*Open Source Intelligence Application*

**Project Management Plan**



**Department of Information Technology and Management**

*November 2024*

The Project Plan is the backbone of your project documentation. It defines what needs to be done, who will do it, and when it needs to be completed.

I'll adjust the project plan for a three-member team. Let's assume the roles are:

1. Project Manager- Kanika Capoor
2. Data Analyst- Henil Gandhi
3. Web Application Developer -Puya Pakshad

| **Date** | **Tasks** | **Responsibilities** |
| --- | --- | --- |
| **November 11 12, 2024** | - Team kick-off meeting - Discuss project objectives and scope - Finalize decision on software vulnerability data focus - Select data sources: NVD, CVE, and OSV | All team members |
| **November 13, 2024** | - Evaluate technical requirements - Choose Python for data processing and analysis | All team members |
| **November 14-18, 2024** | - Create project timeline and milestones - Start designing data architecture | Henil Gandhi |
| **November 18-25, 2024** | - Initiated data Filtering procedures - Create initial analysis queries list | Kanika & Henil |
| **November 26, 2024** | - Set up GitHub repository | Henil Gandhi |
| **November 27, 2024** | - Finalizing data Filtering procedures | Kanika & Henil |
| **November 28, 2024** | - Develop and testing queries - Perform data analysis | Kanika & Puya |
| **November 29, 2024** | - Finalize dashboards - Refine data analysis procedures - Optimize database queries  - Verify data accuracy and completeness - Test analysis queries and dashboards | All team members |
| **November 30, 2024** | - Address testing issues - Final refinements to analysis and visualizations | All team members |
| **December 01, 2024** | - Create technical documentation - Develop user guide for dashboards | Puya |
| **December 02, 2024** | - Finalize all documentation - Prepare final presentation slides | Henil & Kanika |
| **December 03, 2024** | - Project presentation to stakeholders - Deliverables handover - Project closure and team debrief | All team members |

**Daily Activities:**

* Stand-up meetings to discuss progress and address issues
* Update project management tools

**Weekly Activities:**

* Submit progress reports
* Track project's earned value
* Manage and update risk assessment.

This plan distributes the workload among the three team members, ensuring that each person's skills are utilized effectively throughout the project timeline.