

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 | | | | | |
| Initiation 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) | | | | | |
| Validate 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. | | | | | |