

Project Plan Guidelines

The following provides the basic document organization, required information and format.

Title page (include team title, doc title, course designation, team members names, date, version)

Abstract (serves as only Executive Summary)

TOC (Table of Contents (include list of figures and tables as needed))

- 1 Introduction
 - 1.1 Problem Description
 - 1.2 Goal
 - 1.3 Document Organization
- 2 Process
 - 2.1 Objectives and Milestones
 - 2.2 Project Organization (org and roles)
 - 2.3 Work Breakdown
 - 2.4 Hardware and software requirements
 - 2.5 Project Schedule
 - 2.6 Monitoring and Reporting
- 3 Project Validation and Verification
(testing strategy and traceability approach)
- 4 Risk Analysis
- 5 References
- 6 Appendix A. Coding Standards

Notes: use roman numerals as page numbers in the front matter, then in the main body use arabic (do not reset the page count, and center the number in the footer). Do not forget to use leaders in the TOC. Don't orphan section headings (see the document standards for more).