**ASRC**

***<Project Name>***

**Project Initiation Document**

**Prepared by: *<Team Member>***

**Version: 1.0**

**Date: *MM/DD/YYYY***

**Sponsors: *<Sponsor Name(s), Company>***

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Updated By** | **Comments** |
| 1.0 | *MM/DD/YYYY* | *<Team Member>* |  |
|  |  |  |  |

**Defined Terms**

|  |  |
| --- | --- |
| **Term** | **Description** |
| The Team | Refers to the Product Manager, Scrum Master, and Development Team (see Section 7, Organization and Governance) |
| The Sponsors | Refers to the individuals who serve as representatives from ASRC Federal |

Table of Contents

[1 Purpose 4](#_Toc434259)

[2 Scope 4](#_Toc434260)

[3 Project Background 5](#_Toc434261)

[4 Feasibility Analysis 5](#_Toc434262)

[5 Assumptions, Dependencies, and Constraints 5](#_Toc434263)

[5.1 Assumptions 5](#_Toc434264)

[5.2 Dependencies 5](#_Toc434265)

[5.3 Constraints 6](#_Toc434266)

[6 Initial Project Plan 6](#_Toc434267)

[Sprint 0: PRODUCT BACKLOG 6](#_Toc434268)

[Sprint 1: ***<List components that are the focus of this sprint>*** 6](#_Toc434269)

[Sprint 2: ***<List components that are the focus of this sprint>*** 6](#_Toc434270)

[Sprint 3: ***<List components that are the focus of this sprint>*** 6](#_Toc434271)

[Sprint 4: ***<List components that are the focus of this sprint>*** 7](#_Toc434272)

[Sprint 5: ***<List components that are the focus of this sprint>*** 7](#_Toc434273)

[7 Organization and Governance 7](#_Toc434274)

[8 Communication Plan 8](#_Toc434275)

[9 Quality Plan 8](#_Toc434276)

[9.1 High-Level Requirements 8](#_Toc434277)

[9.1.1 Functional Requirements 8](#_Toc434278)

[9.1.2 Non-Functional Requirements 9](#_Toc434279)

[9.2 Deliverable List 9](#_Toc434280)

[10 Risk Assessment 9](#_Toc434281)

[11 Estimated Cost and ROI 10](#_Toc434282)

[11.1 Estimated Cost 10](#_Toc434283)

[11.2 ROI 10](#_Toc434284)

# 1 Purpose

This document describes the criteria and plan for development and design of the ***<Project Name>***. This is a high-level plan for the project, including:

* Scope and Background
* High-level Project Schedule
* Project Organization
* Cost-Benefit Analysis

# 2 Scope

The primary goal of the ***<Project Name>*** is to be able to ***<fill in goal>***. To achieve this goal, we must primarily address our key objectives.

1. ***<Objective 1>***
2. ***<Objective 2>***
3. ***<Objective 3>***
4. …

In scope

|  |  |
| --- | --- |
| 1 | ***<Item #1 in scope>*** |
| 2 | ***<Item #2 in scope>*** |
| 3 | ***<Item #3 in scope>*** |
| 4 | … |

Out of Scope

|  |  |
| --- | --- |
| 1 | ***<Item #1 out of scope >*** |
| 2 | … |

# 3 Project Background

* ***The idea for this project came from…***
* ***The intent of this project is to …***
* ***How may users benefit from this program …***

# 4 Feasibility Analysis

The feasibility of this project depends on the team’s ability to utilize free and open source of a third-party tools, such as ***<fill in third party required tools>***.

# 5 Assumptions, Dependencies, and Constraints

## 5.1 Assumptions

The team will be developing in ***<fill in third party required tools>*** operating environment. This will provide the development team with more tools and resources to ensure that they are able to build ***<Project Name>*** efficiently. The team will be making use of ***<fill in third party required tools>***. This provides the most relevant functionality ***<fill in why you chose to use those specific tools>***.

## 5.2 Dependencies

The team is dependent on the use of ***<fill in software and/or O/S dependencies>***. ***<Explain why these dependencies exist.>***.

## 5.3 Constraints

The only constraints on this project will be the ***<fill in the duration of the course>*** time window. This will be enough time for the development team to complete this project. There is no budget to be concerned with.

# 6 Initial Project Plan

## Sprint 0: PRODUCT BACKLOG

* The goals of this sprint are to organize the product backlog, write user stories and tasks, and prioritize tasks. This sprint will prepare the development team for the work they will be doing throughout every following sprint.

