfall Planning Documents

If your team has chosen a waterfall project approach, then you should prepare a *Project Scope Statement* for your project. Use the instructions and tutorial that were provided for the Waterfall Planning Documents Practice Assignment as a guide.

Agile Planning Documents

If your team has chosen an agile project approach, then you should prepare a *Product Vision Statement* and a *Product Backlog* for your project. Use the instructions and tutorial that were provided for the Agile Planning Documents Practice Assignment as a guide.

Exercise 2 (Challenge)

Collaboration Tools and Practices Document

Teams that want to earn the points for the Challenge Exercise should prepare a *Collaboration Tools and Practices Document*. This document should describe the tools and practices that the team intends to use for the project. This should be a 0.5 to 1.0 page typewritten document that presents the team's choice of tools and practices to help the team collaborate more effectively. This might include:

- Zoom or some other remote meeting platform
- Slack
- Google Docs
- Git-based version control
- Progress-tracking tools including Trello boards
- Meetings and tracking boards as described in the Layton book

Submission

Each team should pick one member to submit for the team. Because we don't have your teams set up in Moodle yet, that team member will need to make the submission via the Service Desk for our course. Your submitted file should be uploaded as an attachment to the ticket.

When submitting to the Service Desk, please include the following text as the *Summary* field for your ticket:

- Project Plan for *Teamname*

Format

Please submit 1 PDF file. This means that you will need to combine multiple sub-documents into a single PDF document before submitting.

File Naming

The PDF file that you submit should be named according to the following scheme:

teamname_project_plan.pdf

If your team name is *Wonder Women*, then you should name your file as follows:

wonder_women_project_plan.pdf

PLEASE NOTE: All file names must be in lower case. Deductions will be made for submissions that do not conform to this standard.

Due Date

Please see the Weekly Schedule for the date and time when this assignment is due.

Last Revised
2022-10-11