

## **BASIC INFORMATION TECHNOLOGY PROJECT DESIGN**

1. Complete, Prioritized List of Functionality
  - a. focus on real data needs
  - b. implement iterations to add new capabilities
  - c. determine data requirements
2. Complete List of All Candidate Data Sources
3. Names and Roles of Project Team
  - a. skill level
  - b. availability
4. Complete Budgetary Estimate
5. Consensus about the Mission
  - a. goal alignment matrix
6. Risk Assessment Management
  - a. identification of risks
  - b. development of contingency plan
7. Gap Analysis
  - a. what is missing
  - b. identified by pilot testing
8. Executive Level Support
9. Logistical Requirements and Support Plans
  - a. space
  - b. hardware
  - c. software