

1. You are assigned a new software project. The client gives you a vague requirement: “We need an online system for student management.” Describe how you would gather detailed requirements from the client.

Firstly, I will try to ask the client that is there any specific requirement idea that we need to focus on this student management application. Then if they share any idea or requirement, I will note it down. Then I will identify the project requirements and build a clear vision on the project that is assigned. I will research in all possible ways to get the data and make the application effortlessly perfect. I will refer all the technologies that are available also I will discuss with the team for their ideas and with the manager. Then I will discuss the information and ideas that I gathered with the client. After that ask for changes and detailed requirements according to their ideas that they think would be better. And I would try to build a good understanding with the client.

2. During a meeting, two developers disagree on the best approach to implement a feature, and the discussion becomes heated. How would you handle this situation to keep the project on track?

At first, I will try to calm down the situation. Then again, I will provide the client requirements on point. Then will give a chance for the two developers to speak up their point of view in implementing the specific feature in a calm environment. Then I will analyze that which would be the best idea for the client requirement and make the developers understand the pros and cons then go with the best decision that goes with the all-client requirement. Also, I will help them and make the project to be on track without any delay.

3. A project has the following tasks:-

UI Design (3 days)- Backend API (5 days)- Integration (2 days)- Testing (2 days)

Create a simple timeline or Gantt-style breakdown showing task order and dependencies.

Project- Demo Project

Start date – 13/10/2025

Front and backend

UI DESIGN (3days)

Create the UI

Focus on the client suggested changes

Start date:13/10/25

End date : 15/10/25

Backend API (5 days)

Work on API

Start date:13/10/25

End date : 17/10/25

Integration (2 days)

Start integration

Start date:13/10/25

End date : 14/10/25

Testing (2 days)

Test and analyze the bug

Start date:13/10/25

End date : 14/10/25

4. Which tool would you use to track project progress (e.g., Trello, Jira, Asana)? Explain why and how you would use it for daily coordination

I would use Trello to track the project progress. Because we can simply create task progress using Trello. It's more like a digital white board that can be filled with cards like to-do, in progress and done. How I will use it for the daily coordination is by asking the team members to update their Trello card on daily basis. And by making sure that high-priority tasks are on top of the to-do list. By giving color labels for the tasks that indicate the priority of the task.

5. A client reports that a feature is not working after deployment. Describe your step-by-step approach to confirm, track, and resolve this issue.

- At first, I will immediately inform the client that the issue is noted and give the assurance that the issue will be resolved
- Then I will check if it was an issue occurred on the time of the deployment if yes i will ask the team to resolve the issue
- If not, then I will approach the development team to track the issue and work on it
- At that time, I will give the client complete idea and assurance regarding the issue without making the client angry
- Somehow, with the help our team we will resolve the issue and give the client best result

6. You notice delays in development that could affect delivery deadlines. How would you report this to the client and suggest solutions?

If there happen to be a delay in development which can be affected the delivery deadline At first, I will check on why the delay is happening and discuss it with the developers and ask them how much time they need to resolve the delivery delay. And after identifying the core problem I will report the issues to client then discuss the possible ways to resolve the delay suggest some new idea that can be done without the delay and if they accept it I will stick on to the plan if not I ask time to resolve the delay also tell them it will be done as soon as possible.

7. A developer finishes a feature ahead of schedule, while another is stuck on a dependency. As a coordinator, how will you redistribute workload or adjust the plan to maintain balance?

- I will assess the situation
- Then will try to redistribute the task that was stuck on a dependency
- Also, for that developer I will give another backlog from the project that can be started early, and which is on top priority
- And once more I will ensure everything is working properly.

8. Create a brief progress report for a 2-week sprint covering:- Tasks completed- Ongoing tasks- Blockers/issues- Next sprint focus

2 weeks sprints

Tasks completed

- User authentication
- UI Design
- Backend API

Ongoing tasks

- Integration
- Payment gateway

Blockers/issues

- Blocked payment gateway issue

Next sprint focus (3-4 week)

TO-DO

- UI pending designs
- Verify the user authentication

9. Draft a short email to a client providing a weekly status update and requesting confirmation on pending design changes.

To

Client@gmail.com

Subject

Weekly status update and confirmation on pending design changes

Dear sir,

This email is to inform you the weekly status update. Frontend of the application that needs to be done this week is completed as per the due date. If there are any other requirements,

please kindly inform. Also i am requesting you to confirm the pending desgin changes. Hope you are doing well.

With regards
Project coordinator

10. Prepare a simple price quotation summary table for a web project with 3 modules (Frontend, Backend, Admin Panel).