



**Assignment – Project Management
Trainees (Pre-Screening
Assignment)**

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Task 1: Project Timeline

NethmiNimsarani

Goals

Reporting

Calendar

My Work

Inbox

FAVORITES

PORTFOLIOS

Go to project...

GENERAL

+ Invite People

Demo Project

Mobile Application

+ Add Portfolio

Getting Started

Mobile Application

DashboardRoadmapTasksDiscussionsDocsForms

List View

+ Add Task/Status/List

Create Lists to keep relevant Tasks together and Statuses to track the stages of their progress. You can even show Lists on Roadmap as Milestones to automate progress tracking based on task completion.

ReadWatch

Filter bySearch...

Active and Completed

Group by: Status

Save view

Project 1 - Mobile Application	T Phase	Start Date	Due Date	T Milestone
Requirements Gathering	MOB-8Phase 1	Oct 2, 1:30AM	Oct 8, 1:30AM	Client's Requirements Finalized
Design	MOB-9Phase 2	Oct 9, 10:00PM	Oct 15, 10:00PM	Approval Design
Development	MOB-10Phase 3	Oct 16, 10:30PM	Oct 29, 10:30PM	Create First Prototype
Testing	MOB-11Phase 4	Oct 30, 11:30PM	Nov 5, 11:30PM	Quality Assurance Sign-off
Deployment	MOB-12Phase 5	Nov 6, 9:30PM	Nov 12, 9:30PM	Deploy the App in App stores
+ Add a Task				

3 tasks selected

checkmarkaddcalendarlistcycletasktrash

shift+click to select, esc to deselect all

Task 2: Risk Identification

1. Risk 1 – Technology Issues

Description – Unexpected technical problems occur, such as platform or device incompatibilities or software defects.

Impact - Deadlines could be missed if these problems cause delays in development, testing, or deployment.

Management Plan - During the development process, there should be frequent testing and code reviews. Ensure that a troubleshooting crew is prepared to handle problems quickly.

2. Risk 2 – Insufficient User Feedback

Description - Absence of user input during the testing stage, which could lead to problems going unnoticed or needs not being satisfied.

Impact - The app might not meet user expectations, leading to poor reviews or the need for post-launch fixes.

Management Plan - Participate actively in beta testing with users to get early feedback. Establish open lines of communication to get feedback and make the required changes prior to launch.

Task 3: Communication Plan

1. How often you would update stakeholders (e.g., weekly updates)

- Update Frequency – Stakeholders will receive a detailed Progress report every Friday at the end of the week.

2. What channels you would use (e.g., email, meetings)

- Email - All Parties involved will receive a formal weekly Update.
- Meetings – To assess progress and discuss issues, a virtual meeting will be arranged at the conclusion of each major phase, which includes requirements, design, development, testing, and deployment.
- Project Management Software Tools - (such as Asana or Trello): Continual updates on tasks and live monitoring of project completion deadlines.

Task 4: Handling a Delay

If a developer is unavailable for a week during the project, the first thing I'd do is check the project schedule to see which tasks are most important and affected by their absence. I'd try to reassign their tasks to other team members as much as possible to keep the project on track and reduce delays. If they were working on something urgent, I'd make sure that task gets the highest priority when they return, or I might consider hiring a temporary worker to cover their role while they're gone.

And also, I would inform stakeholders about the potential delay right away and provide a revised plan to try and meet the original deadlines. If the delay can't be avoided, I'd suggest a new timeline and explain the steps the team is taking to reduce any more risks. I would keep everyone updated regularly to make sure things are clear and to maintain the stakeholders' trust.

Task 5: Email to Client

Mid-Project Update

Dear Sir/Madam,

I hope you're doing well. I wanted to provide a quick update on the progress of your mobile application project.

So far, we've successfully completed the design phase and initial development. The project is moving forward as planned. However, we are currently managing a few minor technical challenges. We have taken steps to minimize any potential delays, and these issues should not affect the overall project timeline.

Our next steps include further development and testing, and we are confident we'll stay on track for the upcoming milestones.

Please feel free to reach out if you have any questions.

Best regards,
Nethmi Thambawita
Assistant Project Manager

