



SIMON FRASER UNIVERSITY  
THINKING OF THE WORLD

**CMPT 275-4 E200 – Software Engineering I**  
**Bus338 Understanding Technological Innovation**  
**Fall 2010**

**Assignment 1 (9%) – Project Plan**

**Due: Tuesday Sept 28, 2010 @ 23:55**

**I. Deliverables:**

1. Project website
2. Project plan (As part of your submission, please provide a URL link to the website)

**II. Project Website:**

Your project website needs at least the following information:

1. Group number
2. Team name
3. Full name and email address of each team member (both business and cmpt). Also include a brief technical biography of each team member, listing their relevant skills and interests.
4. The title of this assignment, and each future assignment, must be clearly displayed, e.g. in a title or as a menu item.
5. A table of contents linking to the 5 assignments. Provide "stub" pages for future assignments.
6. The point persons/project managers (PM) for this assignment and for future assignments (only if you decided to implement a rotation model) should be clearly indicated.

**III. Project Plan**

This document is a good way to communicate the main goals of your project to team members and other stakeholders. Write it in non-technical language that any SFU student could understand.

Your team should schedule at least one brainstorming session to work out the scope and vision of your project. Do not worry about low-level details at this point (those come in later assignments), but always keep in mind that you are expected to implement everything this document proposes. Be sure to have someone take meeting minutes for this session!

This is the outline of the proposal:

1. Table of contents
2. Revision history
3. Project summary (~ 100 words vision statement)
4. Project overview (scope)

5. Project planning (estimate)
6. Project schedule
7. Risk management
8. Team meeting agenda and minutes
9. Project Organization and Staffing Plan
  - a. Team Roles and Responsibilities

#### 1) Table of Content

- In MS Word, this can be automatically generated. See <http://support.microsoft.com/kb/285059>

#### 2) Revision history

##### Example of Revision History

<b>Revision</b>	<b>Status</b>	<b>Publication/Revision Date</b>	<b>By</b>
1.0	Created	May 12, 2009	<Name of team member(s)>
2.0	Revised (Specify which section(s) of the document was (were) revised and why)	May 19, 2009	<Name of team member(s)>
3.0	Final Revision (Specify which section(s) of the document was (were) revised and why)	Jan 23, 2010	<Name of team member(s)>

#### 3) Project summary (~ 100 words vision statement)

After reading it, I should have answers for the following questions:

- Name + a short catchy phrase
- What is it? Functions?
- Who is it for?
- Why should I buy (or download) it?
- Platform?

#### 4) Project overview

- This summarizes the problem the project is aiming to solve, and discusses the basic goals at the highest level. This should not be too long or too short.
- Identify the need the product is intended to meet (either as a problem to solve or as an opportunity to exploit)
- Who are the stakeholders? List the people who have a stake in the success of the project. A stakeholder is a person or group who will be affected by the project on an ongoing basis (e.g., will operate the resulting deliverable).

- Who are the Users? Describe the intended users of the system. Clearly state any assumptions you are making about their expertise, experience, or background.
- List of features should also be included.

5) Project planning (estimate)

- Project Progress, website, External Communications, Internal communications, configuration

6) Project schedule

- Time? Schedule? (Gantt chart)
  - Define milestones / phase / tasks for each sub-phase (both bus 338 and cmpt 275)
- MS Project can create Gantt chart easily. You can obtain a copy of MS Project from SFU CSIL lab. Other choices can be found online (e.g. for Mac users: Merlin)

7) Risk management

- A risk is a potential problem that would hinder the progress of an activity/project if it were to occur.
- To identify risks need to ask: What could happen that would make our project run late?
- Mitigate identified risks by making plans that detail how to avoid the risk or recover from the risk

8) Team meeting(s) agenda(s) and minute(s)

For example, a simple meeting minuet form:

Group # and name:			
Purpose of Meeting:			
Location/Date/Time:			
Chair:			
Attendee:			
Absent:			
Topic	Discussion	Action	Person responsible
1			
2			

9) Project Organization and Staffing Plan

- Team Roles and Responsibilities
- For each team member:
  - Name, email address, photo (the person should be clearly identifiable)

#### General style note

- Print using 12 points Times New Roman font.
- Text should be single spaced on 8 1/2" x 11" paper with 1 inch margins, single sided.
- Number pages consecutively.
- Start each new section on a new page
- Adhere to page limit (10 pages, excluding title page)
- All graphics and tables should be labeled with short descriptions and numbered.

#### **IV. Submission**

Submit via [webct.sfu.ca](http://webct.sfu.ca)

Submit as one file in MS Word format in Office 2002 compatible format. To avoid portability issue, please only submit Office 2002 compatible file (no Word 2007 format .docx). In addition to the MS Word format file, you are welcome to submit a PDF version of your file as well.

**Filename convention:** Group-X-ProjectPlan.doc. Note that X is your group number.

**Please note that marks will be deducted if you do not follow the above specifications (include but not limited to filename convention and file format).**

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