

Plan d'action — legal

Plan d'action (export HTML · PDF · Agenda)

Semaine 1: Kickoff & Setup

Objectifs

- Establish project foundation
- Define key objectives

Tâches

- Project kickoff meeting — fondateur (2.0 h • J+1) — Conduct initial meeting to align team on objectives
- Define project scope — fondateur (3.0 h • J+2) — Outline the project scope and deliverables
- Assign team roles — ops (1.5 h • J+3) — Assign roles and responsibilities to team members
- Set up project management tools — tech (2.5 h • J+4) — Configure tools for task tracking and collaboration
- Develop initial project timeline — ops (3.0 h • J+5) — Create a timeline for project milestones and deliverables

KPIs

- Project charter completed
- Team roles assigned

Semaine 2: Product & Marketing

Objectifs

- Develop product strategy
- Launch initial marketing efforts

Tâches

- Conduct market research — marketing (4.0 h • J+1) — Research market trends and competitor analysis
- Define product features — tech (3.5 h • J+2) — Outline key features and functionalities of the product
- Create marketing plan — marketing (4.0 h • J+3) — Develop a plan for initial marketing activities
- Design product prototype — tech (5.0 h • J+4) — Create a prototype for initial product testing

- Set up social media accounts — marketing (2.0 h • J+5) — Create and configure social media profiles for the brand

KPIs

- Product strategy document
- Marketing plan created

Semaine 3: Sales & Legal

Objectifs

- Establish sales strategy
- Ensure legal compliance

Tâches

- Develop sales strategy — ventes (4.0 h • J+1) — Outline sales approach and target customer segments
- Identify legal requirements — juridique (3.0 h • J+2) — Research legal requirements for product launch
- Draft sales pitch — ventes (2.5 h • J+3) — Create a sales pitch for potential clients
- Review compliance with GDPR — juridique (3.5 h • J+4) — Ensure product complies with GDPR regulations
- Prepare sales materials — ventes (3.0 h • J+5) — Develop materials to support sales efforts

KPIs

- Sales strategy document
- Legal compliance checklist

Semaine 4: Finance & Operations

Objectifs

- Finalize financial plan
- Optimize operational processes

Tâches

- Create financial projections — finance (4.0 h • J+1) — Develop financial forecasts for the next 12 months
- Set up accounting system — finance (3.0 h • J+2) — Implement accounting software for financial tracking
- Optimize operational workflows — ops (3.5 h • J+3) — Streamline workflows to improve efficiency
- Conduct financial review — finance (2.5 h • J+4) — Review financial plan with stakeholders
- Weekly review and demo — fondateur (3.0 h • J+5) — Conduct a review of weekly progress and demo product

KPIs

- Financial plan approved
- Operational processes documented