

VISIBILITY PLAN

Objective

The Communication and Visibility strategy for the “Sales Management System” software engineering project aims at:

Facilitating project coordination and monitoring among stakeholders; this includes communications related to the development and operational aspects of the project and to its day-to-day management, as well as forward planning, strategic guidance, and navigation.

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Key outcomes

- To develop an inventory management system for *Company name*.
- To provide an online customer ordering subsystem to facilitate their ordering.
- To provide a systematic way of storing request orders.
- To minimize the process of order verification.
- To generate sales reports.

Scope

Project activities that will be covered by the visibility plan include:

- Weekly meetings to provide report on the progress of the project,
- Project milestones e.g., project launch, project design, project implementation, project testing, Project validation etc.

Communication tools chosen;

Project PowerPoint presentation:

- Common standard presentation for use by all project partners to introduce and present the project to all target audience at any event.
- Ensure common communication messages are delivered by all project partners.
- Can be customized according to the needs of each event.

Mail, call and zoom video conference:

- Constant and up-to-date flow of information to project beneficiaries and stakeholders.
- Share practical information on project activities, events, and experiences in real time

Provisions for feedback

Assessment forms will be distributed after every phase of the system development cycle to gather quantitative and qualitative feedback from beneficiaries.

Risk Analysis

Software requirement risks

- Invalid requirements
- Change of requirement
- Ambiguity of requirement

Software cost risk

- Improper functioning of hardware
- Environment Change
- Extension of requirement change

Stakeholders

- **Scrum Master:** *Lumor Selorm*
- **Dev:** *Lumor Selorm, Kwashiga Kelvin Kizito, selase, Akakpo Robert Selasi, Pearl Ashartey, Safura Aziz.*
- **Design:** *Safura Aziz, Robert Akakpo, Lumor Selorm*
- **QA:** *.....*
- **Support:** *Ms. Janet Netyark*