**Project Management Process Group**

**Initiation:**

From the group we arranged, firstly we make unanimous decision to select our team leader. Then we define the project goal on a broad level to have to determine the needs for the project. It’s also a great way to get all members to involved at this stage to aligned on what’s to come.

**Planning and Design:**

From the objective of this project, we discussed and distribute different tasks equally among the team members. At this stage, preparation is essential as the team carefully plan the development of each module by laying out a thorough project plan and list the necessary documents, tools and resources as needed. It also involves determining the project goals, distribution of task to team members, discussing the timeline and due date and more. And all updates and progress must be included in the project plan document, which will serve as our framework for the entire project development.

**Executing:**

This stage is where all the team members do the actual work. The team needs to implement and use all materials available for each module like the source code program for a particular version and create some valuable test cases to ensure all unexpected scenarios will be handled by the program. It is also important to maintain effective collaboration among team members at this stage to ensure everyone stays on the same page as the project runs smoothly without any issues.

**Monitoring and Controlling:**

This is to ensure that the “execution” stage earlier is running steady by ensuring that the objectives and project deliverables are met and submitted according to timeline. Tracking all activities for each module and recording all changes, progress and updates will help to easily monitor whether the project is still as per plan.

**Closing:**

This is the final stage where all documents, test cases and records to be finalize and completed for final submission. At this stage the team also held a reflection meeting to discuss their successes and failures in the project to ensure to have continuous improvement within the team and avoid those factors that make hindrance during the project flow for future reference.