



# 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

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Need some inspiration?  
See a finished version of this template to kickstart your work.

Open example



## 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



### 1. 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.



### 2. 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.



### 3. 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.



### 4. Delete examples

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



## 1. Introduce the project

We hope to achieve zero deaths in swimming pools

20 minutes

PROJECT NAME

Virtual Eye - Life Guard for Swimming Pools to Detect Active Drowning

PROJECT GOAL

[To save people from drowning]

### Project vision

My vision for this project is to stop people dying from water accidents

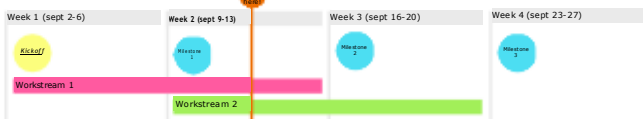
TIP

This research presents an automated vision based surveillance system to detect drowning incidents in swimming pools.

### How will we measure success?

Objectives	Metrics	Key Results
fixing cameras	by choosing correct angles to fix cameras	finds when kids are drowning
sort watch to swimming	add someone to watch to make sure we are watching health issues	alerts if adults are facing any health issues
rescuers	rescuers should be on four sides of swimming pool for taking immediate actions	save people from drowning

### Timeline

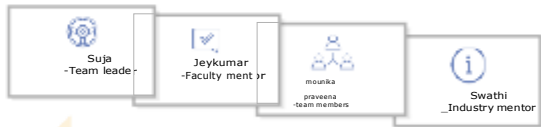


## 2. Identify the project team

Roshini, Suja Reddy, mounika, Praveena will be the part of the team.

10 minutes

	Workstream 1	Workstream 2
Responsible	<div><div>TIP</div><div>RACI focuses on who will be responsible for any particular task.</div></div>	<div><div>Dhivy, Dharmya</div><div>Customer Journey</div><div>Dhivy, Sreenya</div><div>Functional Requirements</div></div> <div><div>Dhivy, Ashritha</div><div>Data Flow diagrams</div><div>Ashritha</div><div>Technology Architecture</div></div>
Accountable	<div><div>Dharmya and Ashritha</div><div>problem solution fit</div><div>Sreenya Reddy and Ashritha</div><div>solution architecture</div><div>Ashritha, Dharmya, Sreenya, Dhivy</div><div>Proposed solution</div></div>	<div><div>SHORTCUT</div><div>Right click to add additional rows and columns. Lock the table to the background to prevent it from moving.</div></div>
Consulted	Everyone referred the videos that are in the orientation session and completed our first project design phase	Everyone referred the videos that are in the orientation session and completed our first project design phase
Informed	Dhivy, Dharmya, Sreenya informed team leader about the work they have been completed	All the team members informed mentor about the tasks corrections which is needed to be done



TIP

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



## 3. The 4 whats

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

15 minutes

What do we have?

We have virtual eye software designed to detect the drowning persons and wrist watch to find people suffering with health issues during swimming

What are we missing?

We should look for a safer environment and follow more and more guidelines

What could block us?

More number of people in pool might cause us difficulty in finding the drowning person. So that we will allow limited number of people.

What will this cost?

It will take quite some time to design the virtual eye and we should also design wrist watch by re-modeling the existing similar kind of equipment. This will cost us around ten thousand.



## 4. 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:

design the code

Build the website

Alarm should be designed

Install the software

Prioritize the items:

High

Low

Difficulty/Cost

Low

High

Importance

TIP

Copy and paste the core and desired project deliverables from the matrix into the table.

Core and desired project deliverables:

Deliverable	Level of effort	Impact	Priority	Driver	Target delivery date	Dependencies	Risks*
design the code	medium	more	high	Suja	sept 23 2022	piece of code that's essential for a different part of the code to work	the code might have plenty of errors
Install the software	high	more	medium	Praveena	sept 27 2022	all the software requirement s should be installed	Potential Loss of Service
Build the website	medium	less	low	Mounika	sept 17 2022	required tools, plugins, libraries, and frameworks is necessary to build high-level web applications	Integration with Cloud and on-premise applications
Alarm should be designed	medium	more	high	Roshini	sept 10 2022	detectors, the control panel, the keyboard	Power and Internet Outages, False Alarms

SHORTCUT

Right click to add additional rows and columns. Lock the table to the background to prevent it from moving.

\*Each numbered link leads to a link in the description

## After you collaborate

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

### Quick add-ons

#### A. Capture the key takeaways and observations

Once all responses are in, the project driver should assess and capture the Key Takeaways and Observations as well as assign actions in Next Steps, so project responsibilities are clear.

#### B. Make a project tracker

We encourage the project driver to move the next steps into your project tracker for continued success in this asynchronous project.

### Keep moving forward

#### Async project kickoff

Create alignment and build relationships for a new project asynchronously.

Open the template

#### Create and track a project

Create alignment and track responsibilities for a project

Open the template

#### Roadmap: One year

Use this framework to plan work across an entire year. Add rows with different projects, goals, teams, people, or tasks.

Open the template

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