# Phase 4a: Project Planning Template

## Project Milestones

1. Requirement Analysis Completion – Week 1 2. Solution Design Finalization – Week 2 3. Development & Data Integration – Week 3–5 4. Testing and User Feedback Collection – Week 6 5. Deployment & Training – Week 7 6. Final Review and Documentation – Week 8

## Team Roles & Responsibilities

• Project Manager – Oversees timeline, manages team, stakeholder communication. • Data Analyst – Designs and develops ETL processes, supports data cleaning. • BI Developer – Creates Tableau dashboards and visualizations. • QA Tester – Conducts functional and performance testing. • Trainer – Conducts user workshops and training sessions.

## Tools Used

• Project Tracking – Jira, Trello • Version Control – Git & GitHub • Collaboration – Slack, Notion • Documentation – Confluence, Google Docs

## Risk Management Plan

• Data Inconsistency Risk – Regular validation scripts and schema checks. • Timeline Overruns – Weekly stand-ups and sprint reviews. • User Adoption Issues – Early involvement of end-users during dashboard mockup phase.

## Timeline Summary

• Week 1: Analysis & Planning • Week 2: Design Approval • Week 3–5: Development Phase • Week 6: QA & Feedback • Week 7: Final Deployment • Week 8: Wrap-Up & Documentation

## Conclusion

This structured plan enables ToyCraft to deliver a scalable analytics platform with transparency, accountability, and agility.

## Visual Project Timeline: