Learning Hub

Learning Hub |Project Management Plan

# Version History

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| --- | --- | --- | --- |
| Version Number | Author | Updated Section | Date |
| V1.0 | Gehad Ashry | Initial Version | 4/9/2025 |
| V1.1 | Gehad Ashry | Edited Project communication management plan and Key deliverables and milestones | 4/25/2025 |
| V1.2 | Eman Abusalim | -Editing work break down structure  -Edit review strategy | 4/26/2025 |
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# Project Objectives

Create a Learning Hub Web Application that provides users with easy access to educational resources, tracks their learning progress, and supports interactive learning. The app should be simple to use, reliable, and secure, offering a great learning experience for all users.

# Project Scope

|  |  |
| --- | --- |
| In work scope | Out of work scope |
| **User Account Management:** Users can create accounts with email, unique username, and strong passwords. | **Mobile App development** – The project is for a web-based system. |
| **Content Creation:** Users can publish articles, upload videos, and record voice recordings. | **Offline access or functionality** -The platform will be web-based. |
| **Category Navigation:** Users can explore and navigate through different content categories. | Integration with external content providers or third-party databases. |
| **Notification System:** Users will receive notifications for new articles in followed categories. | Advanced video/audio editing tools - Basic upload functionality. |
| **Admin Features:** Admins will have control over content management and user moderation. | Advanced AI or content recommendation systems. |
| **Community Interaction:** Users can follow categories and engage with the content. | Support for non-text-based languages (e.g., sign language). |

# Assumptions and Constrains

|  |
| --- |
| Assumptions |
| Users will have basic knowledge of how to create accounts and navigate websites. |
| Users and admins will regularly add useful content like articles, videos, and voice recordings. |
| Users need a stable internet connection to use the platform. |
| The platform will not rely on external services or integrations in the initial version. |
| Constrains |
| The system will be web-based and designed for PC use only. |
| Unique user IDs will be required for account management. |
| Admin features are necessary to moderate content and manage |

# Project Organization

### Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| Role | Name | Responsibilities |
| Team Lead | Eman Ayman | * Coordinates all project activities * Oversees deliverables |
| Developer 1 |  | * Implements core functionalities * Participates in debugging |
| Developer 2 |  | * Develop backend logic or front-end components * Support documentation |
| Tester |  | * Creates and executes test cases * Logs and follows up on bugs |
| Designer |  | * Design user-friendly interfaces * Provides design specifications |
| Document Lead |  | * Maintain all documentation * Support Config and version control |
| Coach (External) | Yousif | * Offers guidance * Reviews milestones and project alignment |

### RICAIS Matrix

RICARS = Responsible, Informed, Consulted, Accountable, Review, Support and is shown as follow:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Key Activities | Team Lead | Dev1 | Dev2 | Tester | Designer | Documentation Lead | Coach |
| Requirement Analysis | A/R | C | C | I | I | S | R |
| UI Design and Review | I | I | I | C | A/R | I | R |
| Coding and Implementation | C | A/R | A/R | I | C | I | I |
| Test Plan and Execution | I | S | S | A/R | C | I | C |
| Document Updates | I | I | I | C | C | A/R | R |
| Weekly Progress Review | A | I | I | I | I | I | R |
| Change Request Handling | A/R | C | C | I | I | I | C |
| Final Review and Presentation | A | R | R | R | R | R | A |

# Work Breakdown Structure

### Purpose

The Work Breakdown Structure (WBS) decomposes the Learning Hub Web Application project into manageable work packages. It is a hierarchical structure that identifies the deliverables and the work required to produce them. Each element in the WBS is assigned a unique identifier to facilitate tracking, planning, and control.

### Work Breakdown Structure Table

## **Work Breakdown Structure (WBS)**

### 1. Purpose

The Work Breakdown Structure (WBS) defines the hierarchical breakdown of current project work into clear, manageable components. It supports task assignment, team coordination, and weekly progress tracking.

### 2. Structure

The project is organized into the following key areas:

#### 1. Project Management

* 1.1 Prepare the Project Management Plan (PMP)
* 1.2 Schedule and conduct weekly meetings
* 1.3 Track and update WBS based on Trello board

#### 2. Requirements

* 2.1 Gather Client Requirements (CRS)
* 2.2 Analyze and document System Requirements (SRS)
* 2.3 Create the SIQ Document
* 2.4 Review all requirement documents (CRS, SRS, SIQ)

#### 3. Design

* 3.1 Create initial wireframes for selected features
* 3.2 Conduct wireframe reviews and update based on feedback

#### 4. Testing Preparation

* 4.1 Create test case templates(design test cases)
* 4.2 Review and finalize test case documents

### 3. Updates and Tracking

The WBS is **updated weekly** based on the project’s actual progress and tasks added or completed on Trello.

