* Have main project broken down into smaller releasable sections (sprints)
	+ This gives quicker turn around in those smaller projects and allows user testing to take place while the other pieces are being built out
* Project management for group projects
* Consult with small, individual projects

**Process**

* Overview/scope (aka – can we/should we do this)
* Project Schedule/budget
	+ Make schedule
* Requirements doc (Brandon, Alan, Steve?)
	+ Requirements
	+ User Cases
	+ Sign off
* Wireframe (Chuck)
	+ Sign off
* Update Project Schedule/bid
	+ Revise now that we have requirements/expectations
* Mockup (Chuck)
	+ Sign off
* Test Cases (Alan)
	+ Sign off
* Tech Specs doc (Alan)
	+ UML (code)
		- Class
		- Sequential
	+ EER (DB)
	+ Algorithms for more difficult functions w/ psudo code
	+ Sign off (Brandon)
	+ Break into sub tasks w/ estimated duration
		- Sign off (Brandon)
* Update Project Schedule
	+ Revise now that we have plans
	+ Create milestones
* Development
	+ Weekly updates
	+ Build front end (Front end team - Chuck, Russell, John?)
		- Html
		- CSS
		- JS / AJAX
		- Sign off
	+ Build back end (Alan - Dustin, Eric, Kevin, Brandon, Josh?)
		- Distribute assignments
		- Unit tests
		- Services
		- DAO
		- Sign off
		- Update Project Schedule as needed
	+ Wire up to front end
		- User testing
		- Beta testing
* Deploy
	+ Debug
	+ Review/adjust for next project
		- Bottle necks
		- Estimates
		- Budget
		- Moral
		- Communication
* Be **organized**/have **purpose** with all meetings
* Review/report progress **weekly**
* Check in every **1-2 days** on developer’s progress

**Alan’s responsibilities** in development phase

* Setup project **branch**
	+ Setup test cfc
	+ Setup service cfc
	+ Setup dao cfc
* Provide clear **documentation** for each task
	+ UML/EER/psudo code
	+ Meet to explain expectations/answer questions
* **Communicate** w/ front end team on needs
	+ Ajax service
		- dummy data
	+ Cfm variables
		- dummy values
* Team **assignments**
	+ Sign off on unit tests
	+ Be available to answer questions
	+ Code review/sign off
	+ Manage
* Merge code
	+ Once signed off I will merge sub-branch back in project branch
	+ Periodically release beta code in master (if project allows/requires)