



White paper

Let's keep in touch

Items to include in a project web site

www.stdtime.com
Scoutwest, Inc.

Let's keep in touch

Consider creating a project web site for your development project. A project web site keeps project participants up to date on the product and issues. It is a place for participants to access all relevant information for the projects they work on. Here are some suggestions for items to put on it. Consider using SharePoint Team Services; it handles many of these items.

- 1) Password protected access
Make sure each user has password access.
- 2) Vision statement
Communicate the vision of this product and release to everyone. The vision dictates features and QA triage decisions.
- 3) Contact info
Include telephone numbers and extensions, email links, IM names, and any other contact info.
- 4) Beta testers
Include full contact info, computer platforms, and availability information.
- 5) Organizational chart
This helps people know who's leading the charge in each area.
- 6) Requirements document
List the customer needs, requirements, and solutions. Each requirement may contain a list of beta testers who are interested in the feature.
- 7) Development plan
Tools, policies, build procedures, etc.
- 8) Design document or prototype
This contains the UI design or link to prototype where participants can get a quick overview of any feature.

- 9) QA test and release plans
Lists feature checklist and how to test each feature. Release plans indicate how and where the product will be posted for customer download.

- 10) Project schedule
Microsoft Project schedule of tasks. Consider using Microsoft Project Server® and Standard Time® together to track project status.

- 11) Web-based project tracking
A page where users can enter time worked on tasks.

- 12) Web-based issue tracking
Pages where users can enter, comment on, and reassign issues to other users. Issues follow management-enforced workflow so nothing is swept under the rug.

- 13) Daily builds of beta's
Get the latest alpha and beta builds of the product here. These builds should be automatically built each night and posted on the project web site.

- 14) Released versions of product
Get the current version, and older versions of the product here.

- 15) Link to documentation
The current help files are available here for comment by participants.

- 16) Anything else you like
You can post almost anything on the project web site that may help other participants.

About Us

Scoutwest, Inc. develops and publishes project management and time tracking products for consulting, manufacturing, government, and general business applications.

Thousands of small to large businesses, in dozens of countries worldwide, trust their mission critical business processes to Scoutwest products. Standard Time® and Standard Issue® work together to offer well-rounded project management solutions.

We specialize in packaged software for timesheets, project management, time tracking, defect tracking, and issue tracking. Standard Time is a web-based timesheet that also runs on Windows, Palm OS, and Pocket PC. It can be used for client billing and task management. Standard Issue is used for bug tracking and general issue tracking.

Please visit these web sites for more information.

www.stdtime.com
www.sdtissue.com