

# **1. Executive Summary**

## **2. Project Goals**

### **1. Project Phases/ Life Cycle**

1. Development Approach
2. Milestones
3. Deliverables

#### **1. Software Deliverables**

1. Functional Specifications
2. Supported Hardware
3. Source Code
4. Language Localization
5. Legal Requirements
6. Supported Software
7. Performance Specifications

#### **8. Creative Deliverables**

9. Work Products
10. Weight Limits

#### **2. Other Deliverables**

1. Data
  2. Training
  3. Documentation
  4. Etc.
4. System Integration
  5. Client Furnished Material
  6. Glossary

### **2. Gantt**

### **3. Pert**

### **3. Roles and Responsibilities**

#### **1. *Project Organization***

1. Organization Chart
2. Steering/Executive Committee
3. Project Review Meetings

#### **2. *Acceptance***

1. Acceptance Test Plan
2. Document Approval Cycles

#### **3. *Change Control Process***

1. Change Request Documents
2. Document Control
3. Escalation

#### **4. *Payment***

1. Payment Schedule
2. Project Value
3. ROI
4. Work Product Ownership

#### **5. *Third Parties***

#### **6. *Joint Activities***

1. Training
2. Promotion
3. Etc.

### **4. Risk Management**

#### **1. *Unresolved Issues***

#### **2. *Assumptions***

#### **3. *Exclusions***

#### **4. *Dependencies***

## **5. Quality Plan**

1. Design Standards
2. Design Reviews
3. Coding Standards
4. Code Reviews
5. Configuration Management
6. Defect Tracking and Reporting
7. Test Plans
- 8. Unit Tests**
- 9. Integration Tests**
- 10. Interface Tests**
- 11. Usability Tests**
- 12. Performance Tests**
- 13. System Tests**
- 14. Regression Tests**

## **6. Other Risks**

## **5. Support**

- 1. Support Strategy**
- 2. Operations Plan**
- 3. Migration Plan**
- 4. Training Plan**
- 5. Warranties**

## **6. Signatures**