# Project Planning Template

## Project Name: Bloomberg Onboarding

## Objective

To successfully onboard Bloomberg project by aligning stakeholders, defining deliverables, and establishing a clear timeline and metrics for success.

## Project Timeline

|  |  |  |
| --- | --- | --- |
| Phase | Start Date | End Date |
| Initiation | 2024-01-01 | 2024-01-07 |
| Planning | 2024-01-08 | 2024-01-14 |
| Execution | 2024-01-15 | 2024-02-15 |
| Closure | 2024-02-16 | 2024-02-20 |

## Project Phases and Activities

1. Initiation: Define scope, identify stakeholders, and set objectives.  
2. Planning: Develop project plan, allocate resources, and schedule tasks.  
3. Execution: Implement tasks, monitor progress, and communicate updates.  
4. Closure: Finalize deliverables, obtain approvals, and conduct post-mortem.

## Key Deliverables

- Project charter  
- Stakeholder list  
- Detailed project plan  
- Weekly status reports  
- Final project report

## Metrics to Track

- Task completion rate  
- Milestone achievement  
- Resource utilization  
- Stakeholder satisfaction  
- Budget adherence

## Key Players

- Project Manager: Oversees project execution  
- Business Analyst: Gathers requirements  
- Technical Lead: Manages technical implementation  
- QA Lead: Ensures quality assurance  
- Stakeholders: Provide input and approvals

## Sprint Schedule

Sprint 1: Requirements Gathering (Jan 1 - Jan 7)  
Sprint 2: Planning and Design (Jan 8 - Jan 14)  
Sprint 3: Development Phase 1 (Jan 15 - Jan 28)  
Sprint 4: Development Phase 2 (Jan 29 - Feb 11)  
Sprint 5: Testing and Closure (Feb 12 - Feb 20)