					PLANNING		REQUIREMENT GATHERING		DESIGN		DEVELOPMENT			TESTING			CLOSURE	
					WEEK 1		WEEK 2		WEEK 3		WEEK 4		WEEK 5	WEEK 5	WEEK 6		WEEK 7	
TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION	7-Dec	8-Dec	14-Dec	15-Dec	21-Dec	22-Dec	28-Dec	29-Dec	4-Jan	5-Jan	11-Jan	12-Jan	18-Jan	19-Jan
Project Planning																		
Produce SPMP	SWPM	12/7/24	12/7/24	1	▪													
Review SPMP with PM	SWPM	12/8/24	12/8/24	1		▪												
Revise SPMP (if required)	QM	12/8/24	12/8/24			▪												
Requirement Gathering & Analysis																		
Understand requirement	QM	12/14/24	12/14/24	1			▪											
Read URS	QM	12/14/24	12/14/24				▪											
Meet client (if required)	QM	12/14/24	12/14/24				▪											
Produce SRS	QM	12/14/24	12/14/24				▪											
Conduct SSR	SWPM	12/15/24	12/15/24	1				▪										
Revise SRS (if required)	CM	12/15/24	12/15/24					▪										
System Design																		
Produce SDD	CM	12/21/24	12/22/24	2					▪	▪								
Conduct PDR	SWPM	12/28/24	12/28/24	1							▪							
Revise SDD (if required)	QM	12/28/24	12/28/24								▪							
Development																		
Write code	Developer	12/28/24	12/29/24	2							▪	▪						
Conduct peer review	Developer	1/4/25	1/4/25	1									▪					
Revise code (if required)	Developer	1/4/25	1/4/25										▪					
Testing																		
Produce STD	QM	1/5/25	1/5/25	1										▪				
Conduct testing	Developer	1/11/25	1/11/25	1											▪			
Produce STR	Developer	1/11/25	1/11/25												▪		▪	
Conduct TRR	SWPM	1/12/25	1/12/25	1												▪		
Revise STD (if required)	CM	1/12/25	1/12/25													▪		
Project Closure																		
Demonstrate project	CM	1/19/25	1/19/25	1														▪
				14														

Level	Risk	Trigger Point	Control	PIC
High	User Acceptance	Negative feedback during user acceptance testing.	Involve users early in the development process and gather feedback continuously.	QM
High	Resource availability	Key team members become unavailable due to other commitments.	Maintain a resource allocation plan and have backup personnel identified.	PM
Medium	Technical challenges	Encountering unforeseen technical issues during development.	Conduct regular technical reviews and allocate time for troubleshooting.	CM
Medium	Scope creep	Requests for additional features after project initiation.	Implement a change management process to evaluate and approve changes.	SWPM

Document	Standard	Prepared by	Reviewed by	Deadline	Distributed to
SPMP	IEEE	SWPM	QM	14-Dec-2024	Project team & client
SRS	IEEE	QM	CM	14-Dec-2024	Project team & client
SDD	IEEE	CM	QM	27-Dec-2024	Project team & client
STD	IEEE	QM	CM	11-Jan-2025	Project team & client
STR	IEEE	Developer	SWPM	11-Jan-2025	Project team & client
Source code	Coding standard	Developer	SWPM	19-Jan-2025	Project team & client

Review	Agenda	Attendee	Date
SRR	Review SRS	Project team, PM & client	15-Dec-2024
PDR	Review STD	Project team, PM & client	28-Dec-2024
TRR	Review STD	Project team, PM & client	12-Jan-2025

Work product	Delivery date	Delivery location	Quantity
SPMP	14-Dec-2024	UTM e-Learning	1
SRS	14-Dec-2024	UTM e-Learning	1
SDD	27-Dec-2024	UTM e-Learning	1
STD	11-Jan-2025	UTM e-Learning	1
STR	11-Jan-2025	UTM e-Learning	1
Web application	19-Jan-2025	Google Drive	1
Source code	19-Jan-2025	Google Drive	All