**story-based explanation** — where **you’re the Project Manager** guiding a new intern (me) through the **entire journey of managing the Food Delivery App** project — from **Week 4 (Planning)** to **Week 5 (Execution & Monitoring)** & **Week 6 (Methodologies & Closing)**

**Scenario: Food Delivery App — Project Walkthrough (as a Project Manager)**

**💼 You (PM):**

“Hey intern, welcome aboard! I’m going to walk you through how we manage the **Food Delivery App** project step by step — just like we’d do in a real company. Ready? Let's go!”

**Week 4: Initiation & Planning :** *This is where we think, plan, and structure everything — before writing any code.*

* **Day 16 – PM Framework & Tools**

🗣️ PM:  
“First, we learned about the **PMBOK framework**. It breaks a project into 5 stages:  
**Initiation → Planning → Execution → Monitoring → Closing**.

We’re now in the **Planning** phase. To track everything, we set up two tools:

* **JIRA** for task tracking
* **Hubstaff** for time logging  
  (You’ll use both as an intern!)”
* **Day 17 – Stakeholder & Communication Management**

🗣️ PM:  
“Now, we listed all our **stakeholders** — the people involved in or affected by this app:

* Users
* Restaurant owners
* Developers
* QA testers
* Me (the PM)

Then we made a **RACI Matrix** to clarify:

* Who is Responsible?
* Who is Accountable?
* Who to Consult?
* Who to Inform?

We also used JIRA to assign everyone their responsibilities.”

* **Day 18 – Scope & Requirements**

🗣️ PM:  
“Before starting development, we needed to define the **Scope** — what the app will do and what it won’t.

✅ In-scope:

* Login & Signup
* Browse restaurants
* Add food to cart
* Place orders
* Track delivery

❌ Out of scope:

* Payment gateway
* Delivery staff tracking

We wrote this in a **Scope Document**.  
Then we added **User Stories** in JIRA like:  
‘As a user, I want to track my order so I know when it will arrive.’

We also made a **UML diagram** (use case & activity flow) so devs & testers understand the user flow.”

* **Day 19 – Scheduling & WBS**

🗣️ PM:  
“Next, we created a **Work Breakdown Structure (WBS)**. It’s a tree diagram breaking the app into modules:

Food Delivery App

├── User App

│ ├── Login

│ ├── Restaurant Listing

│ └── Cart & Checkout

├── Admin Panel

│ ├── Add/Edit Menu

│ └── View Orders

We also built a **Gantt chart** to set timelines.

And in JIRA, we broke the **epics** into **stories and tasks**, and assigned each to a team member.”

* **Day 20 – Integrated Project Plan**

🗣️ PM:  
“Finally, we combined:

* Scope (what to do)
* Schedule (when to do it)
* Resources (who will do it)

into a single **Integrated Plan** document + roadmap in JIRA.  
This plan is now our guiding document for the rest of the project!”

**Week 5: Execution & Monitoring :** *This is where we build, track, and manage risks.*

* **Day 21 – Resource & Cost Management**

🗣️ PM:  
“We assigned people to each task (like you working on ‘Cart UI’), added **estimated hours**, and used Hubstaff to track real-time effort.

Then we created a cost estimate:

| **Task** | **Time** | **Rate** | **Cost** |
| --- | --- | --- | --- |
| UI Design | 6 hrs | $15/hr | $90 |

This helps us control the **budget**.”

* **Day 22 – Quality Management**

🗣️ PM:  
“To ensure the app works as expected, our QA team wrote test cases and connected them in JIRA using plugins like **Zephyr**.

You can link each JIRA story to its **test plan**, **test case**, and **execution status**.”

* **Day 23 – Risk Management**

🗣️ PM:  
“What if the API fails? Or the designer delays?

We identified such risks in a **Risk Register**:

* Likelihood: High / Low
* Impact: Critical / Medium
* Response Plan: Retry logic, Backup vendor

Then we tracked high-risk tasks in JIRA using labels like #risk.”

