Project Description Template

< Project 001 >

Table of Contents

P[roject Overview](#_1fob9te) **3**

[One Sentence Summary](#_lzymsi8hof20) 3

[Description of As-Is](#_5evrax8zkqr3) 3

[Description of To-Be](#_3mj8kshhi3s7) 3

[Process](#_3znysh7) **3**

[Key Processes](#_jdfooo29rmb0) 3

[Actors](#_oo58f9rdsvp0) 4

[Notable Business Rules](#_hn6gbmu6w5di) 5

[Data](#_2et92p0) **5**

[Records](#_mrixqudcydao) 5

[Logical Data Model](#_l8ltjsqax0g) 5

[Audit](#_a39k9z5eb5ik) 5

[Guidance](#_cjeqtim76zum) 10

[Attendees](#_cqzxr0bzfyxk) 10

[Sizes](#_b3ndsyxtg498) 10

Project Description

# project Overview

## One Sentence Summary

….

## Description of As-Is

….

## Description of To-Be

….

# Process

## Key Processes

* ...
* ...

## Actors

* …
* ...

## Notable Business Rules

* …
  + ...

# Data

## Records

* …
  + ….
* ….
  + …
  + ….

## Logical Data Model

….

## Audit

….

# Integrations

## Types of Integrations

* ….
* ….

## Number of Integrations

* Read/Lookup
  + ….
  + ….
* Writes/Updates
  + ….
  + ….

## Implementation Details

….

## Miscellaneous Information

….

# Plugins

## Plugin Implications

….

# Reports and Content Management

## Reports

….

## Content Management

….

# Infrastructure & Security

## On-Premise and/or Cloud

….

## Network

…..

## Authentication

….

## Environments

….

## Security Considerations

* ….
* ….

# Culture and SDLC

## SDLC

….

## Agile Maturity

….

## Big Bang vs. Incremental

….

## Deployment Governance

….

## Overhead Requirements

….

# Project Organization

Team Composition

….

## Stakeholder Considerations

….

## Product Owner

….

# Quality Assurance

## Testing Processes

….

….

## External QA Involvement

….

## Other QA Considerations

….

# Potential Impediments and Risks

* ….

Estimation Session

## Guidance

* ….
* ….

## Attendees

<x attendees>

Baselines doc <link to a document containing baseline project sizes that attendees are familiar with>

## Sizes

Instructions: Please send <coordinator> your individual estimate

|  |  |  |
| --- | --- | --- |
| **Participant** | **Size (S, M, L, XL)** | **Notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |