Project Planning Phase Document

Date	19 JUNE 2025
Team ID	LTVIP2025TMID31579
Project Name	To Supply Leftover Food to Poor
Maximum Marks	

1. Project Objectives:

The primary objectives of the project are:

- **Automate the Food Donation Process**: Streamline the end-to-end process of food donation from collection to distribution.

- **Enhance Visibility**: Provide real-time visibility to users through dashboards and reports.

- **Integrate Notifications**: Implement alert notifications for donors and recipients regarding food availability and requests.

- **Ensure Compliance**: Validate compliance with food safety regulations and guidelines.

2. Scope of Work:

2.1. Core Modules

- **Food Donation Management**: Manage food donations, including creation, updates, and tracking.

- **Recipient Management**: Manage recipient organizations and individuals receiving food donations.

- **Logistics Coordination**: Tools for scheduling pickups and deliveries.

- **Reporting and Analytics**: Dashboards for tracking donations and impact metrics.

2.2. In-Scope Items

- Food donation creation, updates, and tracking.

- User registration and authentication for donors and recipients.

- Real-time notifications for food availability and requests.

- Reporting tools for tracking food donations and waste reduction.

2.3. Out-of-Scope Items

- Manual document processing for food donations.

- External payment gateway integrations.

- Legal contract drafting for food donations.

3. Project Goals:

The goals of the project include:

- **Increase Food Redistribution**: Improve the efficiency of food redistribution to those in need.

- **Reduce Food Waste**: Minimize food waste by automating the donation process.

- **Enhance User Engagement**: Foster community engagement through notifications and alerts.

- **Ensure Compliance**: Integrate compliance checks to adhere to food safety regulations.

4. Agile Sprint Planning:

4.1. Backlog Sample

Sprint	Epic	User Story	Task	S
Sprint-1	Food Donation	USN-1	User can create new food donation entries	3
Sprint-1	Notifications	USN-2	Implement notification system for donors	2
Sprint-2	Reporting	USN-3	Create dashboard for tracking donations	3
Sprint-2	Logistics	USN-4	Implement logistics scheduling tools	2

5. Risks & Mitigation Strategies:

5.1. Identified Risks

- **Incorrect Data Entry**: Risk of incorrect data during food donation entry.

- **Low User Adoption**: Risk of low adoption due to a complex user interface.

- **Compliance Issues**: Risk of non-compliance with food safety regulations.

5.2. Mitigation Plans

- **Data Validation**: Implement data validation checks during entry.

- **User Training**: Provide training sessions to users for better adoption.

- **Legal Collaboration**: Collaborate with legal experts to ensure compliance.

6. Key Deliverables in Planning Phase:

- **Requirement Specification Document (BRD)**: Document detailing project requirements.

- **Technical Design Document (TDD)**: Document outlining the technical architecture of the solution.

- **Sprint-wise User Story Backlog**: Organized backlog of user stories for agile sprints.

- **Risk Assessment and Mitigation Plan**: Document identifying risks and mitigation strategies.

- **Resource and Timeline Allocation Sheet**: Schedule for project resources and timelines.

- **Acceptance Criteria for Each Feature**: Defined criteria for feature acceptance.

- **Training & Go-Live Readiness Plan**: Plan for user training and system launch.

7. Conclusion:

The Project Planning Phase Document outlines the objectives, scope, goals, and deliverables for the "To Supply Leftover Food to Poor" project. By clearly defining these elements, the project aims to

create a robust and efficient system for food donation and redistribution, ultimately reducing food waste and improving access to food for those in need.