Project Planning

Dr.Myo

Project Planning

Project Objectives and Scope

- Project Objective: Clearly define the Goal and objectives of the project
- Determine what is included and excluded from the project to set boundaries

Stakeholder analysis

- Identify and analyze the stakeholders involved in this project.
- Understand their expectations, requirements and interests

Requirements Gathering

- Conduct interviews, surveys, or workshops to gather detailed project requirements
- Categorize requirements into functional and non-functional requirements

Project Planning (Cont'd)

Project Team Formation
- Define roles and responsibilities for team members
- Assess skills and competencies to allocate tasks effectively.

Risk Assessment and Mitigation
- Identify potential risks that might impact the project
- Develop a risk management plan to mitigate, monitor, and control risks.

Project Timeline and Milestones
- Create a project timeline with clear milestones and deadlines
- Use project management tools to visualize the schedule and track progress

Project Planning (Cont'd)

Resource Planning

- Identify the resources (human, financial, technical) required for the project.
- Allocate resource based on project needs and availability

Budgeting and Cost Estimation:

- Estimate the project costs, considering resources, equipment, software licenses, etc,
- Develop a detailed budget and secure necessary approvals .

Technology Stack and Tools Selection

- Choose appropriate technologies and tools based on project requirements and constraints
- Consider factors like scalability, maintainability and compatibility.

Project Planning (Cont'd)

Architecture Design
- Design the overall system architecture, including software and hardware components
- Identify databases, frameworks, APIs, and their interactions.

Prototyping and Mockups:
- Develop prototypes or mockups to visualize the user interface and system flow.
- Gather feedback from stakeholders and make necessary adjustments.

Development and Coding
- Divide the project into modules or components for parallel development.
- Adhere to coding standards, best practices, and version control.

Project Planning (Cont'd)

Testing Strategy

- Define a comprehensive testing strategy including unit, integration, system, and acceptance testing.
- Establish testing environments and tools.

Documentation:

- Create documentation for users, administrators, and developers.
- Include technical documentation, user guides, API documentation, and maintenance manuals.

Deployment and Implementation

- Plan the deployment process, including data migration if needed.
- Conduct pilot tests and training sessions for end-users.

Project Planning (Cont'd)

Monitoring and Evaluation

- Implement monitoring tools to track system performance, usage, and user feedback
- Gather feedback and evaluate the success of the project against initial objectives.

Maintenance and Support:

- Develop a: maintenance plan for ongoing updates, patches, and enhancements.
- Provide user support and address reported issues.

Communication and Reporting

- Establish a communication plan to keep stakeholders informed of progress, issues and changes
- Regularly report project status, risks, and accomplishments

Project Planning (Cont'd)

Legal and Compliance

- Ensure compliance with legal and regulatory requirements related to data privacy, security, etc.
- Address intellectual property rights ad licensing agreements.

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Closure and Post-Implementation Review:

- Conduct a post-implementation review to analyze the project's success and areas for improvement.
- Celebrate achievements and acknowledge the team's efforts.

Thank you

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