

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