

## **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