

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

Need some inspiration?

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

[Open example](#)

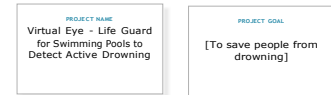
A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

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 asynchronously**
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.

We hope to achieve zero deaths in swimming pools

20 minute



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 for the cameras	Real when kids are drawing
Withstands the action movie	Give everyone in the room a role to play in the movie	Alerts if adults are feeling any health issues suddenly
Rescues	Rescues should be given to all people in the room and their actions	Save people a lot of time

Timeli

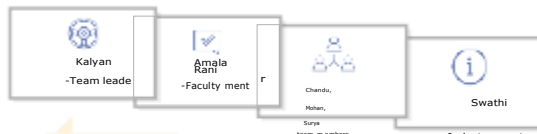


Identify the project team

Kalyan, Chandu, Mohan, Surya will be the part of the team.

10 minutes

 <p>Responsible</p>	<p>Workstream 1</p> <p>TIP RACI focuses on who will be responsible for any particular task.</p>	<p>Workstream 2</p> <p>Kalyan, Chandu Customer Journey</p> <p>Kalyan, Mohan Finance and Reporting</p> <p>Kalyan, Mohan Data Flow diagrams</p> <p>Surya Technology Architecture</p>
 <p>Accountable</p>	<p>Kalyan, Chandu problem solution fit</p> <p>Chandru, Kalyan solution architecture</p> <p>Aashirva, Chandru, Surya, Dinesh Proposed solution</p>	<p>SHORTCUT Right click to add additional rows and columns. Lock the table to the background to prevent it from moving.</p>
 <p>Consulted</p>	<p>Everyone referred the vi ideas that are in the ideation sessions and completed our first project design phase:</p>	<p>Everyone referred the vi ideas that are in the ideation sessions and templates usage. Then our project design phase-II is completed:</p>
 <p>Informed</p>	<p>Kalyan, Chandu, Mohan inform ed team leader about the works they have been completed.</p>	<p>All the team members inform ed mentor about the task corrections which is needed to be done:</p>



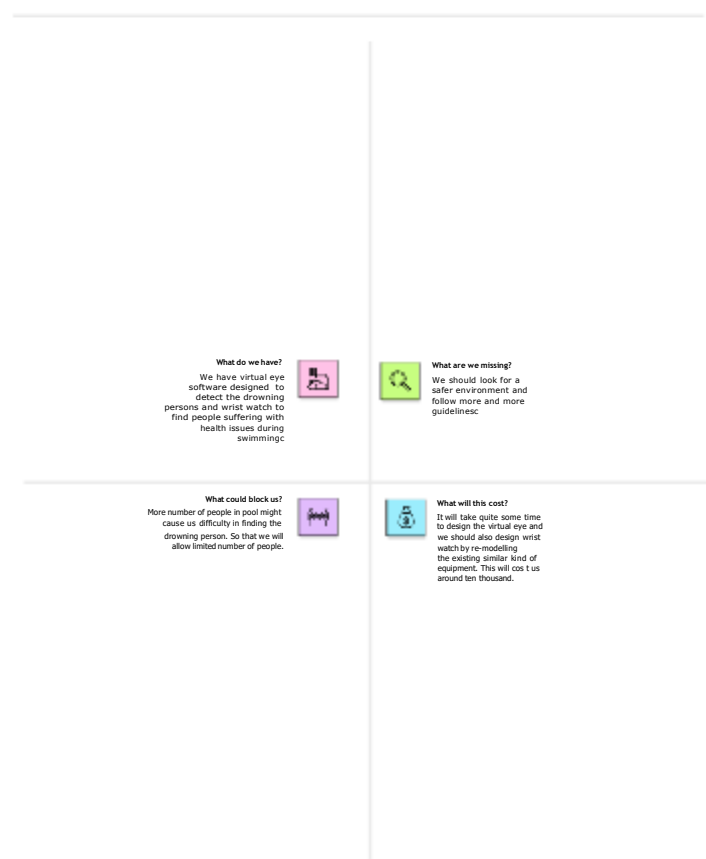
TIP
DACI address challenges like group decision-making and management of cross-functional teams.

The diagram shows a transformation of a 4x4 grid. The left grid has a pattern of yellow squares: (1,2), (1,3), (2,1), (2,2), (2,3), (2,4), (3,1), (3,2), (3,3), (3,4), (4,1), (4,2), (4,3), (4,4). The right grid has a pattern of yellow squares: (1,2), (1,3), (2,1), (2,2), (2,3), (2,4), (3,1), (3,2), (3,3), (3,4), (4,1), (4,2), (4,3), (4,4). The transformation is indicated by an arrow pointing from the left grid to the right grid.

The 4 whats

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

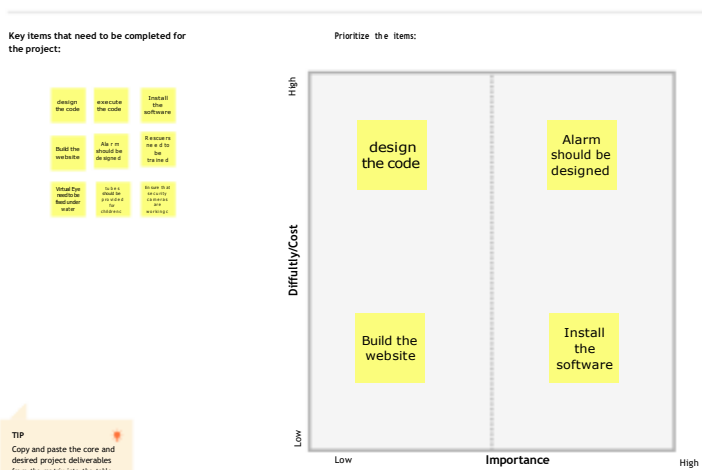
15 minutes



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



Core and desired project deliverables

Deliverable	Level of effort	Impact	Priority	Driver	Target delivery date	Dependencies	Risks*
design the code	medium	more	high	Kalyan	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	Chandu	sept 27 2022	all the software requirements should be installed	Potential Loss of Service
Build the website	medium	less	low	Mohan	sept 17 2022	required tools, plugins, libraries, and frameworks are necessary to build high-level web-enabled items	Integration with cloud and on-premise applications
Alarm should be designed	medium	more	high	Surya	sept 10 2022	detectors, the control panel, the keyboard	Power and Internet Outage,sc False Alarm,sc

SHORTCUT

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

The diagram illustrates a transformation process. It starts with a 4x4 grid of yellow squares. This is followed by a 4x4 grid of yellow squares with a 4x4 grid of black squares overlaid on top. The final stage shows a 4x4 grid of yellow squares with a 4x4 grid of black squares overlaid on top, where the black squares are arranged in a pattern that suggests a specific transformation or mapping.




After you collaborate

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

Quick add-ons

- 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.
- 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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