

• Problem Statement •

- A Problem statement is a short, clear explanation of an issue or challenge that sums up what you want to change. It helps you, team members, other stakeholders to focus on the problem, why it's important, and who it impacts.
- A effective problem statement is brief, preferably one sentence. It's also descriptive & specific without being prescriptive.
- Who (who are stakeholders affected by the problem)
- What (what is the current state, desired state)
- When (when is the issue occurring, timeframe)
- Where (Where is the problem occurring)
- Why (Why is it important/worth solving)

Example:

The students of XYZ face the issue of schedule & attendance by signature (manually) wasting a heap ton of time and making the work less productive. Currently they are supplied schedule sheets, wasting resources, & paper to mark attendance. The XYZ desired to make these tasks easier. This is a reoccurring issue (on a daily basis) It happens in almost all the institutes across the world but XYZ is seeking out a way to solve it. This would save resources & precious time.

• Executive Summary •

- Executive summary is all about following a structured approach to ensure we effectively tackle the crucial points, findings and recommendations.
- One should take time to dive into the full document that the executive summary is based on, reading it thoroughly and identifying the key findings, main objectives, conclusions and recommendations.
- It is crucial to compose your summary according to your audience. Their knowledge, level, interests and priorities should be taken into consideration. This helps to tailor the summary to the audience's needs & make it relevant & impactful.
- Creating an outline for your executive summary would make it have a logical flow that's easy to follow.
- Making it concise, engaging and impactful is necessary to keep the reader hooked.
- One should give a brief overview of the document's objectives & the methodology used to achieve them. It helps in setting context & understand the approach taken.
- One should summarize the main findings, conclusions or results, focus on the most relevant points to support the document's purpose. Keep it clear & concise to get the message across effectively.

- Clearly state what needs to be done, why it matters, and how it aligns with the document's objectives. Make these recommendations actionable and realistic.
- The executive summary should be short and sweet. Skip the unnecessary details. Use straightforward language that hits the mark.
- Once it's written give it a careful review for clarity, coherence and accuracy. Make sure it has captured the essence of the full document & is representing its content faithfully.

Example:

Students in the 'XYZ' institute face problems with their daily schedules and the manual attendance taken.

The strength in every section is huge making it an issue to manually sign the attendance sheet. Wasting time. Everyday schedule is an issue.

XYZ is seeking out a solution to this in the form of a scheduler & attendance application.

We will put forward an application where students can easily access their daily schedule and can fill up their attendance online with a simple click.

• Project Description. •

- A Project description is a document that provides an overview of a project by explaining its idea and content & defining its goals. With this document, a team can identify any potential challenges they might encounter while working on a particular project. This is often created during the early stages of project by a project manager, it helps the sponsors & stakeholders gain a clear understanding of a project they might fund.
- One can list the desired objectives of the project in its description to help the team achieve a collective goal.
- This document describes who the project affects and their level of involvement in the project's outcome. (stakeholders)
- It typically also includes a criteria that helps a team to measure the success of a project upon its completion. May include whether they adhered to a budget or a timeline.
- A timeline section presents the project's deliverables as a schedule & helps the manager determine how long it might take their team to complete the project
- It usually also contains an estimated budget that its stakeholders can approve or adjust when needed.

- Assign a title
- Summarize your project
- Define the purpose
- Describe your goals
- Identify possible limitations
- Determine your approach.
- Create a schedule
- Establish a budget.
- Ask for feedback
- Revise the project.

Example:

• Scheduler & Attender.

The XYZ has proposed for an application to solve their scheduling & attendance problem. The project focuses on this problem wanting to resolve it.

The purpose to create this application / or to accept this project is to make an easy to handle scheduler & attender for the students. This project would not only benefit the end user but also our company with its innovative design.

Our desired goal is to create a successful application which will later on be also be reaching other institutes benefiting us and the people using it.

The application is supposed to be personalized & limited to a specific campus, we will need proper efficiency with the location settings & also the space used up by it on a device.

To accomplish the successful model of this app, the project is to be divided into several phases.

- The discussion phase (where the teams discuss about their plans & doubts about the project)
- The modeling phase
- The Implementation phase
- The testing phase (Repeat & improve until success)
- The final deployment.

This all should be done and delivered by the end of XXX month. (If any errors occur the time extension would be only scheduled for another week & half).

The budget company has provided & is around ₹XXXXXX... there can be a flexibility of ₹XXXXX...

"Also please kindly review the description and give the feedback"
(Asked to a team member/project manager)

• Project Scope •

- It is a component of project implementation that helps determine goals, constraints, workflow management strategies, tasks and deliverables.
- By defining project scope, individual contributors find it easy to manage their workload.
- A project scope is never set in stone & can be disrupted due to some unanticipated issues. But the more clearly scope statement is designed, the easier it'll be to tackle & address obstacles.
- A clear project scope:
 - Provides a roadmap
 - Manages stakeholder expectations.
 - Makes budgeting & scheduling easier.
 - Prevents scope creep (setting boundaries, helps alleviate issues that may shift focus of project away from the plan)
- There are seven main steps to accurately & confidently define project scope.:
 - Establish goals & objectives
 - Collect project requirements
 - Identify & allocate resources
 - Create enclosures & constraints
 - Define deliverables
 - Get buy-in from stake-holders
 - Establish a change control process.

Example:

Goal Statement: To create a successfully running application by the end of XX date.

Team: - ZZZ

- YYY (Made up of highly
- RRR experienced individuals
- SSS who don't compromise
- PPP. quality for anything else)

Costs: fixed costs: ₹ XXXX...

Variable costs: ₹ XXXX...

Project Deliverables:

Timeframe: Expected by the end of YY date.
(a week earlier than deadline)

Costs: We can complete the project in the budget of ₹ XXXY...