# **Revised Project Plan - Sprint 1**

### **1. Internal Team Setup**

**Schedule Recurring Internal Team Meetings** – Completed  
 **Draft Team Contract** – Completed  
 **Develop Roles & Responsibilities Matrix** – Completed

### **2. Client Background Research (All Team Members)**

* Identify the target audience for their website.
* Research the history and mission of the organization.
* Analyze the organization's services and activities.
* Investigate similar organizations and their web strategies.
* Document key findings to inform the redesign.

### **3. Understanding the Project Scope (All Team Members)**

* **Project Goal**: Redesign the existing website to enhance usability and adhere to design best practices.
* Ensure all new features align with the organization’s mission and objectives.

### **4. Requirements Gathering**

**Develop a List of Client Questions** (All Team Members)

* What is the desired project completion timeline?
* What times are you available for meetings during the semester?
* What specific features do you want on the new site?
* What features from the current site should be retained?
* Are there aspects of the existing site that could be visually improved?
* What features are currently missing?
* Have you received any past feedback about the site?

**Schedule Client Requirements Meeting** – Vaish

* Coordinate with the client to determine availability.

### **5. Problem Definition & Risk Assessment**

**Draft a Definition of the Problem/Need** – Mohamed, Yonathan

* Summarize the key issues and needs based on the client meeting.

**Conduct Internal Risk Assessment** – All Team Members

* Identify potential risks and challenges for the project.
* Develop mitigation strategies.

### **6. Project Summary for Client**

**Draft Overall Project Summary** – Abhiram Metuku, Aditya

* Create a concise, professional summary to share with the client.