ACM Internal Dev Team Project Outline Template

based off of tla's learning lab [project proposal template!](#)

Project:* [insert topic here; change this to the official name later on]

Project Manager Name(s):* [insert name here]

Tech Lead Name(s):* [insert name here]

Project Vision Person of Contact Name(s):* [insert name here]

This project proposal serves to establish clear plans for a project before we assemble a team and begin coding. A bulk of a PM's duty will be completed in the process of filling out this proposal, and will be the primary point of contact for owning the project. Through this, we can avoid any large content change requests during development and have a rough plan for the project in place.

Terminology
- PM - Project Manager
- TL - Tech Lead
  - Side note: in some cases, PM and TL can be the same person!
- DTD - Dev Team Director
- POC - Person of Contact

Steps

1. Make a copy of this document.
2. Fill out all of the sections marked with *.
   - If you need any help, feel free to ask the DTD about any of the sections
3. Build a low fidelity mockup (if your project has a UI)
4. Develop a schedule chart
   - keep deadlines & member availabilities in mind
   - feel free to make the timeline flexible since the purpose of it is to just motivate your team (and keep track of when   deadline(s) are coming up)
5. Build a high fidelity mockup (if your project has a UI)

- you may ask design for help on this through the [design request trello board](#)!
    - QA Approval: Add a card to the trello board, label it as internal, attach link to figma, wait up to a week!
    - Product Request: Fill in description as requested on the trello board, wait up to 2 weeks!
6. Receive design feedback as necessary from design
7. If you would like, you may keep this a growing document
    - Record meeting notes, fleshed out content outline, etc
    - You may also keep those separate from this doc and store it in a google drive folder instead
    - Tip: use the bookmark feature, turn on "show document outline", and turn off "print layout"
8. Make your project repository and add a link to this document within the CONTRIBUTING.md file at the root of the project.
9. Delete the steps section!

Content/User Research

- **Summary:*** [Please write a summary of what your project does]
- **Use Case**
    - [what event/process will this project be used for?]*
    - [who is your POC for the vision of the project?]*
    - [target audience/users?]*

Design

- **Low fidelity mockup***
    - [insert a rough design containing all of the main functionalities of the project]
    - [Example from a TLA Learning Lab](#)
    - (This is High Fidelity! Low can be much more lowkey than this haha)
    - [For already existing projects without mockups, mockups should be made for new pages/ planned features for the future, but do not to be made for pages already complete!]

- **High fidelity mockup**
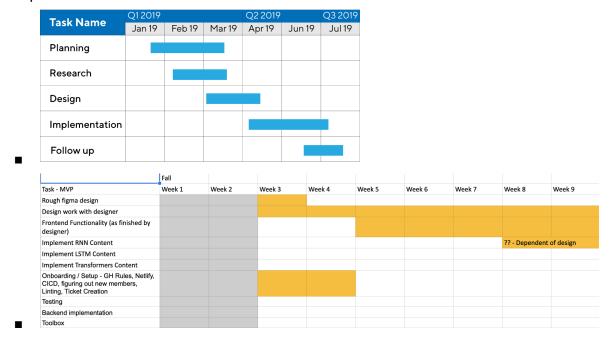 - [make sure to ask for feedback from design at some point]

Timeline

**Make sure to check on your team members' availability routinely (e.g.. the end of a large section or every new quarter). Build your schedule(s) accordingly. When new members take on this project, the timeline will help in knowing what the previous developers/management's next steps were!

- **Deadline:*** [if your project should be done by a certain date, insert deadline here; make sure to discuss this with POC]
- **Key Milestones***
  - [insert rough dates for intermediate deadlines for major sections/tasks, or alternatively, use main blockers for further development as intermediate deadlines instead for non-time sensitive projects]
- **Schedule**
  - [add link to schedule here (e.g. google sheet link)]
  - Examples:

Task Name	Q1 2019			Q2 2019		Q3 2019
	Jan 19	Feb 19	Mar 19	Apr 19	Jun 19	Jul 19
Planning						
Research						
Design						
Implementation						
Follow up						

Task - MVP	Fall								
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Rough figma design									
Design work with designer									
Frontend Functionality (as finished by designer)									
Implement RNN Content								?? - Dependent of design	
Implement LSTM Content									
Implement Transformers Content									
Onboarding / Setup - GH Rules, Netlify, CICD, figuring out new members, Linting, Ticket Creation									
Testing									
Backend implementation									
Toolbox									

Code Organization/Tech Stack

- **Code Organization/Structure:***
  - [How is the project code structured? (are there multiple repos for frontend/backend, what would help a new developer figure out the code base?]
  - Side note: [TL starts off project, can decide on organizational structure]
- **Tech Stack:***
  - [What tools will the front-end use (if there is one)?]
  - [What tools will the back-end use (if there is one)?]
  - [How do you plan on deploying the project?]
    - Side note: AWS and Netlify hosting is managed by the DTD, but AWS IAM credentials can be created on a per-project basis as necessary
- **Contribution Guide:***
  - [How do you run the project locally?]
  - [What steps do you need to undertake before being able to contribute?]
  - [Are there any development guidelines that new developers should know?]
    - For example, React's [contribution guide](#) includes the style guide and development workflow with all the tests that your code must pass before making a pull request!
  - Side note: This section, and more specifically, how users can contribute can contribute should be inside the main README.md of your project repository as well!

Checklist
- ☐ Project has a clear use case
- ☐ Project design takes accessibility into account
- ☐ Contribution guide makes it easy for new developers to contribute