

PROJECT PLANNING PHASE

1. Introduction

The **Project Planning Phase** defines the roadmap and framework required to execute the *To Supply Leftover Food to Poor* initiative effectively. This phase focuses on determining project objectives, allocating resources, scheduling tasks, and identifying potential risks. The planning ensures that all activities — from system design to final testing — are aligned with the project goals and Salesforce implementation standards.

Through careful planning, the development team can ensure smooth coordination among stakeholders such as donors, NGOs, volunteers, and system administrators.

2. Project Scope

The project aims to create a **Salesforce-based Food Redistribution Management System** that connects food donors (restaurants, hotels, and event organizers) with NGOs and volunteers in real time. The system will support donor registration, food listing, NGO requests, volunteer task assignment, and delivery confirmation.

In Scope:

- Creation of Salesforce objects for Donor, Food Item, NGO, Volunteer, and Delivery.
- Implementation of automated workflows for donation notifications and approvals.
- Development of dashboards for performance tracking.

Out of Scope: Integration with external government food safety APIs or third-party logistics services.

3. Resource Planning

Proper resource allocation is essential to ensure timely and efficient development.

a) Human Resources

Role	Responsibility	Team Member Count
Project Manager	Oversees planning, scheduling, and coordination	1
Salesforce Developer	Builds Apex classes, triggers, and workflows	2
UI/UX Designer	Designs user-friendly interfaces	1
Tester	Performs unit, integration, and performance testing	1
Documentation Lead	Maintains all project records and reports	1

b) Technical Resources

- **Salesforce Developer Org** – Primary development and testing environment.
- **GitHub / Google Drive** – Version control and document storage.
- **Communication Tools** – Google Meet, Slack, or Teams for team collaboration.
- **Data Sources** – Sample donor and NGO datasets for testing workflows.

c) Financial Resources

Minimal costs are involved as Salesforce provides free developer environments. Budget is primarily allocated for internet, documentation tools, and system maintenance.

4. Roles and Responsibilities

To maintain smooth collaboration, each team member's responsibilities are clearly defined:

Role	Responsibilities
Project Manager	Ensures all project milestones are achieved; handles communication between stakeholders.
Salesforce Developer	Develops custom objects, Apex triggers, and Lightning components.
UI/UX Designer	Designs intuitive pages for donors, NGOs, and volunteers.
Tester	Validates system performance and ensures bug-free functionality.
Documentation Lead	Maintains design documents, user manuals, and phase reports.

This distribution guarantees balanced workload and clarity in accountability.

5. Risk Management

Every project faces potential challenges that could affect delivery. For this initiative, risk management includes identifying and mitigating those issues before they escalate.

a) Identified Risks

Risk	Impact	Mitigation Strategy
Salesforce access or configuration issues	Medium	Maintain backup orgs and ensure version control via GitHub.
Communication gaps among team members	High	Schedule weekly review meetings and maintain task tracker.
Data inconsistency or duplication	Medium	Use validation rules and automation testing.
Performance issues with large data sets	Low	Optimize queries and enable batch processing in Apex.

Risk	Impact	Mitigation Strategy
Schedule delays	Medium	Set buffer time in project plan and track milestones weekly.

b) Risk Monitoring

The Project Manager will monitor all risks weekly using a risk log and conduct mitigation reviews to ensure minimal impact on project delivery.

6. Conclusion

The **Project Planning Phase** forms the foundation for the successful execution of the *To Supply Leftover Food to Poor* project. With well-defined objectives, structured resource allocation, and comprehensive risk management, the team can ensure timely completion and high-quality deliverables.

This phase provides a clear direction for the upcoming design and implementation stages, ensuring the project achieves its mission — reducing food waste and supporting communities through an efficient Salesforce-based platform.