Documentation

Documentation List

The following Documents should be part of most, if not every, project:

- Responsibility Assignment Matrix
- Solution Design
- Integrations Specifications,
- Development Specifications,
- Data Dictionary,
- User Stories spreadsheet,
- Change Request Template,
- Bug-Tracking sheet.

Signing Off

Signing off documentation before any work is done is key to align expectations. Make sure that the person empowered to sign-off is aware of their responsibility!

A list of the different client signoffs is available here:

- at the Project Kickoff:
  - Solution Design,
  - Integrations Specifications,
  - Development Specifications.
- During each PM Meeting:
  - Current status
  - Next Steps
  - Risks & Mitigations
  - Alerts/Other Information
- at the beginning of each Sprint:
  - Sprint Content,
  - User Acceptance Stories,
  - Sprint Timeline.
- at the end of each Sprint:
  - Sprint Outcome,
  - Delta with initial Plan if any,
  - UAT Results

- before Deployments: Please see related wiki article "deployments"
  - Deployment Scope,
  - Deployment Timeline,
  - Risks & Mitigations.
- after Deployments:
  - UAT Outcomes in Production,
  - Validation of GoLive,
  - Which means will be used for Bugtracking

If a “formal” signature is not possible for every step, make sure to have it at least in written form (Email).

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