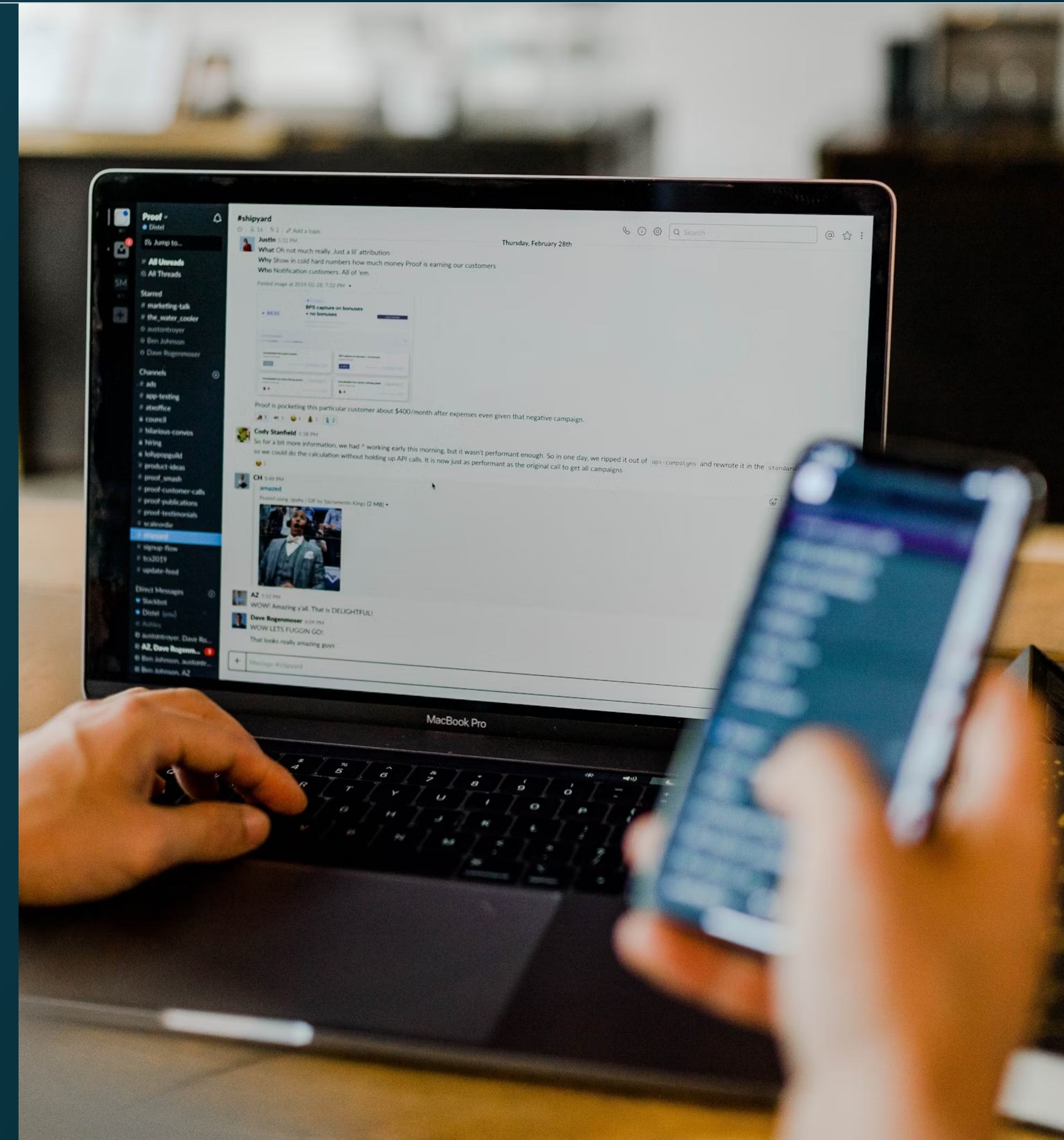


Software Project Start Checklist



This checklist serves as your essential guide to launching your software project successfully. It outlines the crucial preliminary steps to undertake before commencing coding, emphasizing the importance of requirement gathering and planning and their significant impact on the project's overall success.

Designed to enhance your understanding of the development process, this checklist ensures that with all tasks completed, your project will be well-positioned to align with your core business objectives.





Pre-Development Steps to Complete

- 1 PROJECT INITIATION
- 2 STAKEHOLDER ENGAGEMENT
- 3 REQUIREMENT DISCOVERY
- 4 REQUIREMENT ANALYSIS AND PRIORITIZATION
- 5 REQUIREMENTS DOCUMENTATION
- 6 SCOPE DEFINITION
- 7 RISK ASSESSMENT
- 8 PROJECT PLANNING

STEP 1 Project Initiation

- ✓ Establish a clear project scope, including boundaries and limitations.
- ✓ Formulate a project mission statement that aligns with business objectives.
- ✓ Appoint and document key stakeholders and their roles.
- ✓ Set the initial project budget and time constraints.



STEP 2 Stakeholder engagement

- ✓ Conduct meetings with stakeholders to gather input.
- ✓ Identify primary and secondary stakeholders and their interests.
- ✓ Ensure active commitment from all relevant parties.
- ✓ Address conflicting expectations among stakeholders.



STEP 3 Requirement discovery

- ✓ Conduct thorough research to understand market trends.
- ✓ Gather core project requirements from stakeholders.
- ✓ Perform competitor analysis to identify gaps and opportunities.
- ✓ Outline current business processes and workflows.



STEP 4 Requirement analysis and task prioritization

- ✓ Validate requirements for clarity, feasibility, and consistency.
- ✓ Prioritize tasks based on their criticality.
- ✓ Break down overarching tasks into manageable components.



