

# **Project Manager**

**in HOGC IT Ministry**

# **4 Major Phases of a Project**

**1. Initiating**

**2. Planning**

**3. Executing**

**4. Closing**

# Phase 1: Initiating

- Gather requirements from stakeholders
- Determine scope of project
- Check for feasibility with UIUX & DEV
- Finalise requirements

# Phase 2: Planning

- Plan timeline and milestones
- Define communication rhythms e.g. meetings, reviews, etc
- Write user stories
- Finalise manpower and resources

# Phase 3: Executing

- Manage timeline and milestones; track progress of tasks
- Clarify questions from UIUX and DEV; unblock roadblocks faced by team
- Update stakeholders on progress
- **TESTING**
- **LAUNCH!**

# Phase 4: Closing

- Wrap things up with stakeholders; handover if necessary
- Conduct internal retrospective/debrief
- Celebrate with volunteers!

# How does a PM conduct testing?

- Write test cases
- Setup bug reporting workflow and tools
- Test together with volunteers internally
- Engage stakeholders to test and provide feedback
- Communicate bug reports to DEV and if needed, UIUX

# Acceptance Testing

**User Acceptance Testing (UAT)**



**How can we  
improve and get  
better?**

# Question 1: HEART

How can we share the heart behind QA?

## Question 2: HEAD 💡

How can we move from a "testing" mindset to a "quality" mindset?

# Question 3: HANDS 🖐️

How can we introduce/implement QA as part of the project management process?

# Principles

**Aim for excellence without  
stifling the team.**

*QA is the enabler, not the police.*

**When we add, we  
remove/reduce.**

*Carbon neutral approach.*

**We build as we fly.**

*We learn and change as we go along.*



**Go for progress, not  
perfection.**

*Small wins, step by step.*

# 3 Questions

1. ❤️ How can we share the heart behind QA?
2. 💡 How can we move from a "testing" mindset to a "quality" mindset?
3. 🖐️ How can we introduce/implement QA as part of the project management process?