* All tasks follow this flow: **To Do → In Progress → Done**
* Each item has two Trello cards: one for **creation**, one for **review**
* Weekly updates reflect changes and new cards added

Link to board: [Trello - Week 2 Board](https://trello.com/b/n3pD0lMY/week2board)

### 4. Roles and Responsibilities

| **Role** | **Responsibilities** |
| --- | --- |
| Project Manager | Maintain WBS, coordinate updates, lead meetings |
| Team Members | Complete tasks, update Trello cards, upload documents |
| Reviewers | Review submitted work, log feedback in review sheets |

# **Project Communication Management Plan**

### Purpose

The Communication Management Plan outlines how project information will be communicated among stakeholders. It ensures that all parties receive timely, relevant, and accurate information to support effective decision-making throughout the Learning Hub project lifecycle.

### Communication Objectives

* Ensures all stakeholders are well-informed of project progress, risks, and changes.
* Facilitate transparent communication among team members and stakeholders.
* Define communication responsibilities, frequency, and methods for each type of information exchange.

### Communication Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| Communication Goal | Communication Tool | Audience | Frequency |
| Team Catch-up | In-person meeting | Project Team | Weekly |
| Key Milestones | Email | Customer | Weekly |
| Meeting |
| Risk Updates | Risk register | Project Team | When needed |
| WhatsApp |
| Progress Reporting | Status report | Stakeholders | Weekly |
| Dashboard |

***Note:*** *Roles and responsibilities are assigned dynamically by the Project Manager based on current priorities and team availability. As such, no fixed responsible party is listed in this table.*

### Communication Tools and Methods

* Email – For formal updates for customer and stakeholder.
* Project Management Tool (Trello) – Used for task tracking and progress updates.
* Online Meetings (Google Meet) – Used for urgent discussions and decision-making.
* Instant Messaging (WhatsApp) – For internal discussions, sharing information and latest updates.

### Escalation Process

In case of unresolved issues or conflicts, the following escalation hierarchy will be followed:

1. Internal discussion. (Within 24 hrs.)
2. Team lead. (If unresolved after internal discussion)
3. Coach. (If affecting project delivery or quality)
4. General Manager. (For major project blockers or escalations beyond the team’s control)

# **Key Deliverables and Milestones**

### Purpose

This section outlines the major deliverables and milestones for the Learning Hub Web Application project. It includes critical outputs that must be completed to achieve project objectives, along with the assigned responsibilities, types, and due dates. Tracking these deliverables ensures progress is aligned with the project timeline and scope.

### Deliverables Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Deliverable ID | Deliverable Title | Type | Due Date | Status | Comment |
| LH- DELIV-001 | Project Management Plan | Document | 4/27/2025 | In Progress | Draft is under creation and review |
| LH- DELIV-002 | System Requirement Specification | Excel | 4/21/2025 | Complete | SRS is completed and reviewed |
| LH-DELIV-003 | Test cases | Excel | 4/23/2025 | Complete | Approved and uploaded to shared drive |
| LH-DELIV-004 | Requirement Traceability Matrix | Excel | 4/25/2025 | Complete | RTM is done |
| LH- DELIV-005 | Risk Register | Excel | 4/13/2025 | Complete | Risks identified, mitigation plans pending |
| LH- DELIV-006 | Release Plan | Excel | 4/24/2025 | Complete | Release plan is done |
| LH- DELIV-007 | Wireframe Design | Image | 4/27/2025 | In Progress | Wireframe is in progress |

The table below outlines the key documents and outputs that serve as critical checkpoints throughout the project lifecycle.

