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Final Project: From Methodology to Execution
Digital Project Management

Step 1) Study the Scenario

Overview

You are a project manager for Yosemite, an eCommerce company that integrates brick-and-mortar stores onto its platform for a fee. It's the third Tuesday in September; you have been assigned to work with The Stefano Shop, a family-run business that had been a local success but was struggling to stay open. The primary business goal is to digitize the store's operations and sales and complete this project a week before Christmas in the U.S.

Integrating The Stefano Shop onto Yosemite means building the following features: a storefront on the platform, a social media integration, and a recommendation engine. The Stefano family, which consists of Papa Stefano, Mama Stefano, and Junior Stefano, will also require the training and knowledge to operate their digital store once it has been developed.

At Yosemite, you have access to the Engineering, Vendor Management, and Marketing teams. The Engineering team will need up-to-date information on the store's inventory from the customer. The Vendor Managers can onboard and train whoever will manage the storefront on Yosemite's platform. The Marketing team can set up the social media channels but will have to hand off the account's ongoing management to someone at the Stefano's.

Project Budget

The Yosemite storefront, training, and documentation can be delivered for $15,000 - a tight budget for the Stefano's. So Papa Stefano asked that you include a cost-benefit analysis in the project scope to reassure him this is a good investment.

For the cost-benefit analysis, your research shows:
- The Stefano Shop's current annual revenue is $120,000
- The eCommerce industry discount rate is 7%
- Yosemite promises a 30% increase in revenue ($36,000)
- And the cost of this project will be $15,000 upfront

Getting the Job Done

The Engineering team has to deliver three main features: the storefront, social media integration, and a recommendation engine. Each of those features can be completed in a two-week sprint. The tasks involved in each sprint are design, build, test, and release. You, as the project manager, can recommend building out

all features before the store goes live on Yosemite. Or you can recommend releasing a minimum viable product—a live storefront—then later adding the other features: the social media integration and a recommendation engine.

The Vendor Managers, as part of the storefront deliverable, have the task of inputting all inventory data. That task would take a week and is dependent on the Engineering team completing the first deliverable. Then the Vendor Managers will spend a week onboarding and training the Stefano's on how to use the Yosemite platform. This task should occur before the store goes live. During or after the recommendation engine deliverable is released, the Vendor Managers will have to create a custom sales report that is automatically sent to the Stefano's with results on how the recommendation engine impacts sales. It takes a week to set up the automated report.

The Marketing team is tasked with creating the social media channels and handing off its ownership to Stefano's, which takes a week. But this task must occur before Engineering's second feature: social media integration.

The Cast of Characters

- **Papa Stefano** - store co-founder; Papa Stefano has a strong presence in the family business but listens to Mama Stefano while making a business decision. He manages the floor and is averse to new technology. While he understands it's time to modernize the shopping experience and would like to gain new customers, he's wary of going over budget.
- **Mama Stefano** - store co-founder and certified accountant; she keeps spreadsheets to track inventory and has convinced Papa to work with Yosemite. Her primary focus is on back-end administrative tasks of the business. Mama is more concerned about getting the store ready in time for Christmas shoppers.
- **Junior Stefano** - The Stefano daughter is a student and is still learning the family business. She hopes to take over the family business one day; Junior creates social media posts on her own accounts for the store. She sees value in taking full advantage of Yosemite's services.
- **Moe** - the Yosemite Vendor Manager tends to be enthusiastic about upselling customers with additional services; not mindful of budget. Moe primarily focuses on promoting and coordinating Yosemite's services, which constitutes a part of the overall project. Additionally, this project is one of many he works on.
- **Aliyah** - the Yosemite Engineering Lead is experienced and skilled. She prefers to work in Agile sprints but understands that not all customers can keep up with that pace. Her expertise in developing and implementing technical solutions enables her to guide the project's timeline and execution strategy, making her vital in determining the project's overall direction and progress.
- **Taylor** - the Yosemite Marketing Manager tends to take on too many assignments and can delay getting tasks completed. Taylor often needs to be informed of their assignments ahead of time. His role and contributions are limited to providing support for the implementation of marketing plans for this project.
- **Lou** - the Yosemite Small Business Program Manager oversees all accounts that fall under the Small Business category; You report directly to Lou. Lou only keeps a high-level overview of this project and its progress. He wants to showcase your project to the entire company if all goes well and expect regular communication, especially when things go wrong.

Step 2) Write a Project Scope

The project scope consists of the following sections: business objectives and project value, deliverables and milestones, a timeline, resources, costs, and a proposed methodology. Use the above scenario to identify the information relevant to the project scope.

In three to four sentences, describe the business objectives for Yosemite and for the customer, The Stefano Shop.	*Yosemite's mission is to digitally transform The Stefano Shop by providing a functional online storefront, social media integration, and a recommendation engine. The primary goal is to boost The Stefano Shop's revenue by 30% ($36,000) through modernization. This involves training the Stefano family to effectively manage their digital store and engaging the Engineering, Vendor Management, and Marketing teams. The Stefano Shop aims to enhance operational efficiency, revenue, and succession planning by leveraging Yosemite's platform and expertise.*

List project milestones and deliverables.	Project Milestones and Deliverables:
	
	1. **Milestone: Project Kickoff and Requirements Gathering**
	   - Deliverable: Detailed project scope, requirements, and cost-benefit analysis.
	
	2. **Milestone: Storefront Development and Training Preparation**
	   - Deliverable: Functional online storefront on Yosemite's platform.
	   - Deliverable: Inventory data input by Vendor Managers.
	   - Deliverable: Training materials and documentation for the Stefano family.
	
	3. **Milestone: Social Media Integration and Marketing Setup**
	   - Deliverable: Social media channels created by Yosemite Marketing team.
	   - Deliverable: Ownership transfer of social media accounts to Stefano family.
	   - Deliverable: Integration of social media features with the storefront.
	
	4. **Milestone: Recommendation Engine Implementation**
	   - Deliverable: Functional recommendation engine integrated into the storefront.
	   - Deliverable: Custom sales report setup by Vendor Managers.
	
	5. **Milestone: Store Launch and Ongoing Support**
	   - Deliverable: Official launch of The Stefano Shop on Yosemite's platform.
	   - Deliverable: Onboarding and training of Stefano family by Vendor Managers.
	   - Deliverable: Automated sales report showing recommendation engine impact.
	
	6. **Milestone: Project Review and Showcase**
	   - Deliverable: High-level overview of project progress for company showcase.

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What resources as the project manager do you have to complete the project?	As the project manager for this initiative, you have access to the following key resources within Yosemite:
	
	1. Engineering Team (Led by Aliyah).
	2. Vendor Management Team (Led by Moe).
	3. Marketing Team (Led by Taylor).
	4. Financial Resources**:
	  - Budget allocation of $15,000 for the project's development, training, and documentation.
	  - Cost-benefit analysis to demonstrate the potential return on investment to Papa Stefano.
	5. Documentation and Training Materials**:
	  - Resources to create comprehensive training materials and documentation for the Stefano family to operate the digital store effectively.
	6. Project Management Tools and Software.
	7. Project Oversight (Lou).

Do the Cost-Benefit Analysis. Write out the formula, show the steps to get the cost-benefit ratio, and state whether the investment is positive or negative.	**Cost-Benefit Analysis Formula:**
	Cost-Benefit Ratio (CBR) = (Total Benefits - Total Costs) / Total Costs
	
	Given Data:
	- The Stefano Shop's current annual revenue: $120,000
	- Yosemite promises a 30% increase in revenue: $36,000
	- Cost of the project: $15,000
	- eCommerce industry discount rate: 7%
	
	Calculations:
	
	1. Calculate the Total Benefits:
	  Total Benefits = Current Revenue + Promised Increase in Revenue
	  Total Benefits = $120,000 + $36,000
	  Total Benefits = $156,000
	
	2. Calculate the Total Costs:
	  Total Costs = Cost of the Project
	  Total Costs = $15,000
	
	3. Calculate the Cost-Benefit Ratio (CBR):
	  CBR = (Total Benefits - Total Costs) / Total Costs
	  CBR = ($156,000 - $15,000) / $15,000
	  CBR = $141,000 / $15,000
	  CBR ≈ 9.4
	
	Result:

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	The calculated Cost-Benefit Ratio (CBR) is approximately 9.4.

