

### Process Template Draft

Phase	Deliverables	Due Date	Product Mgt	Development	Database	QA	IT
Initiation	Project Initiation Proposal						
	Priority Update						
Requirements Gathering	Software Requirements Document						
	Project Plan						
Design	Systems Design Document						
	QA Test Plan						
	Project Plan update						
	Sign-offs						
Development	QA Test Plan update						
	Issues Tracking Log						
	Code Review						
QA	QA Report						
	Bug Report						
	Hand-off to Production						
Implementation	Task List						
	System Documentation update						
	Hand-off to Production						
	Project Evaluation Report						
Key: P = Primary Responsibility; I = Input; S = Sign-Off							