

# DROWSINESS DETECTOR

**Online Meeting Apps**

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# Milestone THREE

AGILE DEVELOPMENT AND BETA TESTING.

**At this point, we need to get some of our target users to test the app through a beta version.**

Although you can plan as best you could, uncertainty is inevitable in the business world. Make sure to arm yourself with a risk mitigation plan. This will not only help your team anticipate untoward events but also carve out an action plan in case these happen. You can begin by identifying whether your project carries a low, medium, or high risk.

# About the Company

A project plan is a formal approved document which is used to define project goals, outline the project scope, monitor deliverables, and mitigate risks. It must answer basic questions like what is the purpose of the project, what activities are involved, who will be responsible for what, and when is it expected to be completed?

## **Vision Mission Goals**

A big project involves overseeing a lot of moving parts, oftentimes from different people. To have a successful rollout, project managers rely on a well-crafted project plan to ensure objectives are met on time and on budget. A project plan is a formal approved document which is used to define project goals, outline the project scope, monitor deliverables, and mitigate risks. It must answer basic questions like what is the purpose of the project, what activities are involved, who will be responsible for what, and when is it expected to be completed?



# Executive Summary

The first step to creating an effective project plan is to set a baseline. The baseline is the foundation on which the other project elements will be built on. This must include a scope statement. Start by identifying what business need the project aims to address and how the company will benefit from the project.

## The Gap We're Filling

Then create milestones as appropriate to the size of the project. Next, create a work breakdown structure (WBS), breaking up large tasks to smaller ones. Lastly, come up with a baseline management plan which details how stakeholder will review and approve changes to the baseline.

# Project's Main Goal

CREATE AND DISTRIBUTE AN  
INTERACTIVE ESL LEARNING APP  
FOR YOUNGER LEARNERS.



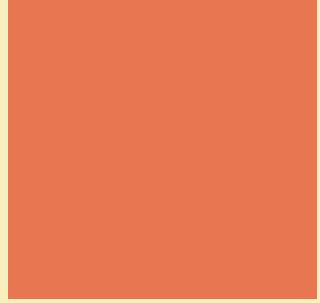
**This part of the project plan helps team members move towards project execution smoothly. Make sure to include:**

- How much time each task would take to complete
- Resources assigned to each task
- Deadline for final budget approval of the project
- Timeline for the project kick off
- Timeline for everyone to approve of project roles and responsibilities
- Timeline for moving into project implementation
- Timeline for accepting the final deliverables
- The frequency with which the schedule would be reviewed or updated

# Milestone ONE

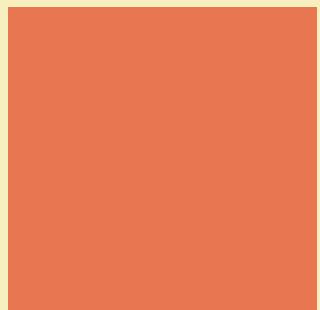
FEASIBILITY ASSESSMENT AND  
DESIGN PROTOTYPING.

Not all things you've listed in the baseline will be followed to the letter as the project moves along. This early, plan how you will manage changes to the project scope, budget, or schedule with a change management plan. This ensures that any proposed changes will undergo a systematic review and approval process by all involved before being implemented.



# Milestone TWO

WIREFRAMING AND UX DESIGN.



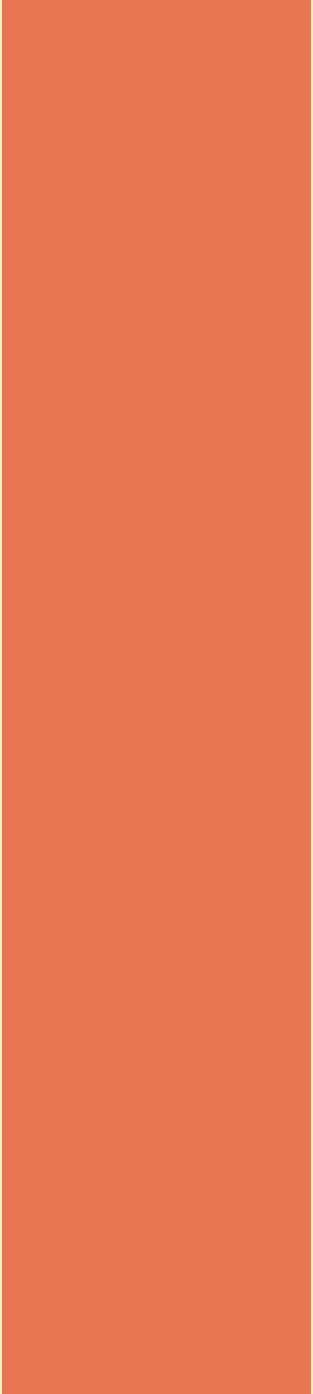
Make sure to define who will manage and evaluate the change request, as well as an agreed-upon timeframe with which the request should be acted on. Once the change is approved, the project manager should incorporate updates to the baseline.

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**After beta testing, we will launch the official app and start implementing weekly updates.**

Even the best-laid project plans can go awry without a constant flow of communication between those involved in the project. Your project plan should include a communication plan for sending crucial information like updates or issues. When coming up with a communication plan, think of your audience, the information they need to know, the method for communicating the information, how often they need to be updated, and who will be responsible for disseminating them.

## Milestone FOUR

LAUNCH THE APP!



# Budget and Project Sponsors



WORKING BUDGET:

**\$450,000**

For instance, the communication approach should differ when reaching out to customers versus talking to colleagues on the project team. The communication plan should also detail how and when issues should be escalated and resolved. Finally, spread the good word about the project not just with your team but with other employees!

Provide the appropriate information to other communication channels like the company newsletter. This will surely boost the morale of all working on the project.

# The Hewes D.C. Team

AN INTRODUCTION TO OUR IN-HOUSE TEAM

## **Sr. Mobile Designer**

Margaret Lopez

## **Mobile Developer**

Mark Allen

## **Product Developer**

Jennifer Jones

## **QA Engineer**

Susan Williams

## **UX Designer**

George Stewart