

Project Planning Phase

Project: Calculating Family Expenses Using ServiceNow

The planning phase defines the roadmap for executing the project efficiently within a fixed 10-day timeline, from 16 June to 26 June. This includes defining tasks, assigning roles, setting deadlines, and identifying deliverables for each phase of the project.

Planning Objectives

- Align project scope and tasks with the available 10-day schedule.
- Allocate time effectively across key project phases.
- Define ownership for each deliverable.
- Ensure timely reviews and quality assurance steps.

Project Timeline and Deliverables (16 June - 26 June)

No	Phase	Deliverables	Dates	Owner
1	Requirement Gathering	User stories, Use cases	16-17 June	Business Analyst
2	Design Phase	Architecture, UI mockups	18 June	Solution Architect
3	Development Phase	Expense Tracker App	19-22 June	Developer
4	Testing Phase	Test Cases, Bug Fixes	23-24 June	QA Engineer
5	Deployment & Training	Go-live, User Training	25 June	DevOps & Trainer
6	Review & Closure	Feedback, Documentation	26 June	Project Manager