Group Name

[Project Name] Action Plan

Activity #		Time Estimates			Required Resources	Dependencies	Person-in-Charge
		Duration	Start	End			
Phase 1 – Planning							
1.1	Create a company	1 Day	Jan. 24, 2021	Jan. 24, 2021	Internet, laptop	-	All
1.2	Design a company logo	1 Day	Jan. 25, 2021	Jan. 25, 2021	Internet, laptop	1.1	Jaydee
1.3	Define company mission, vision, and goals					1.1	
1.4	Define company organizational structure					1.1	
1.5	Define company policies and penalties					1.4	
1.6	Establish and promote company					1.5	
1.7	Close a deal with a client					1.6	
1.8	Create project action plan					1.7	
1.9	Determine project milestones and deliverables					1.7	
1.10	Create workbreakdown structure					1.8	
1.11	Create an online project board					1.8	
1.12	Create an online Gantt Chart					1.8	
1.13	Create Activity Network Diagram					1.9	
1.14	Determine project critical path and slack time					1.9	
1.15	Collate project documentation for Phase 1					1.14	
Phase 2 – Analysis							
2.1	Identify data collection method						
2.2	Conduct initial data gathering						
2.3	Transcribe and analyze collected data						
2.4	Propose initial solution for the project						
2.5	Determine project cost						
2.6	Conduct feasibility study						
2.7	List initial project requirements						
2.8	Determine hardware requirements						
2.9	Determine software requirements						
2.10	Determine network requirements						

Activity #		Time Estimates			Required Resources	Dependencies	Person-in-Charge
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2.11	Determine database requirements						
2.12	Identify software specifications						
2.13	List product features						
2.14	List product attributes						
2.15	Create product mockups						
2.16	Finalize documentation for Phase II						
Phase 3 – Design							
3.1	Determine system architecture						
3.2	Create business use case						
3.3	Create context and data flow diagram						
3.4	Design system models						
3.5	Design user interface						
3.6	Create product prototype						
3.7	Finalize documentation for Phase III						
Phase 4 – Coding							
4.1	Write System Module 1 – [Name of Module]						
4.2	Write System Module 2 – [Name of Module]						
4.3	Get feedback from a consultant 1						
4.4	Debug, fix bugs, and update modules						
4.5	Write System Module 3 – [Name of Module]						
4.6	Write System Module 4 – [Name of Module]						
4.7	Write System Module 5 – [Name of Module]						
4.8	Integrate System Modules						
4.9	Get feedback from a consultant 2						
4.10	Debug, fix bugs, and update modules						
4.11	Conduct unit testing						
4.12	Finalize product design and coding						
Phase 5 – Testing							
5.1	Create testing plan						
5.2	Create test cases						
5.3	Conduct alpha testing						

Activity #		Time Estimates			Required Resources	Dependencies	Person-in-Charge
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5.4	Conduct beta testing						
5.5	Fix system errors						
5.6	Conduct software/product attributes testing						
5.7	Conduct user acceptance testing						
5.8	Create migration plan						
5.9	Deploy system/product to client's site						
Phase 6 - Maintenance							
6.1	Create product manual						
6.2	Gather and analyze customer feedback						
6.3	Perform corrective maintenance						
6.4	Perform perfective maintenance						
6.5	Perfom adaptive maintenance						
6.6	Finalize project documentation						
6.7	Turn-over project to client and close the project						

Note: The number of phases and activities varies depending on the selected software process model.