



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

Share 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.

⌚ 60 minutes

- A** **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.
- B** **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.
- C** **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.
- D** **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.

⌚ 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 , arduino .

TIP

The Product Owner and/or Manager share their vision for this phase of the project.

Timeline

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

Kickoff Milestone 1 Milestone 2 Milestone 3

Workstream 1 Workstream 2

We are here!



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
<div>Responsible</div>	DEEKSHA	<div>IBM cloud services</div> <div>IBM Watson IoT</div> <div>Milestone & activity</div> <div>web app using node red</div>
<div>Accountable</div>	ELAVARASAN	<div>Literature survey, proposed solution</div> <div>functional requirements , cloudant</div> <div>Python Script, sprint delivery plan</div> <div>IBM cloud services</div>
<div>Consulted</div>	KESAVAN	<div>software, empathy map</div> <div>node-red service, solution fit,</div> <div>web app using node red</div> <div>data flow graph, data to the IBM cloud</div>
<div>Informed</div>	GNANAPRABU	<div>software, Ideation</div> <div>node-red service, solution architecture,</div> <div>web app using node red</div> <div>data flow graph, data to the IBM cloud</div>

TIP

DACI address challenges like group decision-making and management of cross-functional teams.



Need some inspiration?

See a finished version of this template to kickstart your work.

Open example

