

WBGS - Project Planning Phase

1. Problem definition

Need an automated way to reach out to and influence hosts who meet *the right criteria* to express interest in holding a WBGS event. This will allow WBGS to manage their brand, grow events and expand their network of hosts that align with WBGS values.

2. Use (1) to construct a user journey through the app. Is there one than one user type / user journey? Seek to answer: ***Does this journey solve the clients problem?***

App Users

- Potential Hosts
- WBGS Employee's-Admin unneeded in

3. Use (2) to develop OOP - what components will be required? Where, if possible, can these be reused? What data will be stored in each component?

4. Use (3) to construct wireframes of pages required for the app.

5. Use (2,3) to develop data flow diagram, illustrating what data will need to be available at each stage of the user journey, and where this will come from? What endpoints are required?

6. Use (5) to construct ERD of database tables required for the app

7. Use (2,3,4,5,6) to prepare work breakdown (what do we need to build & how important?), and schedule (how long will the task take?). **Write these as user stories in Trello as user stories using labels.**

7a. (Optional) Allocate roles and responsibilities (who will do what?). Add these to Trello cards.

8. Use (7) to construct project plan - **assign dates to Trello cards.**

9. Use (7,8) to develop project charter, which is to be sent to client, detailing the work we will be delivering at each review, up until the end of the project. (Find out what information this needs to include - my instinct is not to make it too technical or long as we know our client is time poor). Get sign off from client- make changes to the charter if required.