Project Management Checklist

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Attached is a document to begin discussion on using project management methodology at the IPTC. Because this is an area unfamiliar to many people, I'm starting with a very high level view. The attached document is a simple "checklist" of tasks that are common to creating a new standard or modifying an existing standard. When reviewing this document, you'll see some familiar tasks like "create a Yahoo discussion group" and "create sample files for the new standard." You'll also some new tasks that are associated with project management – "business requirements," "work breakdown structure," "create project plan," etc.
These I can explain to you at the Autumn Meeting.

I've also organized the tasks around the "product development lifecyle," so you'll see references to QA, marketing, customer support and training. Don't be scared by this. It will get us thinking in terms of creating usable, supportable products (or in our case, standards).

Finally, by identifying all the tasks associated with developing a new standard or modifying an existing one, you see how complicated it is and how much work is involved to do it right. This may help us be more cautious when deciding whether to undertake a project.

IPTC Product Development Checklist

Task	Resource	Start date	Estimated completion date	Status	Actual completion date
Project review and approval					
Project review committee signoff					
IPTC membership signoff					
Initation and execution					
Project charter					
Project kick off meeting					
Business requirements					
Technical requirements					
Work breakdown structure meeting					
Determine "build vs. partner" with other standards body					
Create project plan and begin executing					
QA Testing					
QA Testing - Technical					
Performance test (speed)					
Stress test (load testing)					
Reliability test (monitor long-term performance)					
Validiate XML - DTD/schema compliant					
QA Testing - Editorial					
Meets editorial requirements - Tags meet grammatical, spelling rules, understandable for use in editorial setting.					
QA Testing - Business requirements					
Validate product meets business requirements					
Marketing					
Create Yahoo discussion group, mailing list					
Acquire Internet domain					
Develop new Web site for new standard					
Update IPTC.org with references to new Web site					
Press Release					
Distribute "rollout" email to mail list					
Presentation to appropriate trade groups					
Customer Support/Documentation					
Create documentation for new standard					
Create examples/sample files for new standard					
Load documentation/examples on Web site					
Training					
Train IPTC membership on new standard, advise where documentation can be found.					
Operational hand off					
Assign resources for ongoing support and maintenance of standard.					