Connecting the Dots

From the beginning to the end
1. High Level Description/Vision
2. Functional Requirements
   a. Must Have(s)
   b. Stretch Goal(s)
3. Non-Functional Requirements
4. Risks
5. Definition of Done

How were all of the initial requirements achieved and/or managed?

Review your Requirements Document to verify all promises have been fulfilled
Test Results

What is the best way to present data?
Documentation

What need to be documented?

How is the documentation presented to the client?
Software Demonstration

How is the software functionality presented to the client?

• Live Demo
• Recorded Demo

How is the software functionality presented during the final presentation?
Software Delivery

How is the software delivered to the client?

How is the software deployed from a test platform to a live platform?

Are there any elements that need to be backed out of the system upon deployment?
  - Special permissions and/or user access that need to be deleted
  - Test data and/or structure that needs to be deleted
Recommendations for further development

Suggestions to client for software maintenance and/or support

Suggestions to the client for further development

“Don’t adventures ever have an end? I suppose not. Someone else always has to carry on the story.”

Frodo, Lord of the Rings
Scope Creep

Focus on:
• Initial Requirements
• Testing
• Documentation

Deliver a solid product!
Agenda for next team meeting

- Review Requirements Document
- Review test results and determine best mode for presentation
- Determine what and how elements need to be documented
- Determine how to demonstrate software
  - Client
  - Final Presentation
- Define how the package will be delivered to the client
- Recommendations to client for further development