

Pre-outsourcing Checklist



INTERNAL PROJECT MANAGER

PROJECT TARGET COMPLETION

Be Clear on the Business Objective

- SMART Primary Objective defined
- SMART Secondary Objectives defined
- Business Objectives approved
- Project Charter submitted (if applicable)

Define Your Scope

- All project stakeholders identified
- Deliverables defined
- Exclusions - Define what's NOT included in the scope
- Constraints - Define the hard limits of the project and what cannot be changed
- Identify milestones and success measures

Identify & Define Requirements

- Prepare your SRS (Software Specifications Requirements) document to drive overall Product Backlog
 - Define your project's purpose
 - Define the intended audience
 - Describe what it will accomplish
 - Detail the requirements
 - Detail the functional and non-functional requirements
 - Get SRS approval
- Features identified & defined with measurable criteria
- Features stack ranked

Bring on Your Ideal Technology Partner

- Identify partners aligned to your team's vision & values
- Determine if you need a strategic partner or simply an outsourced delivery team
- Confirm they have resources available for your project (on-staff developers)
- Identify alignment on development methodology & tools
- Prepare onboarding processes, documents and videos with business logic

Prepare your Internal Team

- Roles and responsibilities identified, including points of collaboration for each key deliverable
- Determine which team members will attend demos and how often
- Determine your User Acceptance Testing team
- (Optional) Create a Wiki that is reviewed and refreshed at each milestone

Communication Channels

- Identify & define all communication pathways
 - Review / Testing
 - Approvals
- Define internal terms and acronyms
- Define communication technology preferences

Security & Sensitivity

- Project risks identified
- Plans in place to mitigate potential risks and / or resolve risk early in the project
- NDA's prepared as appropriate

*Ready to outsource with a trusted technology partner?
Schedule a consultation with the team at **Asinpa**.*

