

## Development outline worksheet

*Create your own development outline using the following guidelines.  
You do not need to assign dates to tasks as this stage. This sheet will get  
you started in the process of assembling the information you will need  
for your outline.*

**List all departments or areas of responsibility (technical, training, human resources, etc.) important to developing your product or service?**

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**What major milestones will exist in the development process?**

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**Using the list of milestones as a foundation, what tasks need to be completed in each of the areas of responsibility to develop your product or service?**

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**What potential problems may arise in development? Create responsibilities to insure these problems are detected and fixed.**

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**What outside services will be used in your development process? Create responsibilities for managing these relationships, and dates by which they will supply services or products to you.**

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