### Milestone Table

The milestones below represent significant checkpoints or achievements that mark the project's progress.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone ID | Milestone Description | Due Date | Status | Comment |
| LH-MS-001 | Requirements Sign-off | 4/28/2025 | In progress | Sign-off is not received yet from stakeholders |
| LH-MS-002 | UI Design Approval | 4/28/2025 | In progress | Pending final review |
| LH-MS-003 | Final Testing Completion | 5/12/2025 | Not started | Scheduled for the end of the sprint |
| LH-MS-004 | User Acceptance Testing | 5/20/2025 | Not started | Preparing test cases for UAT |
| LH-MS-005 | Final Project Delivery | 5/30/2025 | Not started | Pending review of final deliverables |

# Risk Management Plan

### Purpose

The purpose of the Risk Management Plan is to define how risks will be identified, assessed, monitored, and controlled throughout the project lifecycle. It helps reduce the likelihood and impact of negative events while enhancing opportunities for project success.

### Risk Management Objective

* Identify risks early and consistently.
* Assess risks by probability and impact.
* Develop appropriate response strategies.
* Monitor and communicate risks regularly.
* Assign clear ownership for risk actions.

### Risk Identification

* During planning using initial risk register.
* At key milestone.
* During reviews and change assessments.

#### How?

* Brainstorming sessions.
* Lessons learned.
* Expert judgment.
* Stakeholder Feedback.

#### Tools:

* Risk Register
* SWOT Analysis
* Risk Breakdown Structure (RBS)

### Risk Assessment

Each identified risk is assessed for:

|  |  |
| --- | --- |
| Category | Option |
| Probability | Low/ Medium/ High |
| Priority | By Risk Matrix |
| Impact | Low/ Medium/ High |

#### Risk matrix

Impact

Probability

### Risk Response Planning

|  |  |
| --- | --- |
| Strategy | When to use |
| Avoid | Eliminate the risk by removing its cause |
| Mitigate | Reduce probability or impact |
| Transfer | Shift responsibility |
| Accept | Acknowledge the risk with or without contingency |

### Risk Monitoring and Control

* Risks are reviewed weekly by Team Lead and risk owners.
* New risks may be added at any phase.
* Risk status updates are part of project status reports.
* High/critical risks are escalated to the Coach.

### Roles and Responsibilities

|  |  |
| --- | --- |
| Role | Responsibility |
| Team Lead | Maintain risk register, leads reviews |
| Team Members | Identify and report risks |
| Risk Owner | Develops and implements response strategies |
| Coach | Provides decisions on high-level risks |

### Risk Register

The Risk Register will be used to log and track all risks. Fields include:

* Risk ID (naming convention)
* Description
* Probability
* Impact
* Priority
* Response Strategy
* Owner
* Status
* Date Identified
* Resolution/Comments

Location of Project Risk Register: /path/to/RR

# Reviews Strategy

### 1. Purpose

The review process ensures that each deliverable is evaluated for quality, accuracy, and alignment with project expectations. The process is designed to support team coordination, traceability, and continuous improvement.

### Tools Used

* **Trello**: Task assignment and review tracking
* **GitHub**: Uploading and accessing reviewed documents
* **Excel Review Sheets**: Track feedback, status, and decisions
* **Review verification** : opened with comments, closed, not applicable

### 5. Roles & Responsibilities

| **Role** | **Responsibility** |
| --- | --- |
| **Document Owner** | Completes the task, uploads to GitHub, and responds to feedback |
| **Reviewer** | Reviews documents, fills the sheet, and communicates review results |
| **Team Lead** | Ensures the review cycle is smooth and aligns with the schedule |

#### Workflow Steps

| **Step** | **Action** | **Responsible** |
| --- | --- | --- |
| 1 | Team member finds their task in the **"To Do" list** on Trello (under the **Create card**) | Document Owner |
| 2 | They move the card to **"In Progress"** and begin work | Document Owner |
| 3 | Deliverable is completed and uploaded to GitHub | Document Owner |
| 4 | Owner goes back to Trello, marks the **Create card** as complete, then moves it to the **"In Review"** list | Document Owner |
| 5 | Owner tags the assigned **Reviewer** in Trello with a message like “You can start reviewing now” | Document Owner |
| 6 | Reviewer finds their **Review card** in **"To Do"**, moves it to **"In Progress"**, downloads the file from GitHub | Reviewer |
| 7 | Reviewer adds comments in the **Review Sheet** and uploads it to GitHub | Reviewer |
| 8 | Reviewer goes back to Trello and comments: “Check the updates” then marks the **Review card** as **Complete** and moves it to **"Done"** | Reviewer |
| 9 | If needed, the owner reopens their **Create card**, revises based on feedback, and the cycle continues until aligned | Owner & Reviewer |

