Development Plan Checklist

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The Development Plan records important decision for the team on the agreed upon approach for the project.

- Follows writing checklist (full checklist provided in a separate document)
  - ☐ LaTeX points
  - ☐ Structure
  - ☐ Spelling, grammar, attention to detail
  - ☐ Avoid low information content phrases
  - ☐ Writing style
  - ☐ Hyperlinks should be done properly (`\ref`)
- Document
  - ☐ Follows outline in template repo (minor changes are okay, as long as rubric items are covered)
  - ☐ Document makes decisions (not an empty exercise). Decisions can be changed later.
  - ☐ PoC demo plans are included (they can be changed later if necessary)
  - ☐ Risk used to plan PoC is clearly expressed
  - ☐ The Risks for the PoC plan are related to implementation risks, not to safety or security
  - ☐ PoC plan is feasible for completing by November

- ☐ PoC plan is NOT described as a prototype (the PoC should be less ambitious and more focused than a prototype)
- ☐ Potential mitigation strategies are outlined for a "failed" PoC demo. Detailed plans are not needed, but thought should be given to what will the team do if the risk highlighted by the PoC demo appears to not be something the team can overcome.
- ☐ Mitigation strategies for a "failed" PoC are NOT provided. We can discuss how to redefine the scope after the PoC demo.
- ☐ Team members have been given project-level roles (e.g. meeting chair, team liaison, etc.)
- ☐ Team members have technical roles (e.g. back-end, front-end, pytorch expert, etc.)
- ☐ A team member, or team members, possibly on a rotating basis, are assigned to quality assurance. People in this role will check all deliverables, especially by checking the checklist and the Avenue rubric.
- ☐ Team roles are assigned with flexibility and overlap. Too rigid a structure is potentially problematic.
- ☐ The chosen technology tools are explained and justified, possibly with pros and cons

- Team Charter
  - ☐ Trigger for a problem is quantified
  - ☐ Consequence of problematic behaviour is expressed
  - ☐ Exercise of planning team charter is done with sincerity