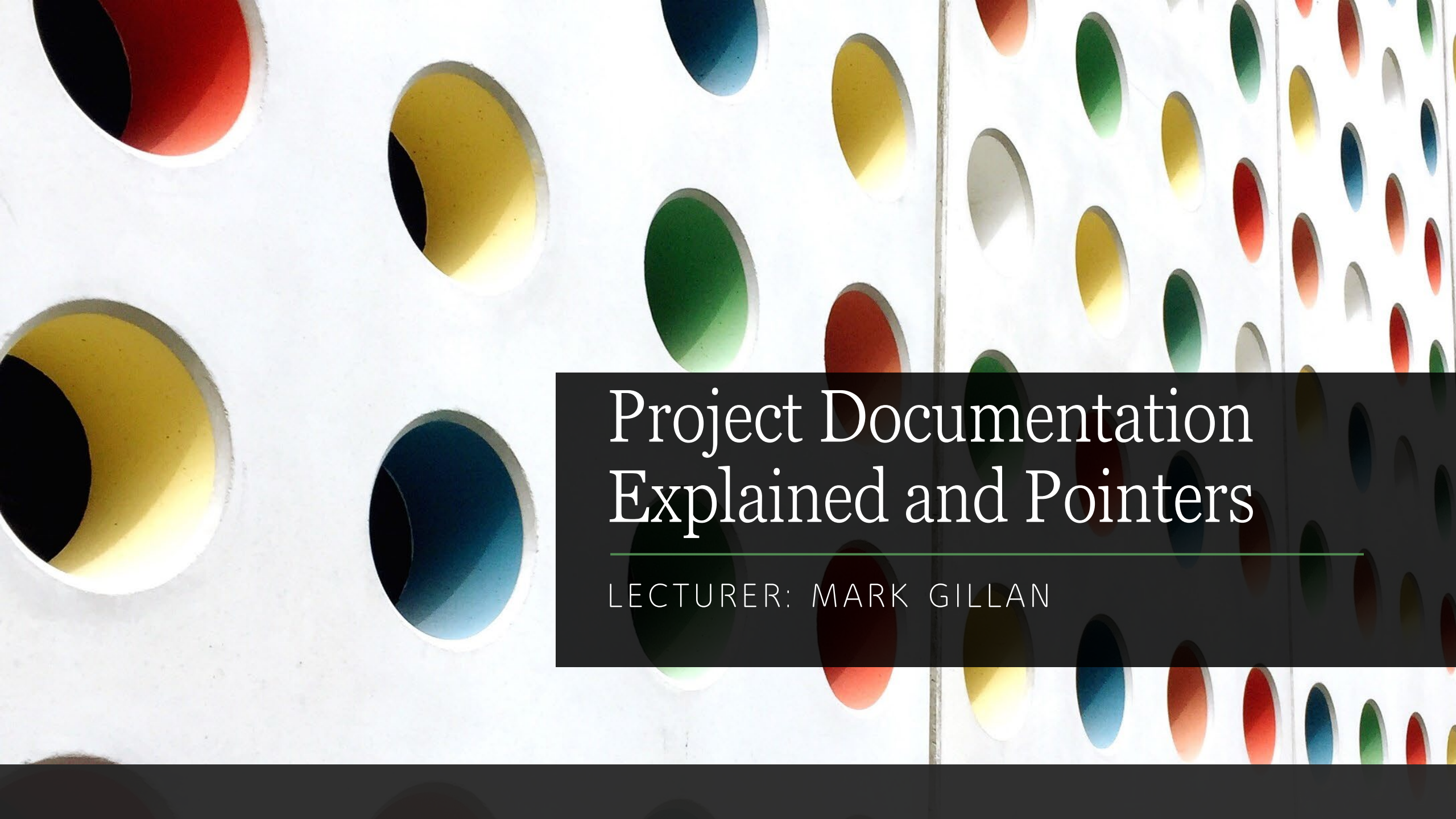




Project Documentation Explained and Pointers

LECTURER: MARK GILLAN

Documentation

Brainstorming records

Notice of meetings, agenda, minutes / record of meeting discussion, negotiations, decisions

Roles and Responsibilities listed with an outline of expectations for each person

Project Specification, including budget / costings (broken down)

Investigations into each part of the project brief

Plan of action detailing jobs and sub-jobs within the project, who and deadlines. Graphical document should show key tasks, milestones against a timeline with names etc.

