IS594-PJ – Project Management
Project Plan for Final Project
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 documents for this project consistent with those that you submitted for the Waterfall Scope Skills Practice Assignment. These should include:

1. Project Scope Statement
2. Work Breakdown Structure (WBS)

Agile Planning Documents
If your team has chosen an agile project approach, then you should prepare documents for this project consistent with those that you submitted for the Agile Scope Skills Practice Assignment. These should include:

1. Product Vision Statement
2. Product Backlog

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 Canvas yet, that team member will need to make the submission via the HelpDesk 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
2023-09-26