Interpretation:
Since the Cost-Benefit Ratio (CBR) is significantly greater than 1, it indicates that the benefits of the investment outweigh the costs. Therefore, the investment in integrating The Stefano Shop onto Yosemite's platform is positive. The expected return on investment is favorable, making the project financially viable for The Stefano Shop. |
| *What are the minimum and the maximum number of weeks required to complete the project?* | Tasks and Durations:

       Storefront Development and Training Preparation:
- Storefront Development: 2 weeks
- Inventory Data Input: 1 week
- Training Materials and Documentation: Ongoing (assuming 1 week for initial setup)

       Social Media Integration and Marketing Setup:
- Social Media Channels Creation: 1 week
- Ownership Transfer of Social Media Accounts: 1 week

       Recommendation Engine Implementation:
- Recommendation Engine Integration: 2 weeks
- Custom Sales Report Setup: 1 week

       Store Launch and Ongoing Support:
- Official Store Launch: 1 week
- Onboarding and Training: 1 week
- Automated Sales Report Setup: 1 week

The minimum duration for project completion is 9 weeks, accounting for critical tasks including storefront development, recommendation engine integration, and essential training and setup phases. This path encompasses tasks that must be sequentially completed without overlap. In a more extended timeline, the maximum duration could extend up to 12 weeks, considering additional steps such as social media integration, comprehensive documentation, and account ownership transfer. Actual completion times may vary due to unforeseen challenges and resource availability. |
| *What methodology do you propose to use for organizing the project: Waterfall or Agile? Explain your answer.* | *Agile methodology is recommended for this project. Its iterative approach aligns with phased tasks like storefront development and integration, enabling flexibility and adapting to evolving requirements. Agile's collaboration and stakeholder involvement ensure alignment, while its incremental progress supports a faster launch, risk mitigation, and responsiveness to Papa Stefano's concerns.* |

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| What kind of meetings will you have with stakeholders and how often? Explain your answer based on the project methodology you have chosen. | Based on the Agile methodology chosen for the project, the following types of meetings with stakeholders will be conducted regularly:

1. **Sprint Planning Meetings:** These meetings occur at the beginning of each sprint (e.g., two-week intervals) and involve stakeholders such as Papa Stefano, Mama Stefano, and Junior Stefano. The team discusses the upcoming tasks, priorities, and goals for the sprint. The Stefano family's input helps ensure alignment with their vision and requirements.

2. **Daily Stand-up Meetings:** Short daily meetings involve the project team and stakeholders like Papa Stefano. Each member provides updates on progress, challenges, and plans for the day. Papa Stefano's presence allows quick decision-making and addressing any concerns promptly.

3. **Sprint Review Meetings:** At the end of each sprint, a review meeting is held to demonstrate the completed work to stakeholders. Papa Stefano, Mama Stefano, and Junior Stefano can provide feedback, ensuring that the delivered features meet their expectations and allowing adjustments as needed.

4. **Sprint Retrospective Meetings:** These meetings follow the sprint review and involve the project team, including stakeholders. Participants reflect on the sprint's successes and challenges, discussing improvements for the next sprint. The Stefano family's input is valuable for enhancing collaboration and processes.

5. **Ad Hoc Meetings:** As needed, additional meetings can be scheduled to discuss specific topics, address urgent issues, or make decisions requiring stakeholders' input. Papa Stefano's participation ensures that important decisions align with his cautious approach.

The Agile methodology encourages frequent and open communication with stakeholders throughout the project. Regular meetings ensure that the Stefano family is actively engaged, providing input, making decisions, and staying informed about progress. This iterative interaction allows for continuous adjustments, aligns the project with stakeholders' needs, and ensures a successful integration onto Yosemite's platform. |

Step 3) Identify Your Stakeholders and Team

Classify the influence level and amount of authoritative power of each stakeholder as either high or low. Then accordingly, explain how you plan to engage this stakeholder and how they might affect the project in a negative or positive way. Your assumptions should, at a minimum, reference the profiles in *The Cast of Characters* section in Step 1.

