

Pre-flight Readiness

REVIEW REQUEST

1. Project type and boundaries
	1. Type of project:
	2. What do we know about the main and secondary goals?

*(Consider what they are, and how clear they are)*

* 1. Timeline constraints
		1. Desired start and completion dates:

* + 1. Flexibility of dates?
1. What we know about the stakeholders
	1. Who is the client?
	2. Who is the user, and what data do we have about them?
	3. What other stakeholders do we know about at this time?
2. Expected scope and complexity
	1. Discovery
		1. How complete are the business requirements?
		[ ]  Complete
		[ ]  Will need to refine/fill them in slightly
		[ ]  Kind of hazy
		[ ]  What requirements?
		2. What additional discovery is needed?
	2. Design
		1. Is there an interface or experience to design?
		[ ]  yes
		[ ]  some
		[ ]  no (batch job or similar)
		2. (If there’s an interface) Are there known design constraints?
	3. Coding
		1. Is there known technical debt (e.g., accessibility issues, old codebase, etc.)?
		2. Are there constraints on technical solutions?
		3. Can/should there be multiple deployments or versions?
	4. Data
		1. Is there historical data that needs to be in the new system?
		2. Do we have access to it?
		3. Are there any risks or concerns with sourcing the data?

* 1. Additional concerns: Are there additional aspects of work that might need to be addressed in tandem with this request (e.g., accessibility concerns, content updates, tech updates)?
	2. Has Enterprise System Assurance been notified or consulted to determine if there is any security risk?

DEPENDENCIES

1. Are there any foreseen resource conflicts (team, staff, clients, users, vendors)?
2. Other affected systems
	1. Are there other systems that might affect or be affected by this development?
	2. Are there any dependences on other projects being developed or upgraded?

1. Is any purchasing needed?

TEAM PROCESS

1. Given the expected scope, what process makes sense for this project?
	1. Which phase will require the most time?
	2. Are there clear breakdowns into manageable components?
	3. What roles will likely be needed:

[ ]  PM

[ ]  Analyst

[ ]  UX

[ ]  Developer

[ ]  Front-end developer

[ ]  Integrations

[ ]  Data modeler

[ ]  Accessibility expert

[ ]  QA

[ ]  Security

[ ]  Other:

* 1. If there is a needed role that is not assigned to a person, how will that role be handled by the team?

1. Methodology
	1. What methodology will the team use?
	2. Does everyone on the team understand and agree to this methodology?
2. Is any training needed on tools, systems, or products?

**EXPECTED DELIVERABLES**

1. Business requirements format:

[ ]  Use cases
[ ]  User stories

1. Additional deliverables:
[ ]  Technical specs
[ ]  Project plan and schedule

[ ]  Usability evaluation
[ ]  Style guide/design brief
[ ]  Wireframes
[ ]  Application flow/ storyboards
[ ]  IA/site structure/site map
[ ]  Visual design
[ ]  Data model
[ ]  Architecture
[ ]  Security checklist
[ ]  Test cases
[ ]  Accessibility evaluation for vended or 3rd party product
[ ]  Training materials
[ ]  Deployment plan
[ ]  Application roadmap

1. Other:

**COMMUNICATION & PROJECT MANAGEMENT**

1. Responsibility for administrative tasks?
2. Responsibility for communication tasks:
	1. Client updates
	2. Management updates
	3. Team meetings
		1. Agendas
		2. Facilitation
		3. Notes
3. Documentation
	1. Where stored:
	2. Responsibilities and expectations for updating:

**KICK OFF MEETING TO-DOS (if required)**

1. Notify sponsor (if applicable)
2. Create agenda/orientation (if needed)
3. List required attendees:
4. Schedule meeting