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## Worksheet:

# Planning of software development projects

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Whitepapers and technical documentation

### Information about this document

**Author:** Tobias Eichner, [tobias@starenterprise.com](mailto:tobias@starenterprise.com)

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### **From the raw idea to a working tailored software solution...**

Are you looking for a custom software solution to solve some specific tasks or to optimise business processes ?

One of the most important steps in the process of individual software development is, without doubt, a precise planning, right from beginning.

Our planning worksheet will help you writing down your requirements in a structured manner and putting your ideas into concrete terms.

The planning scheme used in the following is suited for most business-related software development projects of low to medium complexity.

### **Request your free quote !**

Please take the time to fill in this worksheet as completely as possible. If a particular section is not applicable to your project, then leave it empty.

If you need room for further notes, please use a separate sheet of paper (ensure to add the section header near your comments to prevent information getting mixed up).

Based upon this documentation, we are now going to personally discuss all details of your software project. Finally, you will receive a free non-binding offer from our engineering team.

### **Help and contact information**

If you wish to get assistance or just have some general questions about software development, no matter... just drop us a line and we are here to support you.

Please refer to the last page of this document for further information and contact details.

## 1. General project overview

Project title

Short description (applications, goals and expectations):

Developed as new software project.

Intended to replace an existing software 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 of data).

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):

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STAR ENTERPRISE is an **IT and business agency** offering a wide-spread range of **professional products and services** dedicated to corporate customers of any industry and any size.

Our portfolio covers **business consulting, software development** and **IT services**. By means of our innovative solutions, we support our clients in taking advantage of today's information technologies to work more efficient and more profitable.

**Our philosophy is simple:** We want to establish **long-term business relationships** by carrying a **high degree of responsibility while working results-oriented**.

## Contact Information

### [Author]

You have **questions, which are related to this whitepaper** and want to get in touch with the author ? Please have a look at the title page to find the author's name and personal e-mail address.

### [STAR ENTERPRISE]

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