Power-Influence Classification Grid

Stakeholder	Estimated Project Influence ("High" or "Low")	Estimated Project Importance ("High" or "Low")	Assumptions and Risks	Engagement Plan
Aliyah, Engineering Manager	High	*High*	*Positive: Aliyah's expertise and guidance can drive efficient development, timely feature delivery, and successful technical implementation.* *Negative: Miscommunication or lack of engagement could lead to technical challenges or delays*	*Collaborate closely with Aliyah in sprint planning, review meetings, and retrospectives to ensure technical alignment and progress tracking.*
Papa Stefano	High	*High*	*Positive: Papa Stefano's strong influence can drive support and decision-making. His involvement can ensure the project meets the family's expectations and results in a*	*Regularly involve Papa Stefano in sprint planning, review meetings, and retrospectives to gather his input and ensure alignment with project goals. Provide clear explanations of the benefits and ROI to*

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			successful digital transformation. *Negative: Overemphasis on budget constraints may lead to resistance toward additional features or changes that could enhance the project's success.*	*address his budget concerns.*
Mama Stefano	low	*High*	*Positive: Mama Stefano's involvement can ensure that backend administrative aspects are effectively addressed, leading to increased operational efficiency and successful project outcomes.* *Negative: If not adequately engaged, her concerns about project timing and readiness for Christmas shoppers could lead to rushed decisions or overlooked details.*	*Maintain ongoing communication with Mama Stefano through regular updates and status reports. Emphasize how the project's success will streamline backend tasks, allowing her to focus more on administrative duties and supporting her importance in these areas.*
Junior Stefano	low	*low*	*Positive: Junior Stefano's enthusiasm for social media and interest in embracing new technology can contribute positively to the project's online presence and customer engagement.*	*Keep Junior Stefano engaged through regular updates, involve her in social media integration discussions, and consider her feedback on modernizing the shopping experience.*

			Negative: If not adequately engaged, her insights may be overlooked, potentially affecting the project's effectiveness in reaching a younger audience	
Moe, Vendor Manager	*High*	*low*	*Positive: Moe's enthusiasm for upselling additional services can bring innovative ideas to enhance the project's features and offerings.* *Negative: Overemphasis on upselling could lead to budgetary concerns and the potential for scope creep.*	*Maintain regular communication with Moe, provide updates on project progress, and ensure that he understands the Stefano family's priorities*
Taylor, the Marketing Manager	*low*	*high*	*Positive: Taylor's marketing input can contribute to a well-rounded digital storefront and social media strategy.* *Negative: Inadequate involvement may result in missed opportunities for strategic marketing initiatives.*	*Keep Taylor informed about the project's marketing-related aspects, especially social media integration, and gather insights for effective customer engagement.*
Lou, the Program Manager	*low*	*high*	*Positive: Lou's support and visibility can help showcase the project's success within the company and promote effective*	*Provide regular updates to Lou on project progress, align with his high-level overview expectations, and seek his support for*

			communication channels. Negative: Lack of engagement with Lou could result in insufficient visibility and support for the project's achievements.	communication within the company.
Me, the Project Manager	*high*	*high*	*I would provide strong leadership and direction to ensure effective coordination among the teams and stakeholders, leading to streamlined project execution and successful outcomes.*	

Create a RACI chart for the project. It will break down the deliverables from the project scope into tasks, but you will have to show who should be responsible, accountable, consulted, and informed for each row.

RACI Chart
Hint: The Accountable (A) and Responsible (R) stakeholders are the same person for all tasks, except "Engage stakeholders"

Tasks	Stakeholders				
	Me, Project Manager	Lou, Program Manager	Taylor, Marketing Manager	Moe, Vendor Manager	Aliyah, Engineering Manager
Build storefront	C	C	I	C	R \ A
Input Inventory Data	C	C	I	R \ A	C
Build social media integration	C	C	C	I	R \ A
Train Stefano's on platform	C	C	I	R \ A	C
Create social media channels	C	C	R \ A	C	C
Train Stefano's on social media use	C	C	R \ A	R	C
Build recommendation engine	C	C	I	I	R \ A
Create Automated Sales Report	C	C	I	R \ A	C
Engage stakeholders	R \ A	C	C	C	C

Step 4) Create a Project Plan

In this step, you will reference the project scope, stakeholder analysis, and RACI chart to create a project plan for the proposed methodology.

Build a model of your plan for managing the Yosemite project. **It should be a snapshot in the planning phase of the project**. You can use the dates in your current year when creating the project plan.

Display this model in one of the two frameworks, a Gantt chart for Waterfall or a Scrum board for Agile. After you pick one model, be sure to include the information outlined in your project scope, stakeholder analysis, and RACI chart:

- Deliverables
- Tasks
- Assignments
- Schedule and order of tasks

Additional Instructions for a Waterfall Project Plan

If you choose a Waterfall project plan in Step 2, you should include tasks related to stakeholder engagement, team management, and closure activities. Assume that each additional task can take 1-3 days to complete, so it will affect your schedule. The additional tasks are

- A kickoff meeting,
- Scheduled status reports, and
- Documenting knowledge.

