To keep all of this work organized, develop a project plan specifying which tasks are to be completed by which team member. The instructional team will provide feedback on your draft so you can prepare an updated version.

Nick Dossin:

- Scheduling Recurring Internal Team Meetings
- Conducting an internal risk assessment
- Documenting our understanding of the project

Ryan McBride:

- Drafting a definition of the problem or need to be addressed following your client meeting
- Conducting background research on your client
- Project Definition and Outcomes

Abdullahi Abdullahi:

- Drafting a summary of the overall project to be sent to your client
- Scheduling meetings with the second Office of Community Engagement team (client population)

Lauren Reyes:

- Developing a list of requirements and gathering questions for your client
- Scheduling a requirements gathering meeting with your client

Project Planning Expectations (Pre-Client Meeting):

We are expecting to learn a few things from our client meetings. Something we are anticipating to hear is that we would be expected to meet with local resource providers to learn about their needs and work activities revolving around a platform that helps give to the community. This could come in the form of contextual inquiry, surveys, and interviews. We may have to restructure our project plan to reflect who will handle these meetings and who will be aiding in the preparation for them. This information will be drafted into the user research plan, which will help guide planning and executing the main project deliverable: the stakeholder interviews.

Lastly, we are expecting to have research on the client's platform recommendations a week following the final round of user interviews. Based on the information provided, the team will be able to draft platform suggestions for the client. The team will also be drafting the stakeholder engagement reports and staff personas based on this information.