A list of resources, team members, resources associated with job responsibilities

Design document, graphically showing and with some words attached explaining each part

Test plan based upon the test strategy, allowing the testers the ability to check everything and report. Errors should be noted and resolved

The project documents fulfilling the project brief (as required from within the project brief) / the finished end product and all documentation

Project process

PLANNING

MEETINGS, NEGOTIATIONS, DECISIONS, ASSIGN ROLES, INVESTIGATIONS, ACTION PLAN AND PROJECT SPECIFICATION

PREPARE AND DEVELOP, THEN IMPLEMENT/CONSTRUCT USING THE PROJECT SPECIFICATION, ADJUST THE ACTION PLAN AS YOU GO ALONG TO CHECK TIMESCALES AND ROLES/RESPONSIBILITIES

TEST AND EVALUATE

HAVE A TEST STRATEGY AND FOLLOW IT THROUGH, ENSURING EVERYTHING IS WORKING CORRECTLY AND IS SUITABLE TO THE BRIEF

Date:	Week 1	Week 2	Week 3	End Week 3	Start Week 4	Middle Week 4	End Week 4	Start Week 5	Middle Week 5	End Week 5	Week 6	Week 7	Week 8
Job 1	Planning by NAME OF PERSON												
Job 2	Investigatons by NAME OF PERSON												
Job 3	Investigatons by NAME OF PERSON												
Job 4				Preparation of Specification Doc by NAME OF PERSON									
Job 5						Finalisation of Prep by NAME							
Job 6							Design process and commence implementation supervised by NAME OF PERSON						
Job 7								Mockups by NAME OF PERSON					
Job 8									Checking by NAME OF PERSON				
Job 9										Commence implementation sub-job by NAME OF PERSON			
Job 10											Test strategy and test documentation - sub jobs of this TEAM MEMBERS NAMED WITHIN EACH JOB AND SUB-JOB WITHIN THIS TIMELINE		

Example of Project Timeline

(drawn on paper or software – this should not be copied, only an illustration)

The Project Specification Document

IMPORTANT DOCUMENT – who is it for?

- The Client: an agreement, what they wanted and what can be provided
- Project Managers / Team Leaders: to refer at all times, ensuring the plan is put into place
- Developers: instructional guide for what they will be building
- Testers: the spec should include a plan for testing the end product as fit for purpose
- Team Members: everyone should know what is to be done, when and by whom

What should a project spec contain?

Consider the project spec as a blueprint plan for the project based upon the project brief

An outline of the project and bullet points of what is required – pick each part from the project brief in own words

List everything that needs to be delivered

Mention deadlines and budget

Documentation that will be provided (based this upon everything that fulfils the brief and required for project assessment)

Details of how each part of the project will be pulled together

Risks and pitfalls noted, to ensure they are overcome and explained as to how these factors can be resolved





The project spec document

Start with an introduction

Divide the content into logical sections

Include a table of contents to enable the reader to easily locate what they are looking for within the document

It is a document explaining what needs to be done and justification as to why it is included

Project spec documents can be updated during the lifetime of the project planning and developing stages

Include statements as to the rationale, the thinking behind decisions and advising the client

Involve all team members in decision making, problem solving and roles/responsibilities as well as deadlines for each team member

Sections of the Specification Document

Introduction, name of organisation/team

Team members, experience, knowledge

Outline of the project brief (bullet points) – client needs

Everything that needs to be delivered, ideas as to exactly what will be provided

Requirements of the end product – list what the product will do to meet the brief