Create a **Gantt chart** for your project by filling in the *Gantt Chart Template* provided in the classroom. Export or save the spreadsheet as a .xls or .xlsx file. Add this spreadsheet to your project submission folder.

Additional Instructions for an Agile Project Plan

If you choose an Agile project plan in Step 2, you should organize the columns using Scrum phases:

- Sprint Planning
- Backlog
- Work In Progress
- QA
- Release
- Sprint Review

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Include relevant tasks that occur in the initial and end phases of a Sprint. Those tasks include:

- Creating a Lessons Learned document
- Adding features to a backlog
- Presenting demos
- Adding tasks to a sprint
- Emailing status reports
- Reviewing Lessons Learned
- Creating documentation for a demo
- Hosting a Retrospective meeting

Create a new **Scrum board** on Trello and make it public.

- To make your board public, click on Private > Change Visibility: Public > "Yes, make board go public".
- To grab the public URL, go to Show Menu > ...More > Link to This Board.

Paste the URL here:

```
https://trello.com/b/crD6qV02/udacity
```

Step 5) Analyze Risk and Select Response Strategy

Risk Scenario 1

The Stefano Shop project relies on the customer providing Yosemite with information on all products in its inventory. The Vendor Manager has reported that the Stefano's have not delivered that information when requested due to their analog way of handling inventory. They promised to deliver the inventory information in a few more days.

How might this risk affect the project?	- Project Schedule Impact: The project timeline could be disrupted if the inventory data is not provided promptly. This delay might lead to a cascading effect, pushing back subsequent tasks and potentially affecting the overall project deadline. - Integration Challenges: The Engineering team relies on up-to-date inventory information to build the storefront and integrate features effectively. Without this data, development and testing tasks could be delayed or even stalled. - Resource Bottleneck: If the inventory data is delivered late, it might create a bottleneck for the Vendor Managers who need to input the data into the platform. This could lead to a rush and potential errors in data entry. - Testing and Quality Assurance: Without accurate inventory information, testing and quality assurance processes might be compromised. Testing the recommendation engine's impact on sales, for instance, could be inaccurate if the inventory data is incomplete. - Client Satisfaction: Papa Stefano, Mama Stefano, and Junior Stefano could become frustrated if the project encounters delays due to their inability to provide necessary inventory data. This could impact their satisfaction with the project's progress. - Budget Concerns: If the delay continues, the project's budget might be affected. Additional resources could be needed to expedite tasks or address any resulting issues, potentially exceeding the initially allocated funds
Which of these Risk Response Strategies would you have chosen if you had anticipated the risk prior to initiating the project: Avoid, Mitigate, Transfer, Actively Accept, Passively Accept, Escalate. Explain how you would apply the strategy.	The risk of delayed inventory information delivery from The Stefano Shop would be best addressed using a combination of the "Mitigate" and "Actively Accept" risk response strategies. Mitigate: To mitigate the risk, the project manager should take proactive steps to minimize the impact of the potential delay. This could involve working closely with the Vendor Managers and Engineering team to develop a contingency plan. The plan might include allocating additional resources or adjusting the project

schedule to account for potential delays. By identifying and addressing potential bottlenecks, the project manager can reduce the likelihood of major disruptions if the inventory data is not delivered on time.

Actively Accept: Given that the inventory data delay is due to the Stefano family's analog approach, there might be limitations to completely avoiding or transferring the risk. In this case, actively accepting the risk involves acknowledging the potential for a delay and having a plan in place to manage its impact. This plan might include clear communication with all stakeholders, setting expectations for potential adjustments to the project timeline, and ensuring that the project remains aligned with the Stefano family's priorities and goals

Risk Scenario 2

When the Engineering team began designing the recommendation engine—a feature that takes up 20% of the current budget—they informed you that the task was more complicated than anticipated. The Engineering Manager said it would take a total of four weeks and cost an additional $3,500 to upgrade the AI service that powers the recommendation engine. That fee would have to be covered by the customer. Or the recommendation engine feature could be dropped from the project.

