

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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