### Review Sheets and Naming Convention

All reviews are documented in structured sheets inside the GitHub folder: /LH\_REVIEWS/

| **Document Type** | **Naming Convention** | **Example** |
| --- | --- | --- |
| Initial CRS/SRS/SiQ Reviews | LH\_REVIEWS-SHEET.xlsx | Used in early stages |
| Updated CRS, SRS, SIQ | LH\_DOCUMENTNAME\_REVIEWS.XLSX | LH\_SRS\_REVIEWS.xlsx |
| Documents split by feature (e.g., Test Cases, Wireframes) | LH\_<ARTIFACT>\_<FEATURE>\_REVIEWS.xlsx | LH\_TC\_LOGIN\_REVIEWS.xlsx LH\_WF\_NOTIFICATIONS\_REVIEWS.xlsx |
| Whole documents (not split by feature) | LH\_<ARTIFACT>\_REVIEWS.xlsx | LH\_PMP\_REVIEWS.xlsx |

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# Change Request Management

### Purpose

This section outlines the process for submitting, evaluating, approving, and implementing changes to project scope, schedule, budget, or deliverables. It ensures that all change requests are handled systematically and with minimal disruption to project objectives.

### Change Request Process

The process for handling change requests follows these steps:

|  |  |
| --- | --- |
| Step | Description |
| Submission | The requester fills out a Change Request Form and submit it to the Team Lead. |
| Logging | The request is logged in the Change Request log and assigned a unique ID. |
| Impact Analysis | The Team Lead along with relevant team members, assesses the impact (scope, time, cost, quality) |
| Review and Approval | The Team members representing Change Control Board (CCB) reviews the analysis and approves or defers the request. |
| Implementation | If approved, the change is incorporated into the plan and communicated to the whole team. |
| Closure | Once implemented, the change is reviewed and formally closed in the log. |

### Change Control Board (CCB)

|  |  |
| --- | --- |
| Member | Role |
|  | Coordinates the change process, conducts impact analysis |
| Team Lead | Analyzes technical feasibility and risks |
|  | Approves high-impact changes or those affecting tieline |

### Change Request Form Fields

* Change Request ID (LH-CR-FUNC-001)
* Title and Description
* Requested By and Date
* Affected Components/Deliverables
* Reason for Change
* Type of Change (Scope, Cost, Time, Technical, etc.)
* Impact Summary (Time, Cost, Quality, Resources)
* Approval Status
* Implementation Plan
* Final Resolution and Notes

### Tools and Documentation

* Change Request Log: /logs/.xlsx
* Change Request Form Template: /Templates/ .docx
* Change Tracker Tool: Jira, Excel, or change plugin on project dashboard

### Communication and Traceability

* All approved change requests are communicated to team members in weekly meetings.
* Updated plans or documents are versioned and stored with traceable links to the change log.
* Status of each change is reviewed in regular project status reports.

### Metrics to Monitor

* % of changes impacting scope vs. schedule.
* % of submitted vs. approved changes.
* Average time to resolve/implement a change.

# Configuration Management Plan

### Purpose

The Configuration Management Plan (CMP) defines the procedures, tools, and conventions used to manage and control configuration items (CIs) throughout the lifecycle of the Learning Hub Web Application project. It ensures consistency, traceability, and integrity of all project artifacts, enabling efficient change management and version control.

### Configuration Items (CI)

The following items are considered configuration items for the project and are subject to configuration control:

|  |  |
| --- | --- |
| CI Type | Description |
| Requirements Documents | Business, user, and system requirements documents. |
| Design Documents | UI/UX mockups, architecture diagrams, and database schemas. |
| Test Artifacts | Test plans, test cases, and test reports. |
| Source Code | All code modules and scripts. |
| Bug Report | Logged and resolved bugs with related documents. |
| Project Plans | PMP, CMP, risk plan, and communication plan. |
| Release Packages | Deployment- ready builds and associated releases notes. |
| User Manuals | End-user help guides and system admin manuals. |

A detailed Configuration Item List, including attributes such as ID, type, owner, status, and version history, is maintained separately and can be accessed at the following location: **Hyberlink.** This list is subject to version control and updated in accordance with the change management process.

### Naming Convention Policy

All configuration items will follow a standardized naming convention to facilitate identification, categorization, and version control.