| *How might this risk affect the project?* | 1. Budget Overrun: The project's budget could be exceeded due to the unexpected cost of upgrading the AI service. This might impact the overall financial feasibility of the project, potentially straining the resources allocated for other tasks.
 2. Timeline Extension: The additional four weeks required for the recommendation engine's design and implementation could lead to a delay in the project's overall timeline. This delay could have ripple effects on subsequent tasks, potentially affecting the project's completion date.
 3. Scope Change: If the customer is unable or unwilling to cover the additional cost for upgrading the AI service, there might be pressure to either drop the recommendation engine feature or find alternative solutions. This could impact the project's scope and the value proposition it offers to The Stefano Shop.
 4. Stakeholder Expectations: The Stefano family, as stakeholders, might have expectations around the recommendation engine's functionality and benefits. A potential delay or feature drop could affect their perception of the project's success and its ability to meet their business needs.
 5. Quality and Performance: Rushing or compromising the design and implementation of the recommendation engine due to time or |

	budget constraints could result in reduced quality, potentially affecting its performance and impact on sales.
Which of these Risk Response Strategies would you apply to the above risk: Avoid, Mitigate, Transfer, Actively Accept, Passively Accept, Escalate. Explain how you would apply the strategy.	For the risk scenario of a complex recommendation engine task requiring additional time and cost considerations, I would apply the "Mitigate" and "Transfer" risk response strategies.
	Mitigate: To mitigate the risk, the project manager should work closely with the Engineering team to explore ways to optimize the design and implementation of the recommendation engine within the allocated budget and timeline. This could involve identifying areas where efficiencies can be gained, streamlining the development process, or prioritizing key features. By actively managing the technical complexities and potential delays, the project manager can mitigate the impact on the project's timeline and budget. Transfer: Given the option presented by the Engineering Manager to upgrade the AI service for an additional cost, the "Transfer" strategy can be applied. The project manager should discuss this cost with The Stefano Shop stakeholders, explaining the benefits of the upgraded AI service for the recommendation engine. If The Stefano Shop agrees to cover the additional cost, the risk of budget overrun is transferred to the customer. This approach allows the project to proceed with the desired feature while ensuring that the necessary resources are available to cover the expenses

Step 6) Plan Knowledge Share and Report Project Status

Knowledge Documentation

Throughout the project and before its closure, you asked the team to create documentation for the company Yosemite and the customers, the Stefano's. In your project plan, what documentation tasks did you include? List below what documentation tasks you came up with, who you assigned them to, how you scheduled them, and why it is important to document this task. Add more rows to the table if you see fit. Add these tasks to your project plan if you haven't already done so.

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Task	Assignee	Deadline/Place in Timeline	Reason for Documenting This Task
Lesson learned document	*Me*	*After sprint review*	Captures insights for future project improvements
User Guide for Stefano's on Platform	*Vendor Managers*	Before storefront release	Helps Stefano's navigate and operate the platform
User Guide for Social Media Integration	*Taylor*	Before social media release	Aids Stefano's in using social media integration
Technical Documentation for Recommendation Engine	*Aliyah*	Before recommendation engine release	Provides technical insights for future reference
Automated Sales Report Documentation	*Vendor managers*	Before report setup	Guides Stefano's in understanding report results
Project Summary Report	*Me*	End of the project	Summarizes project outcomes for stakeholders

Status Report

In the Monitor and Control phase of project management, it is your responsibility to track how well the project is going and report to stakeholders the project status.

Where in your project timeline did you schedule or add the task for creating and sending a status report?	In the project timeline, the task for creating and sending a status report is typically scheduled as a recurring task throughout the project's execution. Status reports are typically generated at regular intervals, such as weekly or bi-weekly, to provide stakeholders with updated information on the project's progress, accomplishments, challenges, and upcoming milestones
How do you plan to communicate the report to stakeholders, and how often?	**Frequency of Status Reports:** • Bi-weekly updates for Papa Stefano, Mama Stefano, Junior Stefano, and Moe help maintain engagement without overwhelming them. • Monthly reports for Lou provide a high-level view of project progress and align with his oversight responsibilities. • Weekly updates for Aliyah and Taylor facilitate close coordination due to their involvement in ongoing tasks. **Method of Communication:** • In-person or virtual meetings provide an opportunity for direct interaction and immediate clarification. • Email updates offer a formal way to share comprehensive reports, metrics, and highlights. • Project management tools allow for real-time collaboration and tracking, supporting detailed discussions and document sharing.

