Checkpoint 1: Project Documentation

For checkpoint 0 you prepared a project brief, which is essentially a specification of what your client wants for the project. In this checkpoint you will produce production documentation, detailing what you plan to accomplish and deliver.

Based on your project brief, you should provide

**Use cases:** provide use cases for all intended uses of this project. These should each be about a paragraph in length, narrating how users will accomplish the purposes outlined in the project brief

**Functional specification:** what functional capabilities does this project need in order to satisfy the use cases above? Include such elements as user authentication, photo galleries, file uploads, e-commerce, calendar, blog, discussion forum, etc.

**Roles:** what user roles will be needed and what capabilities will each role have? (E.g. unauthenticated users, authenticated users, editors, and system administrators.)

**Artwork/design:** where will artwork/design come from? Will the client provide artwork? Will you provide it, perhaps drawing inspiration from another website or following guidelines given by the client?

**Content:** what content (writing, calendar events, pictures, etc.) will you need in order to go live with the site? Who will provide this content?

**Site map:** list the web pages your site will need and briefly describe the content of each page. Explain navigation: how will users get from page to page? Include a tree diagram showing how navigation will work.

**Mockups:** provide mockups of the web pages your site will offer. These may be hand-sketched and should specify what content/capabilities are on each page.

**Statement of work:** List the deliverables you intend to provide at the completion of this project. (It should at least include the pages and content listed above, as well as hosting, Google analytics, passwords, and any instructions clients will need.)

**Risks:** what problems might arise that would make it difficult or impossible to complete this project? How will you address them?

**Turn in** a written document with the content above. Keep a copy of it; a revision of it will be a part of your term project submission.