

Project Planning Phase

Date	2 November 2025
Team ID	NM2025TMID01472
Project	Educational Organization
Maximum Marks	2 Mark

Project Planning Phase:

The project planning phase is a critical stage in the project management lifecycle where the project's objectives, scope, timelines, and resources are defined.

Key Components:

1. Project Charter:
Defines the project's objectives, scope, and stakeholders.

2. Project Schedule:

Outlines the project timeline, including milestones and deadlines.

3. Resource Allocation:

Identifies the resources required for the project, including personnel, equipment, and budget.

4. Risk Management:

Identifies potential risks and outlines mitigation strategies.

project planning:

S.NO	PROJECT NAME	OBJECTIVE	SCOPE	TIME LINE	RESOURCES	RISKS	STATUS
1.	Online Course Development	Develop an online courses for student	Design, Development, Testing and deployment	6 months	2 developer,1 designer,1 project manager	Technical issues , scope creep	In progress
2.	Students Information System implementation	Implement a new student information system	Requirements, gathered, configurations, testing and deployment	3 months	2 developer,1 trainer,1 project manager	Data migration issues , user adoption	Not started

3.	Faculty Training Program	Provide training to faculty on new technology	Needs, Assessment , training , design, delivery and evaluation	2 months	1 trainer, 1 project manager	Scheduling conflicts ,technical issues	Planned
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Explanation:

1. Project Name:

The name of the project.

2. Objective:

A brief description of the project's objectives.

3. Scope:

A description of the project's scope, including deliverables and boundaries.

4. Timeline:

The project timeline, including start and end dates.

5. Resources:

The resources required for the project, including personnel, equipment, and budget.

6. Risks:

Potential risks associated with the project.

7. Status:

The current status of the project.

Benefits:

1. Improved Project Outcomes:

Clearly defines project objectives and scope.

2. Enhanced Collaboration:

Facilitates communication among team members and stakeholders.

3. Better Resource Allocation:

Ensures resources are allocated efficiently.

4. Increased Transparency:

Provides a clear understanding of project progress and status.