

Worksheet:

Planning of custom software projects



Information about this planning aid

This worksheet is intended to help you with the **preparatory planning of your software project** and also serves as a **basis for our quotation**.

We are looking forward to **discussing your custom software development project with you in detail**. If you have any questions or need help, please drop us a line... we are always there for you.

Website: www.starenterprise.com/en/software-development/ | **E-mail:** info@starenterprise.com

1. General project overview

Project title

Short description (applications, goals and expectations):

New software project

Replaces an existing solution

Currently used solution

Reasons for substitution
Advantages and disadvantages of the
current solution, criticism

Note: For details about migration of data,
see section 7 "Interface, data exchange".

2. Technical project framework

Implementation as stationary software (e.g. desktop software, mobile apps).

Hardware platform, operating system

Other requirements

Implementation as Internet-based software solution / web application (incl. local area network).

Hardware platform, operating system

Other requirements

The project will require both types of software.

Please specify the technical system requirements above and explain the features more detailed at section 4 "General features overview".

3. Administrative project framework

Time frame till final completion

Planned budget

Split up the project into milestones:

Release date

Short description of the milestone

Notes, special requirements during realisation phase

4. General features overview

List of intended main software features (key points only):

Note: Please describe each feature more closer at sections 5 and 6 "(Non-)Functional requirements".

5. Functional requirements (use this page as master copy; one page per requirement)

For which **specific tasks** the software is going to be intended for ?

Label

Short description

Detailed requirements profile

6. Non-functional requirements (use this page as master copy; one page per requirement)

Which are the planned **attributes** of the software ?

Label

Short description

Detailed requirements profile

7. Interface, data exchange

The software does not communicate with other applications and there is also no exchange of data required or planned (import/export features).

The software communicates with other applications, requires to exchange data with third party solutions (import/export) and/or migration of already existing data.

Specifications (interface definitions, data formats):

8. Documentation

Context-sensitive help at user interface level; specifications:

Documentation provided as publication in digital form.

Printed documentation required; number of copies:

Unless outlined otherwise at section 8.1., the user manual is only going to explain the main software features based upon workflows and screenshots.

8.1. Individual requirements for documentation

9. Implementation and delivery

Physical delivery of the software; installation performed by client.

Physical delivery of the software, including initial installation service.

Number of target workstations (seats) or systems to install the software:

Optional: Disclose available project sources (restrictions may apply to meet legal requirements).

9.1. Individual requirements for implementation

10. Support

Maintenance period (bug fixing) as part of the project (months):

Typically three to six months; this service includes only patches that fix programming errors. For advanced services, a maintenance contract must be signed.

Signing a maintenance contract that covers the following services:

On-site end user training; required services:

Additional support services required (e.g. phone support, on-site support):