

5.Project Planning Phase

The Project Planning Phase transformed major project milestones into manageable, time-bound sprints aligned with the banquet hall CRM development timeline. This approach ensured clear task ownership, streamlined collaboration, and consistent progress tracking. By breaking down features like booking automation, vendor assignment, and reporting into structured deliverables, the team was able to execute efficiently and stay aligned with project goals and stakeholder expectations.

Project Planning Template

Sprint Schedule – Based on Project Milestones

Sprint	Functional Requirement (Epic)	T ask (Mapped from Milestone)	Priority	Team Members
Sprint-1	Developer Setup & Basic Objects	Creating Developer Account & Activating Org	High	Member 1
Sprint-1	Custom Object Creation	Creating custom Objects-A Banquet booking application	High	Member 1,2
Sprint-2	UI Tabs & App Creation	Creating Tabs & Lightning App	High	Member 3
Sprint-2	Field Configuration	Creating fields, formula fields, picklists, relationships	Medium	Member 1,3
Sprint-3	Layouts & Validations	Page Layouts + Validation Rules	High	Member 2,4
Sprint-3	Flows & Triggers	Automations using Flows and Apex Triggers	High	Member 2,3
Sprint-4	Reports & Dashboards	Generate Reports and create Dashboards	High	Member 4
Sprint-4	Final Integration & Conclusion	Final Review, Testing, and Functional Summary	Medium	All Members

Project Tracker & Sprint Timeline

Duration: Each sprint is 6 days, aligned with your June 2025 internship Schedule.

Sprint	Duration	Sprint start date	Sprint end date	Sprint release date
Sprint-1	6 Days	03 Jun 2025	08 Jun 2025	08 Jun 2025
Sprint-2	6 Days	09 Jun 2025	14 Jun 2025	14 Jun 2025
Sprint-3	6 Days	15 Jun 2025	20 Jun 2025	20 Jun 2025
Sprint-4	6 Days	21 Jun 2025	26 Jun 2025	26 Jun 2025

Summary:

The Project Planning Phase allowed our team to convert 12 major milestones into 4 streamlined sprints with assigned priorities and contributors. By aligning sprints with real internship dates and breaking tasks down into functional chunks, we ensured steady progress and simplified execution.