STEP 5 Requirements documentation

- ✓ Include detailed use cases, user stories, and functional specifications.
- ✓ Maintain version control for requirements documentation.
- ✓ Prepare a comprehensive requirements document.
- ✓ Share the requirements document with relevant stakeholders for review.



STEP 6 Scope definition

- ✓ Obtain formal approval from stakeholders on the project scope.
- ✓ Document any items that are explicitly out of scope.
- ✓ Clearly define the boundaries of the project's scope.
- ✓ Ensure that the scope aligns with the documented requirements.



STEP 7 Risk assessment

- ✓ Identify potential risks and uncertainties related to the project.
- ✓ Evaluate the impact and likelihood of each risk.
- ✓ Develop risk mitigation strategies and contingency plans.
- ✓ Document the risk assessment in a risk register.



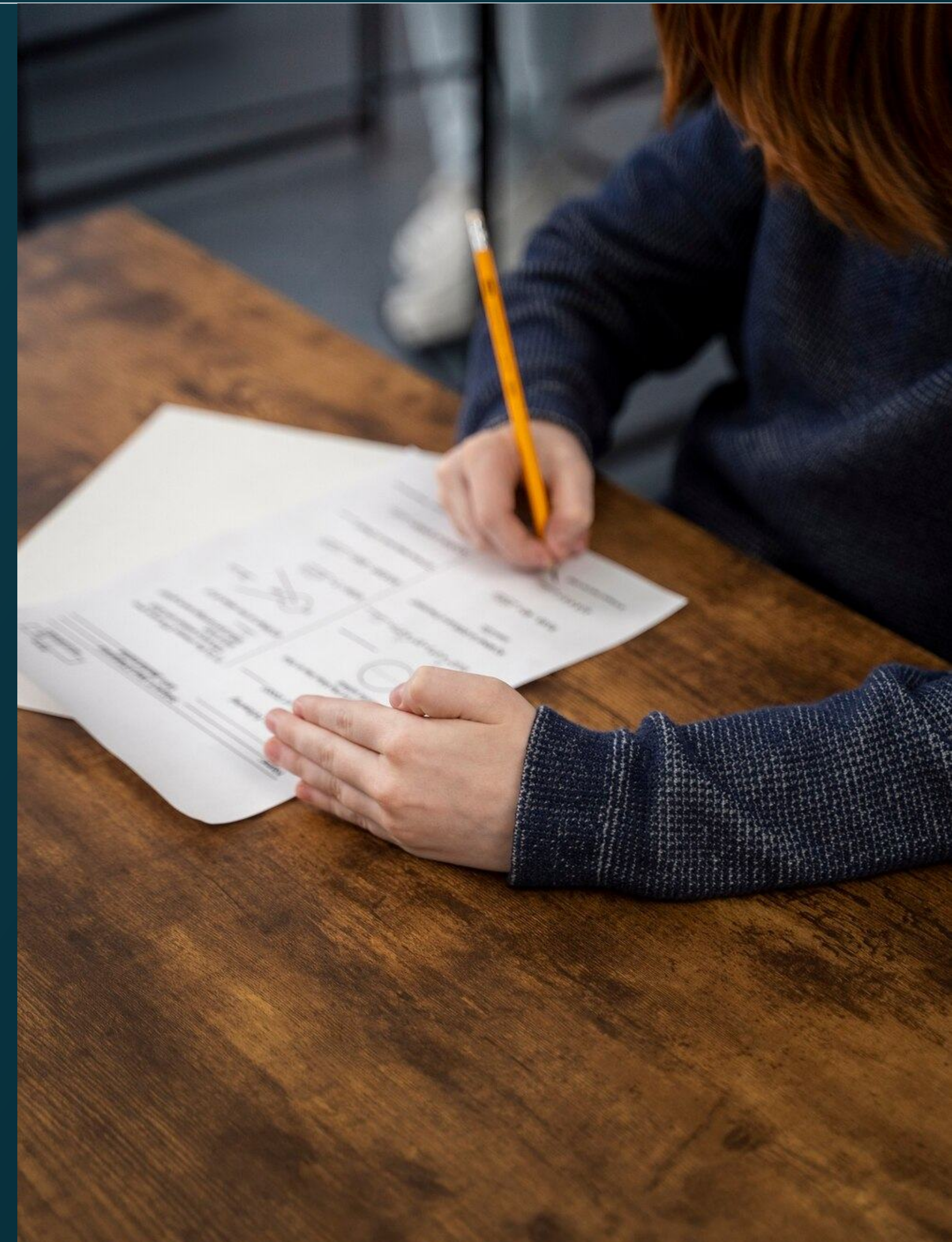
STEP 8 Project planning

- ✓ Create a project plan with detailed timelines and milestones.
- ✓ Allocate necessary resources, both human and technical.
- ✓ Define roles and responsibilities for team members.
- ✓ Send a commitment letter with project details to the client.
- ✓ Establish a change control process to manage future scope shifts.



Signing NDA

- ✓ Before sharing any confidential information with external parties, we sign a Non-Disclosure Agreement (NDA) to ensure the protection of your sensitive information and intellectual property.
- ✓ Read the NDA carefully to understand the terms and conditions for establishing confidentiality. It also outlines the steps to take if you believe your data confidentiality has been breached.



Reach Out To Us

When your project's success is at stake, we go the extra mile to ensure the best project delivery. The numerous considerations before diving into development can be overwhelming.

Tateeda helps you navigate these preparatory complexities with ease, ensuring you understand the necessary procedures. Our experts are available to answer your questions at any stage, so feel free to consult us anytime.

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