

# Project Plan

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date

## Introduction

*Introduce your project here; basically, all you really need to do is tell us what you're going to tell us.*

## Purpose

My teaching partner and I have found that it's really easy and convenient to share ideas, submit papers, answer questions, and create a class "community" if we can center class activities around an administrative web site.

This web site will be the nexus of all administrative activities for X461. It will include a place where people can cross-reference the schedule of classes with the content in the syllabus, a way to email classmates and instructors, and several web resources that can be used in the course of completing class assignments.

## Audience Analysis

The site is intended to serve adult education students of UC Berkeley Extension who are interested in pursuing a career in Technical Communications, and/or are interested in Principles of Information Architecture.

## Assumptions

We assume all our students will have:

- The ability to check email and surf the web at least once a day, five days a week
- Access to a windows-based PC and a VGA or better monitor (resolution 640 X 480 or better)  
OR  
access to a Macintosh computer running System 7.3 or better, with standard Mac monitor
- Office 95 or later (PC), or ClarisWorks 4.0 or later (Mac)

## Deliverables

*What exactly are you going to deliver? When are you going to deliver it? Briefly describe each deliverable, and say who's going to be responsible for it.<sup>1</sup>*

*Deliverables should, also include a detailed list of all files you're going to create for this site, including the names of the directories they will inhabit on your site. For example:*

```
/pia/index.html  
/pia/pia_syl.html  
urlindx.htm  
urlban.htm  
urltext.htm  
/pia/pia_cal.html  
/pia/graphics/ucbloggo.jpg
```

## Schedule

<b>Milestone<sup>2</sup></b>	<b>Due</b>	<b>Delivered by</b>
Preliminary architecture	00/00/00	Freda
Completed home page	00/00/00	Freda
All other first-level pages templated in; links completed on home page	00/00/00	Freda
Collect documents	00/00/00	Entire group
Alpha site complete	00/00/00	Entire group
Usability Testing	00/00/00	Lowly peons at Freda's day job
Update site based on Usability Test results	00/00/00	Freda
Beta site complete	00/00/00	Entire group
Quality Assurance Testing	00/00/00	Rich
Update site based on QA Test results	00/00/00	Freda
Final site complete	00/00/00	Entire group
Final site goes "live"	00/00/00	Rich

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<sup>1</sup> (This is what a formal Statement of Work actually is.)

<sup>2</sup> Note: these are SAMPLE MILESTONES ONLY! Your project might be completely different, and require additional, or divergent, milestones.

## Dependencies

- If Freda's deadlines at work continue to slip, it will impact her ability to complete this web site in time for the start of class on 2/2/99.  
(**Fallback:** She could put the web site out with just the index page, syllabus, and class calendar to start; add the mailing lists, and FAQ later.)
- Transferring files to Freda's public\_html directory on DNAI requires a working ethernet connection.  
(**Fallback:** We can get permission from Luminate to FTP the files to the public\_html directory from Freda's work machine.)
- Funding for Freda's laptop may not come through, forcing her to shlep her CPU with her to complete this project.  
(**Fallback:** She shleps the CPU without whining.)
- Etc.

## Costs of failure

*What happens if your fallback plan isn't good enough, or if even your fallback plan doesn't work? Could be as simple as: service is not provided; web site is not available in time for big company picnic and kiosk-painting party; huge client does NOT get wowed by your site, causing the company to lose THOUSANDS, and possibly risking your job...*

## Maintenance plan<sup>3</sup>

### **May 1999**

After the Winter 99 term is completed and grades are in, Freda will, archive all participant-specific information (mainly, the email lists on pia\_mail.html; Rich will have to make arrangements with students on the disposition of their project sites), and move the home directory for this site to a level BELOW the current level in my web site structure (i.e., from ~freda/pia to ~freda/pia/win99); For students who may not realize the site has been moved, and still want access to the email lists, she will create a flipper page to take them to the site's new location.

### **September 1999**

Adapt index, syllabus, resource pages to next class (possible face-lift; possible change in banner color).

### **February 2000**

Next PIA class...

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<sup>3</sup> Two years or three revisions

## **Usability Test Plan**

*Describe how you will make sure the site is useful, enjoyable, attractive. Don't forget, you'll need to have your prototype done – or at least a reasonable idea of what your prototype is going to look like – before you can really write a usability test plan.*

## **QA Test Plan**

*Describe how you're going to make sure that everything in your knowledge site works.*