## Sprint 1: ***<List components that are the focus of this sprint>***

* ***List any components that will be implemented or expanded on in this sprint.***
* ***List any planned research topics.***

## Sprint 2: ***<List components that are the focus of this sprint>***

* ***List any components that will be implemented or expanded on in this sprint.***
* ***List any planned research topics.***

## Sprint 3: ***<List components that are the focus of this sprint>***

* ***List any components that will be implemented or expanded on in this sprint.***
* ***List any planned research topics.***

## Sprint 4: ***<List components that are the focus of this sprint>***

* ***List any components that will be implemented or expanded on in this sprint.***
* ***List any planned research topics.***

## Sprint 5: ***<List components that are the focus of this sprint>***

* In the final sprint, the development team will complete ***<Project Name>***, all required documentation, implement as many low priority features as time permits, and create a user’s manual.

# 7 Organization and Governance

* The project’s contributors are ***<fill in team members names>***.
* The project’s sponsors are ***<fill in sponsor information>***.
* The Team consists of three main groups: The Product Owner, the Scrum Master, and the Development Team
	+ The Product Owner, ***<fill in name>***, is the primary communicator between the Team and the Sponsors. ***<fill in name>*** is also in charge of overseeing and delegating the project’s tasks to the Development Team.
	+ The Scrum Master, ***<fill in name>***, is tasked with assisting the Development Team. ***<fill in name>*** will also ensure the Agile Scrum methodology is being followed.
	+ The Development Team, consisting of ***<list development team members>***, are the primary architects, designers, and coders for the project. It is their responsibility to follow the guidance set forth by the Sponsors and Product Owner and implement the project.

# 8 Communication Plan

* The team meets for ***<fill in the amount of time spent>*** daily scrums ***<fill in the number >*** times a week at the beginning of the Software Engineering class. They also meet later after that class for ***<fill in amount of time spent>*** a secondary scrum.
* ***<fill in software chosen for conferencing>*** is used for conference-call meetings ***<fill in the number>*** times a week for ***<fill in amount of time spent>*** on average.
* ***<fill in day of the week>*** at ***<fill in the time of day>*** is blocked off by all team members for conference-call meetings each week.
* Sprint reviews will be held every two ***<fill in the day of the week>*** at ***<fill in the time of day>*** for ***<fill in the amount of time spent>*** starting ***<fill in start date>***.

# 9 Quality Plan

##  9.1 High-Level Requirements

 This is a list of the main high-level requirements which define the project.

###  9.1.1 Functional Requirements

* ***<Functional Requirement #1>***
* ***<Functional Requirement #2>***
* ***<Functional Requirement #3>***
* ***…***

###  9.1.2 Non-Functional Requirements

* ***<Non-Functional Requirement #1>***
* ***<Non-Functional Requirement #2>***
* ***<Non-Functional Requirement #3>***
* ***…***

##  9.2 Deliverable List

* Project Initiation Document
* Requirements Document
* Design Document
* Validation Plan, with Traceability Matrix
* Test Plan, with Test Scripts
* User Manual, with Poster and Abstract

# 10 Risk Assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Affects** | **Probability** | **Effects** | **Mitigation** |
| ***…*** | ***Project/Product/Both*** | ***Low/Moderate/High*** | ***Tolerable/Serious/Catastrophic*** | ***…*** |
| ***…*** | ***Project/Product/Both*** | ***Low/Moderate/High*** | ***Tolerable/Serious/Catastrophic*** | ***…*** |
| ***…*** | ***Project/Product/Both*** | ***Low/Moderate/High*** | ***Tolerable/Serious/Catastrophic*** | ***…*** |
| ***…*** | ***Project/Product/Both*** | ***Low/Moderate/High*** | ***Tolerable/Serious/Catastrophic*** | ***…*** |

# 11 Estimated Cost and ROI

## 11.1 Estimated Cost

Assuming our sponsors can attend every sprint review for ***<fill in duration of sprint reviews>***, they will spend a total of ***<fill in number of hours>*** hours on the project in person or via teleconference. There are no costs associated with the licensing of third-party software or equipment needed. The total cost of the project will be ***<fill in number of hours>*** hours of the sponsors time, with miscellaneous time added in the form of short burst communication.

## 11.2 ROI

As a return on the investment placed into this project, the ***<Project Name>*** is planned to be designed intuitively enough where most common users can start using it quickly and efficiently.

* ***<list a benefit this program will offer>***
* ***<list a benefit this program will offer>***
* ***…***