Action Plan

PROJECT MILESTONES:

Conducting an initial meeting
26th May 2020

Project Beginning
- Project Team meeting for team member's introduction
- Understanding the project
- Analyzing the project responsibility.

Project Plan Submission
- Assign roles and responsibilities
- Create the schedule of the project
- Decide the communication channel
- Decide the Quality Management plan
- Perform the Quality check on the final project plan draft
- Create sub-groups and divide the work of Math's and English's curriculum

Submit the project plan to get it approved.
2nd June 2020

Verify and update the spreadsheet and submit the weekly report.
9th June 2020

1st set of SLO Completion
- Review of Math's 50% curriculum to complete 1st set of SLO
- Searching and mapping of teaching material
- Conducting Quality Assessment of the content.
- Arranging meetings to check the progress.
- Update and submit the final content

2nd set of SLO Completion
- Review of Math's remaining 50 % of the curriculum to complete 2nd set of SLO
- Searching and mapping of teaching materials to achieve the SLO.
- Conducting Quality Assessment of the content.
- Arranging a meeting to check the progress
- Update and submit the final content

Verify and update the spreadsheet and submit the weekly report
16th June 2020

Verify and update the spreadsheet and submit the weekly report.
23rd June 2020

3rd Set of SLO Completion
- Review of the entire Math's curriculum to complete 3rd set of SLO
- Final QA of the teaching materials
- Update and submit the final content

4th set of SLO Completion
- Review of the English's 30% curriculum to complete 4th set of SLO
- Searching and mapping of teaching materials.
- Conducting Quality Assessment of content.
- Arranging a meeting to check the progress
- Update and submit the final content

Verify and update the spreadsheet and submit the weekly report.
30th June 2020

Verify and update the spreadsheet and submit the weekly report
7th July 2020

5th set of SLO Completion
- Review of the English's 30% curriculum to complete 5th set of SLO
- Searching and mapping of teaching materials
- Conducting the Quality Assessment of the content
- Update and submit the final content

6th set of SLO Completion
- Review of the English's remaining 40% curriculum to complete 6th set of SLO
- Searching and mapping of teaching materials
- Conducting Quality Assessment of content.
- Arranging a meeting to check the progress
- Update and submit the final content

Verify and update the spreadsheet and submit the weekly report.
14th July 2020

Verify and update the spreadsheet and submit the weekly report
21st July 2020

7th set of SLO Completion
- Review of the entire English's curriculum to complete 7th set of SLO
- Final AQ of the teaching materials to achieve the SLO
- Update and submit the final content

Final Project and Final Video presentation submission
- Gather all the information for the final report.
- Requesting a summary from all the team members mentioning their contribution
- Preparing the draft report and doing quality check of the report
- Arrange a meeting for the video presentation ideas and to finalize the project report
- Finalize the report and video presentation

Submission of the Final Report & Video presentation
28th July 2020

Verify and update the spreadsheet and submit the weekly report
21st July 2020

Project Completed
- Arrange a farewell meeting for all the team members.
- Congratulate them on the achievement and celebrate the success of the project

PROJECT SCHEDULE:

PROJECT SCHEDULING
- Each milestone to be completed within a week.
- Total 10 weeks to complete the entire project.

TEAM FORMATION
- Divide the group into 4 teams of 2 members each.
- Each team works on each milestone.

RESPONSIBILITY DIVISION
- Based on the requirements, we have assign different roles to each team members.
- Each member can focus on their work and learn the new aspects of the project management.

TOOLS & TECHNOLOGY
- Jira Software for project management
- Zoom platform for the meetings
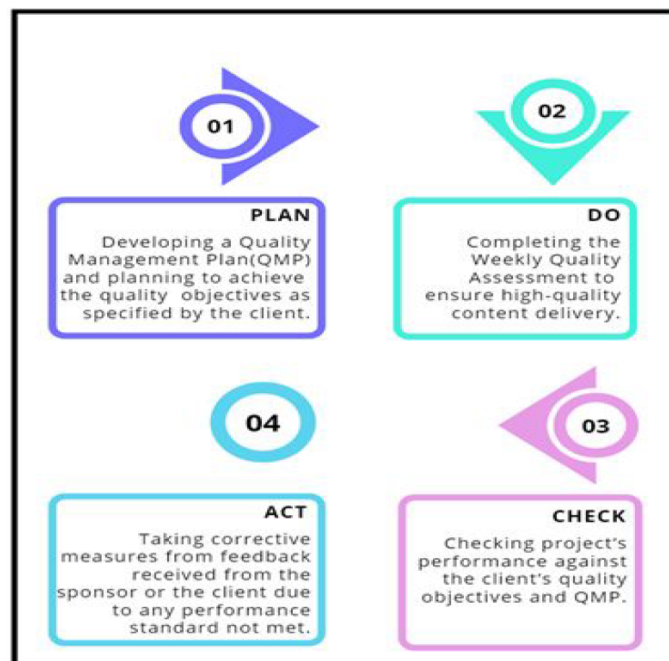- WhatsApp for the immediate unplanned communication