#### Format:

[ProjectCode]\_[ArtifactType]\_[Module/Feature]\_[ID]\_v[version].[ext]

#### Each CI within these documents also follows a consistent structure:

[ProjectCode]-[Type]-[Component]-[Sequence]

#### Example:

|  |  |
| --- | --- |
| Document naming | Configuration item |
| LH\_TEST\_LOGIN\_001\_v1.0.xslx | LH-TC-LOGIN-002 |

### Versioning and Change Control

* All changes to CIs must be approved through the change control process defined in the PMP.
* A version number must be incremented upon each approved update. (as the table below)
* A configuration log will track the current version, status, and responsible owner for each CI.

|  |  |
| --- | --- |
| Minor revision update | Major revision update |
| v1.0 will convert to v1.1 | The version main number will increment by 1 |

# Baseline Management Strategy (Reference Configuration)

### Purpose

The purpose of this section is to define the strategy for establishing, maintaining, and controlling the approved project baselines. These baselines provide the reference points against which project performance will be measured and managed.

### Types of Baselines

The following baselines will be developed and maintained for the duration of the project:

|  |  |
| --- | --- |
| Baseline Type | Description |
| Scope Baseline | Derived from the approved Work Breakdown Structure (WBS), deliverables list, and associated documents. It defines he boundaries of the project work. |
| Schedule Baseline | The approved version of the project timeline, including key milestones and tasks, used to track progress and identify deviations. |

### Baseline Establishment

Baselines will be formally established once initial planning is completed and all key stakeholders approve the project scope, and schedule. Each baseline will be versioned, documented, and stored within the project configuration repository.

### Baseline Change Process

All baseline changes must follow a formal change control process:

* Change Request Submission
* Impact Analysis
* Approval Process
* Baseline Update
* Communication and Logging

### Tools and Artifacts

* Baseline Change Log (BCL): Maintains history of all approved baseline modifications.
* Versioned WBS: Reflects scope and timeline changes.
* Configuration Items Naming Convention.
* Change Request Form

### Integration with Other Plans

The Baseline Management Strategy is closely integrated with:

* Configuration Management Plan (CMP)
* Change Request Management Process
* Risk Management Plan

# Problem Resolution Management

### Purpose

This section defines the structured approach for identifying, documenting, analyzing, and resolving problems during the course of the project. It ensures that all issues are addressed in a timely and efficient manner to maintain the project’s scope, schedule, and quality.

## Problem Resolution Process

### Identification

Team members report a problem through a designated channel.

### Logging

Problems are recorded with a unique ID, description, severity, and assigned owner.

### Assessment and Assignment

The Team Lead assesses the problem’s impact and assigns it.

### Resolution

The issue is investigated and resolved by the assignee, with progress updates logged.

### Closure and Communication

The problem is reviewed, closed, and the resolution is communicated to all relevant parties.

### Roles and Responsibilities

|  |  |
| --- | --- |
| Role | Responsibilities |
| Team Members | Identify and report issues |
| Team Lead | Oversee tracking, prioritization, and escalation |
| Assignee | Resolve the issue in a timely manner |

### Tools and Communication Channels

* Problem Log: /path/ to/.xlsx (SharePoint or shared folder).
* Tracking Tool: Jira, Trello, or Excel.
* Escalation Path:

1. Team lead.
2. Coach.
3. General Manager.

### Performance Metrics

* Average time to resolution.
* Number of open issues.
* Escalation frequency.

# Reporting Plan

### Purpose

The Reporting Plan ensures that all project stakeholders are kept informed about progress, risks, changes, and deliverables through timely and structures reporting methods.

### Reporting Types and Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Report Type | Content | Audience | Frequency | Format | Owner |
| Weekly Progress Report | * Tasks completed * Ongoing tasks * Upcoming milestone | Team members  Coach | Weekly | PDF | Team Lead |
| Risk and problem log | * Identified risks * Resolution * Status updates | Team members  Coach | As needed | Excel | Tester |
| Meeting Minutes | * Discussion summaries * Decisions made | All team members | After each meeting | Word/Email | Doc Lead |
| Milestone Report | * Deliverable status * Approval status * Lessons learned | Coach  Stakeholders | Per milestone | PDF | Team Lead |
| Final Project Report | * Full project summary * Achievements * Recommendations | Coach  Stakeholders | Project closure | PDF | Team Lead |

### 

### Tools and Channels

* Email: Formal communication and sending reports.
* GitHub: Shared repository for reports, documents, and version control.
* WhatsApp: Quick updates and reminder

### Reporting Process Flow

1. Data Collection
2. Report Compilation
3. Internal Review
4. Distribution
5. Follow-up