**Project Management Plan (Process-Focused)**

**Purpose:**

Ensure the project is delivered on time, within scope, and meets quality expectations through coordinated efforts, clear communication, and structured documentation.

**Project Manager:**

**Saloni B.**

* Developed this formal project management plan
* Coordinated all aspects of team collaboration and workflow
* Tracked deliverables and timelines

**Key Management Actions:**

1. **Formal Documentation**
   1. Project charter, timeline, and risk assessment created in Week 1
   2. Progress tracked via earned value and milestone completion sheets
2. **Communication Protocols:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Channel** | **Tool** | **Frequency** | **Purpose** |
| Instant Updates | WhatsApp | Daily | Task updates, questions |
| Video Syncs | MS Teams | Weekly | Sprint reviews, strategy sync |
| Version Control | GitHub | Ongoing | Source code collaboration |
| Documentation | Google Docs | Ongoing | Reports, planning, references |

1. **Team Coordination:**
   1. Weekly planning meetings led by Planning Lead
   2. Resource assignments and timelines aligned during kickoff
   3. Progress tracked and issues escalated during syncs
2. **Timely Deliverables:**
   1. Deliverables tied to weekly milestones
   2. Task ownership clearly defined per team role
   3. Slack time included to buffer unexpected delays