Project Plan Requirements from CMairsCreate.com

Project Plan Requirements – Building the Project Documentation

1. Design document questionnaire – (filled out by client or company)
2. Design document:
   a. Defines users, audience & broad content needs
   b. Design style guide-Defines standards for page naming conventions, text, bullets, fonts, links, page sizing. Documents all decisions for entire site.
3. Project Requirements-What is needed to create the site? Document all items needed based on design document
   a. Project Definition
   b. Project Scope
      1. Set up a methodology for dealing with scope creep
         - What is the process for submitting additional info for the project?
            1. Written submittal process
         - Who is responsible for making the final decision about any new items?
            1. Where is documentation submitted for review?
         - Who needs to be contacted & what documents must be modified if an item is added or subtracted moving forward?
   c. Determine project team members
      1. Sponsor
      2. Project Manager
      3. Team members & roles
      4. Decision makers
   d. Communication Methods
      - How will the team communicate throughout the life of the project?
      - Is server space needed for document storage?
      - How and when will meetings be held?
   e. Project Phases
      1. If the project will be a phased project, plan it here
   f. Resources-what resources will be available?
      1. People involved, responsibilities, and time allocation
      2. Hardware
      3. Programming & software
         - Who will create programming requirements?
         - Database needs?
   g. Content creation
      - Who will create which content
         1. Text, video, graphics, pdfs, documents, etc.
      - Additional content needs
         1. Flash, video, etc.
   h. Costs
      1. What is the determined final budget?
      2. Who is responsible for cost allocations?
         - Hardware, people, equipment, testing, launch & marketing costs

Project Plan Requirements from CMairsCreate.com

i. Deliverables
- Define deliverables and deadlines for them
    1. Examples- Homepage design, level 2 page designs, images, homepage banner, etc.
- Be sure deliverables are spread out over time

j. Timeline
- Map out the project using project management software
    1. Create a Gantt chart for the project
        a. Sets up specific details for items above

k. Mind mapping
- A way to document brainstorming sessions

l. Wireframes
- A visual guide to document site structure for a website that contains no design elements

m. Storyboarding
- Planning the visual design of a site by sketching it
- Storyboard the various page levels within the site hierarchy

n. Flowcharts
- A way to document the flow of a process with the shape signifying the type of process or decision being made at that step in the process
- Define if flowcharts are needed and processes to document

o. Site Design
- Document site design for various levels of the site
- Define site layout principles and decisions
    1. CSS-absolute or relative positioning?
        a. Do you want a flexible layout or one that remains the same width no matter the monitor size or resolution? Relative positioning gives the most flexible layout, but it may drastically change the design of the page. Absolute positioning would keep the page design consistent on all monitors.
    2. Browsers
        a. Document the target browsers and versions for testing
        b. What browser plugins will be used?
    3. Technologies
        a. What technologies are best to use based on the audience?
        b. What server type will the site be located on?
        c. If a server-side language is going to be used, which one and why?
    4. Database
        a. Is a database needed? Who will create it? Who will maintain it? What type of database?
    5. Document all site planning decisions including navigation, colors, fonts, naming standards, browsers, styles, page sizing, etc.
    6. Document copyright and accessibility decisions

p. Risks

- Project risks should be discussed and documented
- Determine highest priority risks
- Incorporate a solution plan for all high risk items

q. Testing

- Browser testing
- Team testing
- Usability testing

r. Site Launch

- Who will set target launch date?
- Who is responsible for actual site launch?

4. Project documentation

s. Who is responsible for maintaining the project plan?

t. Define a methodology for ongoing documentation updates

u. Where will the documentation be stored?