Q2 Project Plan

Prepared by: Project Management Team

Date: April 2025

1. Objectives

- Define clear goals for Q2 aligned with annual strategy.

- Enhance team coordination and delivery timelines.

2. Timeline (April-June)

- April: Kickoff and resource allocation

- May: Development and mid-term review

- June: Testing, final delivery, and report submission

3. Key Tasks and Owners

- Market Research - Jane

- Feature Development - Dev Team

- Stakeholder Updates - Michael

- Budget Tracking - Finance Team

4. Milestones

- Apr 15: Requirements finalized

- May 20: Mid-project review

- Jun 30: Final submission

5. Budget Overview

- Estimated Total: NT$60,000

6. Risk Assessment

- Delay in external approvals

- Resource limitations

7. Notes and Next Steps

- Weekly check-ins every Friday

- Adjustments to be reviewed bi-weekly