Phase 2: Project Planning Phase

Project Title: To Supply Leftover Food to Poor

Introduction

This document outlines the project plan for the "To Supply Leftover Food to Poor" initiative. This phase is critical as it establishes the complete roadmap for how the project will be executed, monitored, and successfully completed. It details the workflow structure, delegation of tasks, required technologies, and a precise timeline. This meticulous planning is essential for delivering the Salesforce solution, which aims to connect food donors with NGOs and volunteers, ultimately minimizing food waste and distributing surplus food transparently to those in need.

Project Overview

The "To Supply Leftover Food to Poor" project will leverage Salesforce to build a central coordination platform. The system's primary functions will be to manage all food donation records, trigger automatic notifications for new donations, and provide real-time tracking of deliveries. This planning document formally defines the project's objectives, the technology stack, necessary resources, and a comprehensive schedule. Adhering to this plan is key to ensuring a smooth development lifecycle—from the initial donor registration to the final food delivery—while preventing data errors and schedule slippages.

Project Goals

- o   To build and deploy a Salesforce CRM application designed to manage the entire food donation and distribution lifecycle.
- o   To implement automation for critical tasks, such as dispatching volunteers, tracking food collection, and monitoring delivery status.
- o   To generate dynamic, real-time dashboards that visualize key performance indicators (KPIs) like total food saved, number of beneficiaries served, and partner organization engagement.
- o   To significantly improve the speed and efficiency of coordination between all stakeholders, including donors, volunteers, and NGOs.

o   To produce a dependable, intuitive, and user-friendly application that measurably reduces food waste and contributes to local hunger relief efforts.

Tools and Technologies Used

The application will be built entirely on the Salesforce cloud platform, utilizing its native tools for data management and automation. The specific components are:

o   **Salesforce Developer Edition:** The development environment used to build, configure, and test the application.
o   **Objects and Relationships:** To construct the data model that stores all information on donors, NGOs, volunteers, food items, and delivery logistics.
o   **Flows and Automation Tools:** To create automated triggers for sending notifications and updating donation statuses as they progress.
o   **Dashboards and Reports:** For data visualization, tracking key metrics, and monitoring the overall performance of the system.
o   **GitHub:** To be used for version control, managing all project documentation, and storing essential files like the final demo video.
o   **SmartInternz Portal:** The designated platform for submitting all project deliverables and tracking milestone completion.

Team Structure and Roles

To ensure accountability and a clear workflow, the project team will be structured with the following defined roles:

o   **Project Lead:** Holds overall responsibility for project supervision, ensuring timeline adherence, and coordinating all team activities.
o   **Salesforce Developer:** Manages the technical implementation within Salesforce, including the creation of all custom objects, fields, and automation logic.
o   **Documentation Specialist:** Responsible for drafting, formatting, and maintaining all required project phase reports.
o   **QA Tester:** Executes comprehensive testing on all application modules (such as donor registration, food tracking, and report generation) to validate functionality and identify any bugs.

- o **Demo Presenter:** Records and narrates the final video demonstration of the live, working Salesforce application.

Risk Management

A proactive risk management strategy will be implemented to address potential issues such as technical failures, data integrity problems, or schedule delays. Key mitigation tactics include:

- o Maintaining regular backups of all project data and documentation in a dedicated GitHub repository.
- o Clearly defining and delegating tasks to prevent work overlap or gaps in responsibility.
- o Holding consistent update meetings between team members and project mentors to ensure alignment.
- o Conducting unit testing for each new feature immediately upon its development to verify its accuracy and functionality.
- o Establishing contingency plans for common technical or operational hurdles that may arise.

Monitoring and Evaluation

To ensure the project remains on schedule and meets all defined requirements, progress will be evaluated using the following methods:

- o Formal milestone reviews conducted through the SmartInternz portal.
- o Actively tracking the completion status of each major project phase against the timeline.
- o A thorough technical review of all Salesforce components, including objects, workflows, automation, and dashboards.
- o Verifying system performance and data integrity after every significant update or configuration change.

Project Timeline

Phase	Task Description	Duration
Phase 1	Ideation and topic selection	2 days
Phase 2	Planning and team setup	2 days
Phase 3	Design and development in Salesforce	5 days
Phase 4	Requirement analysis and document preparation	3 days
Phase 5	Testing and demo video creation	3 days
Final Submission	Upload to GitHub and SmartInternz	1 day

Conclusion

This project planning document serves as the strategic blueprint for the successful execution of the "To Supply Leftover Food to Poor" application. By establishing clear responsibilities, a defined technology stack, and a realistic schedule, the project is positioned for an organized and efficient development process. This plan creates the necessary foundation to build an impactful and reliable solution that leverages technology to combat food waste and support the community.