

Project Plan

your name

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.¹

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

Milestone²	Due	Delivered by
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

¹ (This is what a formal Statement of Work actually is.)

² 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.
(**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 E.piphany 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 plan³

January

After the 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 ../pia2000 to ../pia2000/old). 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.

June 2001

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

June 2002

Repeat procedure for next PIA class...

³ Two years or three revisions