


Planning Phase

Prepare Milestone & Activity List

Date	20 September 2022
Project Name	Smart railway solutions.
Maximum Marks	4 Marks

Planning phase:

Project planning is a discipline addressing how to complete a project in a certain timeframe, usually with defined stages and designated resources.



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.

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

[View template feedback](#)

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.

40 minutes

1 Introduce the project

Smart Solutions for railways is designed to reduced the work load of the user and also the use of assets.

30 minutes

PROBLEM

Smart railway solutions

PROPOSAL

Smart Solutions for railways is designed to reduced the work load of the user and also the use of assets.

Project vision


This project aims to:

Creating an online platform for customers to book the tickets in the desired place. This creates a QR code that makes the work easy for the ticket collectors.

How will we measure success?

Objectives	Metric	Key Results
Develop a user-friendly online platform	User satisfaction	90% positive feedback
Reduce ticket booking time	Booking time	Reduced by 50%
Improve asset utilization	Asset utilization	Increased by 20%

Timeline



1

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.

10 minutes

	Workstream 1	Workstream 2
Responsible	=====	=====
Accountable	Raja Kannan	Raja Kannan
Consulted	Faculty Mentor	Faculty Mentor
Informed	Industry Mentor	Industry Mentor



2

The 4 whots

Answer the 4 questions to fill in the details of your project plan.

15 minutes

<p>Chief Accountant</p> <p>Team Lead What? How? Resources? Timeline?</p> <p>Seeking that data from the Chief Accountant</p>	<p>What do we need? What resources/dependencies do you require to get things done?</p> <p>What are we missing? What resources/dependencies do you require to get things done?</p>
<p>What could block us? What are our blockers? What are our risks? What are our dependencies?</p> <p>Customers can not get the DTP through the HR Department. Since the other through mail must be delayed.</p>	<p>What will this cost? How much time, resources, budget, etc. do we need?</p> <p>It requires 10-12 hours to complete the document.</p>





Define the deliverables

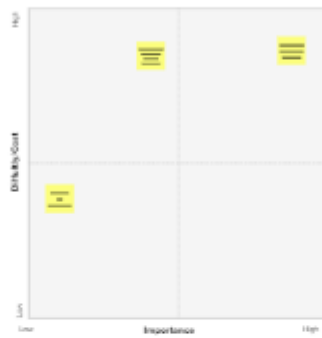
Identify what necessary ingredients you need for your project, prioritize them and plan the delivery for each of the items.

15 minutes

Key items that need to be completed for the project



Position the items:



Core and desired project deliverables

Deliverable	Level of effort	Impact	Priority	Owner	Target delivery date	Dependencies	Risk*
	Moderate	Will create a clear way for tracking the library with new position	Low	Owner	Owner	Owner	7%
	High	Will create self-order through of the book delivery experience	Low	Owner	Owner	Owner	1%
	High	Supervisor will monitor rates for book readings	Low	Owner	Owner	Owner	10%

Important!
Sign also to add additional resources, dependencies, tasks for other in the background to prevent it from missing.



After you collaborate

Following up on the project will allow you to make the ideas concrete.

Quick additions

- Outline the key takeaways and observations**
Once all requirements are in, the project owner should ensure a list outline the key takeaways and observations on what the design actions in each stage, on project responsibilities and costs.
- Make a project leader**
We encourage the project owner to make the next steps into your project leader for continued success in this project/track (2024).

Keep moving forward

- Sign project leader**
Create alignment and build relationships for a new project, only if necessary.
[Open the template](#)
- Create and track a project**
Create alignment and track responsibilities for a project.
[Open the template](#)
- Bookmark One year**
Use this framework to plan next's moves on entire year. Add data with different projects, goals, teams, people, or focus.
[Open the template](#)

[Share template feedback](#)