* **Day 24 – Procurement Management**

🗣️ PM:  
“We needed hosting — AWS or DigitalOcean?

We created a **Vendor Comparison Sheet**, drafted a simple **RFP**, and added a Procurement epic in JIRA to track all tasks like:

* Research vendors
* Review offers
* Finalize contract”
* **Day 25 – Agile Board Setup**

🗣️ PM:  
“Now that everything’s ready, we created a **Scrum board in JIRA** with:

* Epics → Stories → Tasks
* Sprint setup (e.g., Sprint 1: July 1–15)
* Columns: To Do → In Progress → Done

This is where we track daily work, update statuses, and hold our **standups**.”

**Week 6: Methodologies & Closing**

### ****Day 26 – Agile & Scrum Fundamentals****

🗣️ PM:  
“Now that we’ve planned everything, it’s time to actually **run the team using Scrum**. We created a Scrum Board in JIRA, added:

* **Product Backlog** with user stories like 'Track order' and 'Restaurant listing'
* A 2-week **Sprint 1** with 5 tasks
* Held our first **Sprint Planning** session

Each day, we do **Daily Standups**. Everyone answers:

* What did I do yesterday?
* What will I do today?
* Any blockers?

We’ll track task progress across:  
✅ To Do → 🛠 In Progress → ✅ Done”

### ****Day 27 – Kanban & Lean Management****

🗣️ PM:  
“For ongoing updates and bug fixes, we also set up a **Kanban board**.  
Unlike Scrum, Kanban helps us with **continuous flow**. No sprints here — just smooth delivery.

We:

* Set WIP limits (e.g., max 3 in-progress tasks)
* Added urgent bugs (e.g., cart total mismatch)
* Watched tasks move left to right as devs fixed them

This is perfect for post-launch support or UI tweaks.”

### ****Day 28 – Change & Configuration Management****

🗣️ PM:  
“Now imagine the client says, ‘Can we add a coupon code feature?’

That’s where **Change Management** comes in:

* We created a new JIRA story: FD-150 Add Coupon Feature
* Opened a Git branch fd-150-coupon-feature
* Once code was ready, we **linked the PR to the JIRA ticket**

We used Git tags to track versions (v1.0, v1.1)  
and merged the branch after review.  
✅ Now every JIRA story has traceability to the actual code it changed.”

### ****Day 29 – Leadership & Stakeholder Engagement****

🗣️ PM:  
“As PM, my job isn’t just managing tasks — it’s managing people.

When there was a disagreement between frontend and backend on the delivery timer logic,  
I stepped in, scheduled a call, and got alignment.

To keep stakeholders updated:

* I built a **JIRA Dashboard** with burndown, velocity, and open bug charts
* Shared a **weekly status update** via Notion + Email
* Made sure key decisions were logged and shared with the client

This builds **trust** and keeps everyone confident in our progress.”

### ****Day 30 – Simulated Project Delivery & Retrospective****

🗣️ PM:  
“We reached the final day of our sprint!

We held a **Sprint Review** and showed working features:

* Restaurant filtering
* Order placement
* Cart with live pricing

Then came the **Sprint Retrospective**, where the team discussed:

* ✅ What went well?
* ⚠️ What didn’t?
* 🚀 What can we improve next time?

Finally, we marked the release version v1.0, archived the sprint, and generated a **performance report** from JIRA (velocity + issue completion).  
🎉 Project successfully delivered!”

**Summary – How It All Connects**

You now saw how a Project Manager:

* Gathers stakeholders 🧑‍💼
* Plans scope & timelines 📅
* Manages risks & vendors 📉
* Tracks work & ensures quality 💡
* Uses tools like JIRA & Hubstaff to keep the team aligned 🔄
* Leads teams using Scrum and Kanban
* Handles changes through Git + JIRA integration
* Tracks actual work against planned sprints
* Manages people and keeps stakeholders happy
* Wraps up projects with retrospectives and performance reviews