

Project Planning Phase

Date	02/11/2025
Platform	Salesforce
Team id	NM2025TMID02631
Project Title	To Supply Leftover Food to Poor

1. Objective of the Planning Phase:

The objective of this phase is to define a clear roadmap for the project — covering development stages, team responsibilities, tools, timelines, risks, and testing methods.

This ensures the Salesforce-based food redistribution system is completed in an organized and efficient manner, aligning technical implementation with real-world impact.

2. Team Roles and Responsibilities

Role	Name / Team Member	Responsibility
Project Lead	K.Farhana Banu	Oversee project progress, ensure timely task completion.
Salesforce Developer	T.Pooja	Create objects, fields, flows, triggers, and automation.
Data Analyst	S.Karunya Jothika	Build reports, dashboards, and analyze donation data.
Tester / Reviewer	B.Kaviyashree	Test workflows, data accuracy, and performance.

3. Tools and Technologies:

Category	Tools Used
Platform	Salesforce Developer Org
Development Tools	Objects, Tabs, Flows, Triggers, Lightning App
Database	Salesforce Standard & Custom Objects
Reports & Dashboards	Salesforce Reports, Custom Dashboards
Version Control	GitHub
Communication	SmartInternz, Email, Google Meet

4. Project Timeline / Milestones:

Phase	Activities	Duration
Ideation Phase	Brainstorm ideas, define problem & empathy map	Week 1
Planning Phase	Assign roles, finalize tools, set timeline	Week 2
Design Phase	Create workflow, architecture, and object relationships	Week 3
Requirement Analysis	Define data model, triggers, and automation	Week 4
Implementation & Testing	Build objects, flows, reports, dashboards	Week 5–6
Performance Testing & Demo	Optimize and present results	Week 7

5. Work Breakdown Structure (WBS):

Task ID	Task Name	Assigned To	Expected Output
1	Create Salesforce Developer Account	Developer	Working Org
2	Create Objects (Venue, Volunteer, DropOff, Task, Execution)	Developer	Functional Data Model
3	Create Tabs and Lightning App	Developer	Custom UI
4	Develop Flow for Volunteer Assignment	Developer	Automated Process
5	Configure Reports & Dashboards	Analyst	Performance Analytics
6	Perform Testing and Debugging	Tester	Error-Free Workflow
7	Prepare Final Report and Demo	Team Lead	Presentation Ready

6. Risk Management Plan:

Risk Management Plan

Risk	Impact	Mitigation Strategy
Flow or Trigger Errors	Medium	Regular testing in sandbox environment
Data Duplication	High	Validation rules & automation checks
User Role Conflicts	Low	Clear profile & permission setup
Time Constraints	Medium	Weekly team review & progress tracking

8. Communication and Reporting Plan:

- Weekly progress meetings (via SmartInternz or Google Meet).
- Daily task updates on team chat.
- Status reporting via project dashboard or Excel tracker.
- GitHub for version and document tracking.

9. Expected Outcomes:

- Seamless coordination between food donors and volunteers.
- Automated flow-based volunteer assignment.
- Transparent tracking via reports and dashboards.
- Reduction in food wastage and improved community service efficiency.

10. Deliverables

- Fully functional Salesforce App (Objects, Flows, Reports, Dashboards).
- Workflow Documentation (PDF + Flow Diagrams).
- Testing and Demo Video (showing food collection and reporting automation).
- Final Project Report submission.

