

## **Overview of Surfcast's Planning and Development Process**

### **Step 1: Product requirements and project proposal**

- ❑ Advance Planning Meeting (APM) to brainstorm ideas (marketing, development, executives)
- ❑ Product vision generated. Initially done by senior engineers, now mainly by product managers
- ❑ Engineers do some design and coding to explore alternative technologies or future ideas
- ❑ Product requirements document compiled by product managers, with help from developers
- ❑ Informal review of this preliminary specification by engineers
- ❑ Engineers begin writing functional specification, sometimes with assistance from product managers
- ❑ Schedule and budget plan compiled by marketing and engineering, and informally discussed with executives

### **Step 2: First executive review**

- ❑ Executives review product requirements document as well as schedule and budget proposal
- ❑ Adjustments to plan as necessary

### **Step 3: Start of development phase**

- ❑ Design and coding of features, and architecture work as necessary
- ❑ Daily integration of components as they are created and checked in (builds)
- ❑ Bug lists generated and fixes initiated

### **Step 4: Interim executive review (If necessary)**

- ❑ Functional specification almost complete at this point
- ❑ Mid-course corrections in specification or project resources, as necessary
- ❑ Coordination issues with other products or projects discussed, as necessary
- ❑ Development continues

### **Step 5: First internal (Alpha) release (approximately 6 weeks long)**

- ❑ Development stops temporarily
- ❑ Intensive debugging and testing of existing code
- ❑ Alpha release for internal feedback (or possibly a developer's release)
- ❑ Development continues
- ❑ User feedback incorporated
- ❑ Feature complete target (rarely met, though servers especially try to be as complete as possible)
- ❑ One week to stabilize beta release

### **Step 6: Public beta 1 or field test 1 (approximately 6 weeks long)**

- ❑ Repeat development and testing steps as in step 5
- ❑ Server groups were moving to "field tests" with limited customers rather than public betas

**Step 7: public beta 2 and 3 (each beta approximately 6 weeks long)**

- Repeat development steps as in step 5
- UI freeze milestone
- Feature complete “mandatory”, though some minor changes still allowed

**Step 8: Code complete**

- No more code added except to fix bugs; features are functionally complete

**Step 9: Final testing and release**

- Final debugging and stabilization of release candidate
- Certification meeting(s) with senior executives for ship decision
- Release to manufacturing (RTM) and commercial release