



Your Company Name

Application Development

Project List

Date

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Revision History

Date	Version	Author	Change

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Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

Provides a list of 50+ tasks that need to be considered within an application development project.

1 Purpose

Purpose describes the intent of the document, which is to provide a list of phases and tasks for an application development project, i.e.:

- *Project Definition*
- *Analysis Phase*
- *Design Phase*
- *Development and Testing Phase*
- *Implementation Phase*
- *Evaluation Phase*

This section includes the following information:

- *Project Name*
- *Product or system name.*
- *Functions associated with the product or system.*

2 Product or System Information

This section of the document should contain background information associated with the product or system.

2.1 Product or System Overview

Provide an overview of the product or system and the environment in which it is currently used.

- *Indicate the products, systems, databases, and processes that interface with it.*
- *Provide diagrams or examples, if necessary.*

2.2 Reason and Description

Provide a description and reason for the application, e.g.

- *New or modified process or need for certain information.*
- *Associated functions and processes.*
- *Tables and Databases involved.*
- *Special or unique processes, functions, fields or actions.*



2.3 Assumptions, Dependencies, and Constraints

List assumptions, dependencies, and constraints that could constrain the requirement changes, e.g., completion of a specific task, product or software availability or access.

2.4 Stakeholders

Provide information about who the Stakeholders are and their respective roles.

Name	Department	Role
<i>John Smith</i>	<i>Information Technology</i>	<i>Manager</i>

2.5 Risks

Provide information about any risks associated with the project, if any. Provide any work-around or mitigation information for each risk identified.

2.6 Implementation Dates

Provide a list of high-level tasks or deliverables and their associated target dates.

Tasks / Deliverables	Target Date



3 Application Development Checklist

Fill in the following table with the appropriate information.

Description	Responsibility	Completed by	Date	Comments
Project Definition				
<i>Describe Problem or Opportunity</i>				
<i>Describe Business Objective and Scope</i>				
<i>Create Business Case (if necessary)</i>				
<i>Identify Related Projects</i>				
<i>Identify Project Team</i>				
<i>Describe High Level Time Line</i>				
<i>Define Project Costs / Budget</i>				
<i>Assess Risks</i>				
<i>List Assumptions</i>				
<i>Sign Project Charter</i>				
<i>Develop Schedule for Analysis Phase</i>				
Analysis Phase				
<i>Create Project Directory on Server / LAN</i>				
<i>Create Issues Document</i>				
<i>Document Business Requirements</i>				
<i>Document Systems Requirements</i>				
<i>Modify Project Charter (if needed)</i>				
<i>Create Schedule for Design Phase</i>				
Design Phase				
<i>Identify Nature of Project</i>				



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Description	Responsibility	Completed by	Date	Comments
<i>Create Use Cases</i>				
<i>Create Systems Design</i>				
<i>Create Training Strategy</i>				
<i>Create Test Plans</i>				
<i>Support Users for Testing</i>				
<i>Identify Auditing Involvement</i>				
<i>Set up Hardware</i>				
<i>Create Schedule for Development Phase</i>				
Development and Testing Phase				
<i>Create Implementation Plan</i>				
<i>Identify Time Line</i>				
<i>Identify Deployment Method</i>				
<i>Review Budget</i>				
<i>Complete Training Plan</i>				
<i>Identify and Set Up all Working Environments</i>				
<i>Set up Version Control</i>				
<i>Create Solution</i>				
<i>Identify Vendor Package(s)</i>				
<i>Acquire Package(s)</i>				
<i>Install Package(s)</i>				
<i>Configure Package(s)</i>				
<i>Convert Data</i>				
<i>Develop Code</i>				
<i>Perform Unit Testing</i>				
<i>Perform Full System Testing</i>				
<i>Perform Stress Testing</i>				



Application Development Project List
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Description	Responsibility	Completed by	Date	Comments
<i>Perform Integration Testing</i>				
<i>Perform User Acceptance Testing</i>				
<i>Ensure Disaster Recovery Planning</i>				
<i>Create Run Book</i>				
<i>Create Backup/Recovery Strategy</i>				
<i>Integrate Plan into Corporate Plan</i>				
<i>Perform Recovery Testing</i>				
Implementation Phase				
<i>Create Implementation Checklist</i>				
<i>Create New Environment</i>				
<i>Create Back Out Plan</i>				
<i>Get Final Signoff by Business</i>				
<i>Implement Plan</i>				
<i>Monitor Operations</i>				
<i>Review Issues</i>				
<i>Execute Plan for Issues</i>				
Evaluation Phase				
<i>Perform Post Mortem / Lessons Learned Session</i>				
<i>Issue Final Report</i>				



4 APPENDIX

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