**PROJECT PLANNING & SCHEDULING**

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| --- | --- |
| Date | 29-05-2025 |
| Team ID | LTVIP2025TMID28821 |
| Project Name | TO SUPPLY LEFTOVER FOOD TO POOR |
| Maximum Marks | 4 Marks |

**PROJECT PLANNING & SCHEDULING**

**1. Introduction**

Effective project planning and scheduling are the backbone of any successful initiative. For the socially impactful project *“To Supply Leftover Food to the Poor,”* our planning strategy revolves around clear goal-setting, agile development practices, realistic timelines, and efficient task allocation. The aim is to ensure that the technological platform, NourishBridge, is deployed smoothly, functions reliably, and scales sustainably over time.

This section outlines the planning methodology, key milestones, roles and responsibilities, and the project schedule presented via phases and timelines.

**2. Project Planning Strategy**

We adopted the Agile Scrum methodology, which emphasizes iterative development, early feedback, and flexibility to adapt to changes.

Why Agile?

* Stakeholder requirements evolve based on feedback.
* Features can be delivered and tested in manageable increments.
* Increases visibility and accountability across the team.

The project was broken down into eight sprints over a period of 16 weeks, with each sprint spanning approximately two weeks. Tasks were prioritized based on impact, complexity, and interdependency.

**3. Project Phases**

The project was planned in five major phases:

| Phase | Description |
| --- | --- |
| Phase 1: Discovery & Analysis | Understanding user needs, defining objectives, scope, and creating user stories. |
| Phase 2: System Architecture & Design | Defining system components, data models, interfaces, and user workflows. |
| Phase 3: Development | Building donor and NGO portals, business logic, and automation flows. |
| Phase 4: Testing & Integration | Conducting functional, performance, and security testing. Integrating SMS APIs. |
| Phase 5: Deployment & Handover | Final review, user acceptance testing (UAT), and deployment to the production environment. |

**4. Sprint-Level Planning**

| Sprint | Duration | Focus Area |
| --- | --- | --- |
| Sprint 0 | Week 1 | Requirement Gathering, Team Roles, Salesforce Org Setup |
| Sprint 1–2 | Weeks 2–3 | Core Data Model, Admin Interface |
| Sprint 3–4 | Weeks 4–5 | Donor Portal UI/UX, Post Donation Form |
| Sprint 5–6 | Weeks 6–7 | NGO Portal, Matching Algorithm, Flow Automation |
| Sprint 7 | Week 8 | Twilio SMS Integration, Functional Testing |
| Sprint 8 | Week 9 | UAT, Final Fixes, Deployment Preparation |

Additional buffer time (Weeks 10–12) was reserved for stakeholder feedback, enhancements, and future scope planning**.**

**5. Roles and Responsibilities**

| Role | Responsibility |
| --- | --- |
| Project Manager | Oversee timeline, coordinate sprints, manage stakeholders |
| Salesforce Developer | Build custom objects, automation, integrations |
| UX Designer | Design portal interfaces and ensure mobile responsiveness |
| NGO Liaison | Gather user feedback from NGO partners and test scenarios |
| Quality Analyst | Conduct testing and identify bugs |

**6. Gantt Chart Overview**

A simplified Gantt chart was created to visualize the timeline:

Weeks → | 1–2 | 3–4 | 5–6 | 7–8 | 9–10 | 11–12 | ----------------------------------------------- Phase 1 |████ | Phase 2 | ████ | Phase 3 | ██████ | Phase 4 | ████ | Phase 5 | ████ | Review | ████|

This breakdown highlights staggered development and testing activities, allowing for overlap and efficiency without bottlenecks.

**7. Risk Management Plan**

We identified potential risks and proactively incorporated mitigation strategies:

| Risk | Mitigation |
| --- | --- |
| Delayed feedback from users | Weekly check-ins with NGO and donor reps |
| Integration issues with Twilio | Early sandbox integration and fallback alert channels |
| Scope creep | Clear documentation and sign-offs for sprint requirements |
| Limited volunteer tech literacy | Simple mobile-first UI design and quick-start guides |

**8. Monitoring & Communication Tools**

* Tracking: All user stories, tasks, and bugs were tracked in Trello and JIRA.
* Communication: Slack and Zoom were used for daily standups and sprint reviews.
* Documentation: Google Docs for live collaboration, Confluence for technical knowledge base.

**9. Future Scheduling Considerations**

Beyond launch, the platform will follow a quarterly sprint model for updates, including:

* Native mobile app development.
* Integration of AI for demand forecasting.
* Reporting module enhancements for NGO reporting to sponsors.

**10. Conclusion**

The planning and scheduling of the *“To Supply Leftover Food to the Poor”* project were strategically structured for success. By blending Agile practices with stakeholder empathy and cloud-based tools, the team ensured rapid progress, minimal rework, and ongoing adaptability. The timeline reflects not only execution but also compassion—because for every delay prevented, another person is fed on time.