Create two **status reports** using the *Status Report Template* provided in the classroom based on the risks described in Step 5.
1. The first status report should be created on the day you discovered the Stefano's did not deliver the inventory information to the Vendor Manager on time.
2. The second status report should be created in the middle of the Engineering team building the recommendation engine. That is when you were informed by the Engineering Manager that the project would be more time-consuming and costly.

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Project Status Report #1

PROJECT TITLE: Digital Transformation and Integration of The Stefano Shop onto Yosemite Platform.

COMPANY NAME: Yosemite Platform.

DATE: 13-8-2023

PROJECT MANAGER: Ola Almallah

PROJECT SUMMARY

The project scope involves digitizing and integrating The Stefano Shop onto the Yosemite platform within a tight timeline, culminating a week before Christmas. Key features include creating a storefront, incorporating social media integration, building a recommendation engine, and training the Stefano family to manage their digital store. The project aims to modernize the shopping experience, enhance operational efficiency, and boost revenue, supported by engineering, vendor management, and marketing teams at Yosemite..

PROJECT HIGHLIGHTS/BLOCKERS

Highlights:
Up to this point in the project, several positive developments have occurred:
- Storefront Development:** The Engineering team has successfully completed the storefront development on the Yosemite platform, providing The Stefano Shop with an online presence to showcase their products.
- Social Media Integration:** The Marketing team has set up social media channels for The Stefano Shop, enabling them to engage with customers and promote their products effectively.
- Stakeholder Engagement:** Regular communication and collaboration with Papa Stefano, Mama Stefano, and Junior Stefano have fostered a strong sense of involvement and alignment, ensuring their needs and expectations are considered.
- Vendor Manager Onboarding:** The Vendor Managers have efficiently onboarded and trained the Stefano family on operating the digital store on the Yosemite platform, enhancing their ability to manage inventory and operations.
- Agile Adaptation:** The project management approach using Agile methodology has allowed for flexibility and responsiveness, ensuring that the project remains adaptable to changing requirements and stakeholder feedback.
- These accomplishments signify important milestones in the project, demonstrating progress and successful collaboration between the project teams and The Stefano Shop.

Blockers:
- A challenge that could potentially delay future tasks is the limited technical familiarity of Papa Stefano with the digital platform. His aversion to new technology and apprehension towards modernizing the shopping experience might slow down the training and adoption process. This could impact the efficient operation of the digital store and the successful integration of features like the recommendation engine, which relies on accurate data input and active use of the platform by all stakeholders.

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PROJECT HEALTH CHECK

Scope	Status	Tasks: Completed/Pending
Time	<mark>On Track</mark>	**Completed:** • Storefront Development: The Engineering team has designed and built the storefront on the Yosemite platform, providing The Stefano Shop with an online presence. • Social Media Channels Setup: The Marketing team has created and set up social media channels for The Stefano Shop to establish an online presence and engage with customers. • Vendor Manager Onboarding: The Vendor Managers have successfully onboarded and trained the Stefano family on how to operate their digital store on the Yosemite platform. • Initial Inventory Input: The Vendor Managers have inputted a portion of the inventory data onto the platform, enabling basic product listings. • Agile Sprint Planning: Agile sprint planning sessions have been conducted, outlining tasks and goals for the project's phases. • Stakeholder Engagement: Regular communication and collaboration have been established with Papa Stefano, Mama Stefano, and Junior Stefano, ensuring their involvement in decision-making. • Technical Adaptations: Agile methodology has been embraced, allowing the project to adapt to changes and refine its approach based on feedback and emerging requirements. **Pending:** • Complete Inventory Data Input: The Vendor Managers need to finalize inputting the remaining inventory data onto the Yosemite platform. • Build Social Media Integration: The Engineering team has yet to complete the development of the social media integration feature. • Train Stefano's on Social Media Use: The Marketing team needs to provide training to the Stefano family on effectively using the social media channels for promotional activities. • Build Recommendation Engine: The Engineering team is working on the design and development of the recommendation engine feature. • Quality Testing: Quality assurance and testing for the storefront, social media integration, and recommendation engine features are pending. • Create Automated Sales Report: The Vendor Managers are in the process of setting up the automated sales report to monitor the impact of the recommendation engine on sales.
Cost	<mark>At Risk</mark>	
Quality	<mark>On Track</mark>	

		• Document Lessons Learned: The project team is yet to create a comprehensive lessons learned document, capturing insights for future projects.