Schedule Template:

Task No.	Task Name	Duration	Start_Date	End_Date

Communication Plan

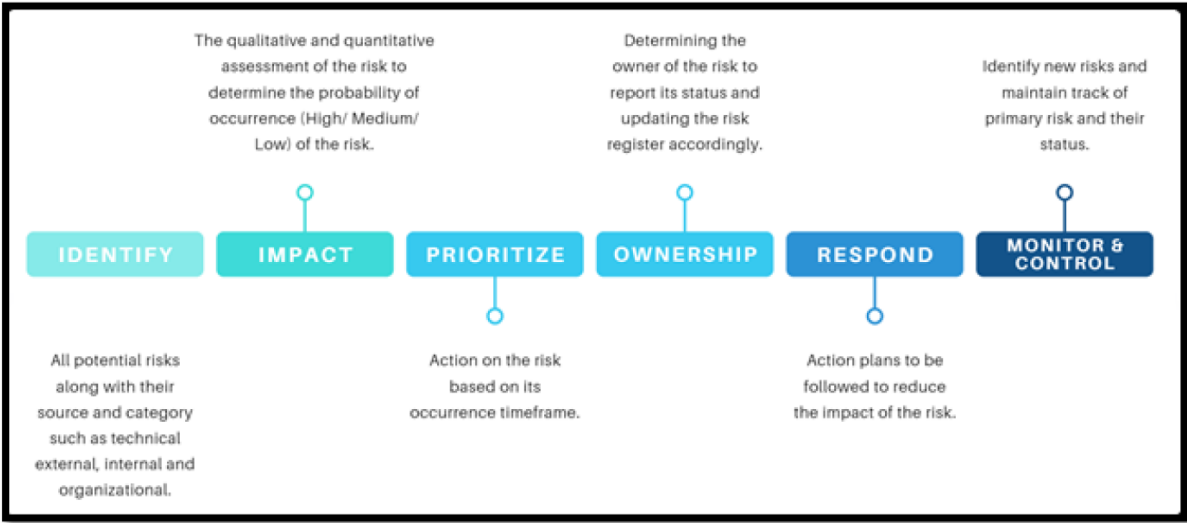| Communication Type	Objective of communication	Medium	Frequency	Audience	Owner	Deliverables
Project Team Meetings	Meeting to review previous week results and future week Plans, potential Risks, and Issues or delays	Conference call – Zoom	Weekly – Monday 5:00 PM to 7:00 PM	Project Team	Project Manager	Previous phase completion report and new phase kickoff
Review Meetings	Accesses what worked and what did not work and discuss next steps	Project management tool – JIRA, Conference call – Zoom, chat – WhatsApp	As needed	Project Team	Project manager	Updated action reports.
Status Report Meetings	Present project deliverable and gather feedback	Conference call – Cisco WebEx tool	Weekly – Tuesday 7:00 PM to 7:30 PM	Project Sponsor, Stakeholders, Project Team	Project manager,Communication manager	Project status report

Quality Management Plan

01 PLAN
Developing a Quality Management Plan(QMP) and planning to achieve the quality objectives as specified by the client.

02 DO
Completing the Weekly Quality Assessment to ensure high-quality content delivery.

04 ACT
Taking corrective measures from feedback received from the sponsor or the client due to any performance standard not met.

03 CHECK
Checking project's performance against the client's quality objectives and QMP.

Change Management Plan:

| Mutual Agreement | Change Proposal | Change Evaluation | Approval on the Change proposed | Implementation of the approved change |

Risk Management Plan:

The qualitative and quantitative assessment of the risk to determine the probability of occurrence (High/ Medium/ Low) of the risk.

Determining the owner of the risk to report its status and updating the risk register accordingly.

Identify new risks and maintain track of primary risk and their status.

IDENTIFY **IMPACT** **PRIORITIZE** **OWNERSHIP** **RESPOND** **MONITOR & CONTROL**

All potential risks along with their source and category such as technical external, internal and organizational.

Action on the risk based on its occurrence timeframe.

Action plans to be followed to reduce the impact of the risk.

Risk Register Template:

ID	Date Raised	Risk Description	Likelihood	Impact	Severity	Owner	Action	Status

Weekly Report Template:

Color Code: Red/Yellow/Green

Activities of this week:

1.

2.

3.

Activities for the Next Week:

1.

2.

3.