

I PROJECT DOCUMENTATION

Project documentation must contain 3 parts:

I Project plan, including the following subitems:

- Description of the project background
- Project scope including goals and expected results
- Project assumptions
- Project restrictions
- Project estimates (cost etc)
- Schedule (time plan) and resources plan (MS Project)

II Project's intermediate report, including the following subitems:

- Status of tasks by the date of presenting the report including description of results of completed tasks
- Analysis of added values by the report date
- Description of problems occurred so far and proposals on how those can be resolved
- Corrected plans

III Project's final report, including the following subitems:

- Short description of the project background
- Comparison on goals and expected results stated in the initial document (vision, plan) and the achieved including description and explanation (reasons) for plans, list of goals, priorities etc changes
- Acquired added values analysis by the date of the report
- Summary on project members and involved parties activities during the project including analysis of problems (nature of problem, reasons, what has been done to resolve it or relax it)
- Summary on project schedule by the date of the report. What has been changed in it and reasons,
- Proposal for future projects (how the approach should/can be corrected to improve the process)

FORMAT

Project documentation should be presented as a textual file and schedule/resources plan as a MS Project document (or any other similar free software).

II SPECIFICATION OF AN INFORMATION SYSTEM FROM THE PROJECT

Basing on previously created project documentation you should also specify the information system in the following views:

- Roles view
 - Responsibility area
 - Events
 - Consumed Info/data
 - Use cases
- Functional view
 - Use cases for roles
- Data view
- Time view
 - How roles work together in different scenarios

FORMAT

This part should be presented as a textual document (for example MS Word). Any drawings are welcome, but those are not obligatory