

Phases to create a questionnaire

Phase	Abbreviation	Explanation	Who is responsible
1	Im0	Internal meeting in the team	Designer
2	Om1	Startup meeting with the users	Designer
3	Oi2	Create the Database in developer environment	Developer
4	Duf3	Design without functionality	Designer
5	Dm4	Design meeting with the users	Designer
6	Ts6	Check out user connections	Developer
7	Dmf7	Design with functionality	Developer
8	Ex8	Test in the design-team	Designer
9	U9	Development by the programmer	Developer
10	Ibt10	Internal user test	Designer
11	U11	Development by the programmer	Developer
12	Tfp12a	Create the Database in preproduction environment	Developer
13	Ebt12b	External user test	Designer
14	Ok13a	Code check in developer team	Developer
15	U13b	Development by the programmer	Developer
16	Vm14	Show questionnaire to the user	Designer
17	At15	Accept test	Project manager
18	U16a	Development by the programmer	Developer
19	Tfp16b	Create the Database in production environment	Developer
20	Oks17	Update requirements	Designer
21	Oms18	Meeting with the users	Designer

The questionnaire will be owned by the survey department

- The subject matter unit will give all the input they can
- The survey department will ensure the homogeneity, general quality and rules

Developer team: 3 designers and 3 IT developers

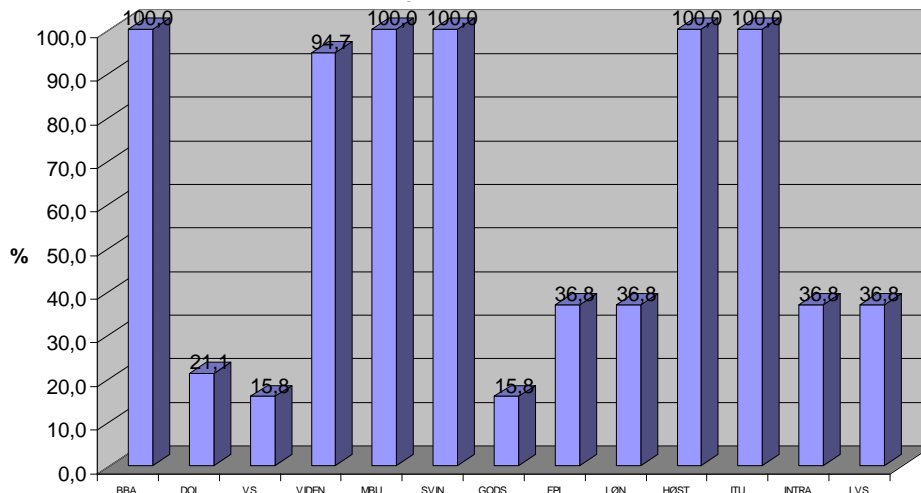
Explanation to each phase

1. Start-up meeting (general planning by the team)
2. The subject matter unit's wishes and mutual expectations regarding the division of labour
3. Programming the database (the variables)
4. Infopath - basis for steps 5-7
5. Is this what the subject matter unit expected - last chance to give additional input!
6. Make sure that all relevant users can access the relevant tables etc. (security)
7. Complete questionnaire
8. Quality assurance by another developer
9. Follow-up on possible issues resulting from step 9
10. Internal tester (experienced, professional)
11. Follow-up on possible issues resulting from step 10
12. Preparation for external test
13. Two or three enterprises test the questionnaire (designer observes, takes notes, asks)
14. Quality assurance
15. Follow-up on possible issues resulting from step 14
16. No new demands from the subject matter unit (no "nice-to-have" things)
17. General review by project leader
18. Follow-up on possible issues resulting from step 17
19. Moving from a test-environment to production
20. Possible last-minute updates, resulting from the move to production environment
21. Follow-up meeting with subject matter unit: how is the questionnaire actually working?

A spreadsheet showing the progress of each Questionnaire

Questionnaire	Current Phase (Expected to start)	Phase number*	Planned release date	Expected release date	Remarks
Forskning og innovation	Finished	21	09-04-2010	07-05-2010	
Danske virksomheders brug af patenter og andre IP-rettigheder	Test	19	16-04-2010	05-10-2010	Waiting
Producentprisindeks for tjenester	01-10-2010	Not started	15-12-2010	15-12-2010	
Industriens salg af varer	Requirements	3	15-09-2010	15-11-2010	
Ledige stillinger	15-10-2010	Not started	15-09-2010	20-11-2010	
Investeringsforventninger for industri	Finished	20	17-09-2010	17-09-2010	
Overnatninger på hoteller o.l.	01-12-2010	Not started	15-12-2010	15-12-2010	
Intrastat	Design	7	10-11-2010	10-11-2010	

Showing the progress of constructing each Questionnaire graphically.



Weekly plan showing what each developer and designer should work on in the nearest future.

[illegible]