

SJSU Project Blueprint

1. Project Name

A unique name used for all communication about the project going forward.

2. Objective Statement

A concise high-level summary of what the project intends to achieve. What is the expressed need of the project?

3. Requirements

An enumerated list of outcomes the project must achieve to be considered complete. If necessary, full details of requirements can be part of functional and technical specifications documents.

Example below (edit or remove as necessary...)

- web app that is accessible on all platforms via web browser
- provides essential info on library services, hours, contacts, and search of catalog

4. Scope

A list of outcomes that the project will explicitly address.

5. Team

The proposed core team roster, with project roles attached to each name.

6. Schedule

A list of high-level milestones for the project, with proposed dates attached.

Example below (edit or remove as necessary...)

- Initial prototype - html, css, javascript (Jason, July 1 to July 15, 2017)
- User testing and Quality Assurance (Mitzi, July 15 to August 1, 2017)
- Launch and promotion (Mitzi, August 15 to September 1, 2017)

Note: Brevity and detail is the key. The goal is to fit all requirements and details on a single page.

Guidelines for Process of creating this document

- Project Manager writes first draft
- Kickoff meeting to review draft
- Solicit feedback from core team
- PM revises document for next review
- Rinse and repeat until consensus