Technical aspects, justification of each part of the end product

Outcome of investigations, planning, design, construction ideas and thoughts

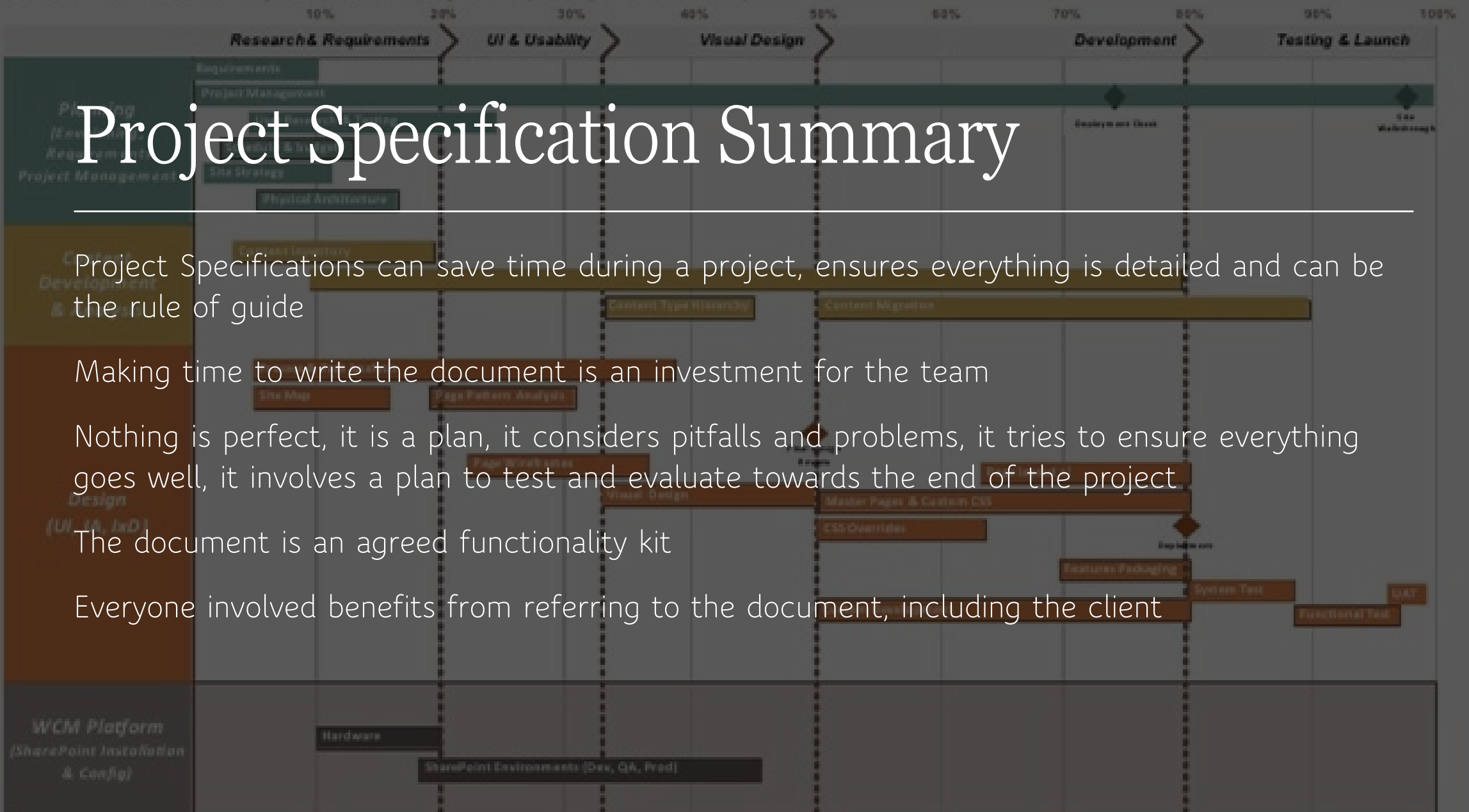
Roles, responsibilities, timeline, deadlines and Resources required

Budget (broken down with an element of detail)

Risks and pitfalls, solutions / problem solving

Ideas for testing, possible errors and fixes/changes (including deadlines) and reporting

SharePoint User Experience Design Project (WCM/ECM)



Project Specification Summary

Project Specifications can save time during a project, ensures everything is detailed and can be the rule of guide

Making time to write the document is an investment for the team

Nothing is perfect, it is a plan, it considers pitfalls and problems, it tries to ensure everything goes well, it involves a plan to test and evaluate towards the end of the project

The document is an agreed functionality kit

Everyone involved benefits from referring to the document, including the client



Design

A design document, based upon the Project Specification, should include design diagrams and / or written designs

The design should briefly illustrate the project end product, appearance and illustrating each part of the end product

Design is quickly followed by the development / the construction of the end product (putting it all together from every team member involved in the construction)



Develop / Construction

After planning, comes the implementation

Developing is the part everything comes together and the final product takes shape

The Project Specification document and the Action Plan should be fully used

Each team member is required to participate and the Team Leader should ensure everything is pulled together to complete the project end product



Testing

- ✓ Strategy and plan for testing:
 - Who will test? Roles/Responsibilities?*
 - What will they test/scope/purpose?*
 - How will they test? Approach to testing?*
 - Resources required? How long will it take?*
 - Forms? Automation? Checklist?*
 - When will they test?*
 - How will the testers report?*
- ✓ Test implementation
- ✓ Test reporting
- ✓ Errors, solutions, fixes
- ✓ End test report after errors fixed and recorded