

# 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
- 2-10 people recommended

# **(2)**

# 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.

## 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.

# 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 example:

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

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 for 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.





# Identify the project team

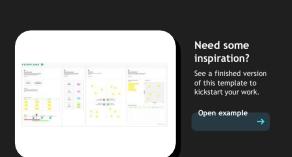
Define who will be part of the team what their roles will be. Pick a responsibility matrix (RACI or DACI) and assign roles.

→ 10 minutes

	Workstream 1	Workstream 2
Responsible	DEEKSHA	Ibm cloud services  Ibm watson IoT  milestone & activity  web app using node red
Accountable	ELAVARASAN	Literature survey, proposed solution requirements , cloudant  Python Script, sprint delivery plan lbm cloud services
Consulted	KESAVAN	software, empathy map node-red service, solution fit,  web app using node red data flow graph, data to the ibm cloud
Informed	GNANAPRABU	software, Ideation solution architecture, solution architecture, solution architecture, web app using node red data flow graph, data to the bm cloud

TIP

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



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