



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
John Smith	Information Technology	Manager

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



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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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