

# Project planning

Align with key stakeholders and leadership on goals and scope before kicking off a new project with the whole team. This template will help project and product managers to plan a new project.

- 60 minutes to prepare
- **60 minutes** to collaborate
- **2-10 people** recommended

## Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

**©** 60 minutes

### Introduce the project

Before sharing the mural, make sure to add some key pieces of information, like why we're doing this project and an estimated timeline.

#### Invite key stakeholders

Limit the people you involve in the project planning stage to key stakeholders and people who can make decisions about the project, max 4-5 people.

#### Work asynch

You can share the template with the stakeholders before you meet to start collecting information asynchronously. This will allow you to have a shorter and more productive session when you meet.

#### Delete examples

Delete the dark row with examples in the bottom of the template to free up more space for collaboration.

# Introduce the project

Define what you hope to achieve with this project. Complete this section and share with project stakeholders before you meet to set expectations and clarify the purpose.

① 20 minutes

#### **PROJECT NAME**

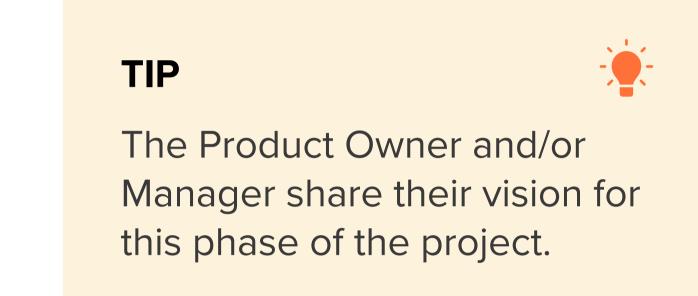
**Smart Waste Management For** Metropolitan **Cities** 

#### **PROJECT GOAL**

To cretae a smart waste management system fot metropolitan cites which is an integrated hardware system of node-mcu, rasberry-pi, ultrasonic sensor, pumps, arduino .

## **Project vision**

To cretae a smart waste management system fot metropolitan cites which is an integrated hardware system of node-mcu , rasberry-pi , ultrasonic sensor , pumps ,



Week 4 (Jan 23-27) Week 2 (Jan 9-13) Week 3 (Jan 16-20) Week 1 (Jan 2-6)

# Identify the project team

Define who will be part of the team what their roles will be. Pick a responsibility matrix (RACI or DACI) and assign roles.

**① 10 minutes** 

	Workstream 1	Workstream 2
Responsible	BHARAT	Ibm cloud services  Ibm watson IoT  web app using node red
Accountable	LALITH	Literature survey, proposed solution  Python Script, sprint delivery plan  functional requirements, cloudant  Ibm cloud services
Consulted	SUDHARSHAN	software, empathy map node-red service, solution fit,  web app using node red  to the ibm cloud
informed	KAMALAKKANANAN	software, Ideation  mode-red service, solution architecture,  data flow graph, data to the ibm cloud



