Phase 2: Project Planning Phase

Project Title: To Supply Leftover Food to Poor

Introduction

Project planning is an essential phase that defines how the project will be executed, monitored, and completed. It ensures that all project activities are well-organized and managed effectively. For the Salesforce project "To Supply Leftover Food to Poor," careful planning is carried out to structure the workflow, allocate tasks, identify required tools, and establish a clear timeline for successful project delivery. This project aims to connect food donors, NGOs, and volunteers through Salesforce CRM to minimize food wastage and ensure that surplus food is distributed to the poor efficiently and transparently.

Project Overview

The "To Supply Leftover Food to Poor" project is designed to facilitate communication and coordination between donors, NGOs, and volunteers using Salesforce. It will manage food donation records, automate notifications, and track deliveries in real-time. The planning phase outlines the objectives, technologies, resources, and timelines required to ensure that the project is developed, tested, and deployed successfully. Proper planning ensures that every stage — from donor registration to food delivery — is executed smoothly, without delays or data errors.

Project Goals

- o   To develop a Salesforce-based CRM application for managing food donations and distributions.
- o   To automate the process of food collection, volunteer assignment, and delivery tracking.
- o   To provide real-time dashboards showing total donations, beneficiaries, and participating organizations.
- o   To enhance communication among donors, NGOs, and volunteers for faster coordination.
- o   To deliver a reliable and user-friendly solution that reduces food wastage and supports hunger-free communities.

Tools and Technologies Used

The project is developed using Salesforce CRM, a cloud-based platform that offers various tools for automation, data management, and analytics. The main tools include:

- o Salesforce Developer Edition: Used to design and implement the CRM application.
- o Objects and Relationships: To store data related to donors, NGOs, volunteers, food items, and deliveries.
- o Flows and Automation Tools: To automate notifications and update donation statuses in real time.
- o Dashboards and Reports: To visualize food donation statistics and track overall performance.
- o SmartInternz Portal: To monitor project milestones and submit deliverables.
- o GitHub: For maintaining documentation and storing project-related files and demo videos.

Team Structure and Roles

A proper distribution of responsibilities ensures smooth project progress and accountability. The major roles include:

- o **Project Lead:** Supervises the project, ensures deadlines are met, and coordinates with all team members.
- o **Salesforce Developer:** Creates and configures objects, fields, relationships, and automation tools in Salesforce.
- o **Document Specialist:** Prepares all project phase reports and maintains proper formatting.
- o **Tester:** Tests all modules — including donor registration, food tracking, and report generation — to ensure system functionality.
- o **Video Presenter:** Records and presents the working demo of the completed Salesforce application.

Risk Management

Every project may encounter challenges such as technical failures, data loss, or timeline delays. To minimize risks:

- o Regularly back up Salesforce project data and documentation on GitHub.
- o Divide tasks clearly to avoid overlap and confusion.
- o Maintain regular communication between team members and mentors.
- o Test each feature after development to ensure accuracy and functionality.
- o Prepare fallback plans for any technical or operational issues during development.

Monitoring and Evaluation

Project progress will be continuously tracked and reviewed through:

o Regular milestone reviews in the SmartInternz portal.
o Completion tracking for each phase of the project.
o Evaluation of Salesforce modules including objects, workflows, automation rules, and dashboards.
o Verification of data integrity and system performance after each update.

Project Timeline

Phase	Task Description	Duration
Phase 1	Ideation and topic selection	2 days
Phase 2	Planning and team setup	2 days
Phase 3	Design and development in Salesforce	5 days
Phase 4	Requirement analysis and document preparation	3 days
Phase 5	Testing and demo video creation	3 days
Final Submission	Upload to GitHub and SmartInternz	1 day

Conclusion

The Project Planning Phase provides a structured framework for the successful execution of the "To Supply Leftover Food to Poor" application. Through well-defined roles, efficient use of Salesforce tools, and a clear timeline, the project aims to ensure smooth progress and on-time completion. This phase establishes the foundation for building a reliable and impactful solution that uses technology to reduce food wastage and help the needy.