

Sample of a project file

For each project there is one project file that is added into the project space of the customer.

We are using the following name convention:

- <Customer Name> <Project Name>
 - <Customer Name>: Name of the customer
 - <Project Name>: Name of the project

Each project file should include the following topics:

- Project Management
 - Project Team and Stakeholders
 - Project Communication
 - Project Planning
 - Project Risks
 - Decisions and Agreements
 - Contracts (signed)
 - Project Specific Decisions and Agreements
 - Change Notifications
 - Change Requests
 - Acceptance and Completion Documents
 - Meetings & Meeting Minutes
- Interfaces (DTO, DCS & CL)
 - Functional Interface Characteristics (Deal Type Overview - DTO)
 - Interface Data Delivery Samples (Data Capture Sheets - DCS)
 - Technical Interface Description (Checklists - CL)
 - Export Interfaces
- Specifications (Functional & Technical Concepts)
 - Customer Specific Configuration
 - Functional concepts
 - Chart of Account (individual)
 - Individual Reports
 - Individual Results
 - Technical concepts
 - Other Customer Individual Specifications and Solutions
- Implementation, Processing & Testing (SaPo, SIT, UAT, ORT)
 - SaPo - Sample Portfolio Processing
 - SIT - System Integration Tests
 - UAT - User Acceptance Tests
 - ORT - Pre-Live Tests
 - Go-Live
 - FS-JCS Tests
- Training
- Documentation
 - FlexFinance Standard Documentation
 - Customer Specific Documentation
- IT & Operation
- Service Desk
 - How to use Service Desk
 - Open requests at customer side
 - Open requests at FERNBACH side
 - Overview all open enhancement
 - Overview all open requests
- Release Notes