

# Software project management

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Week 4

## 1.

A small business wants a new website to sell handmade clothing online. The project starts with a planning meeting where the client explains their goals. They want a simple website with a homepage, product pages, shopping cart, secure payment system, and contact form. The project manager first defines the scope so the team knows exactly what is included and what is not included. For example, the scope includes website design, product upload, and basic SEO setup, but it does not include ongoing marketing or social media management. The team creates a timeline with clear milestones such as design approval, development stage, testing, and final launch. Roles are assigned to team members like designers, developers, and testers. Risks are also discussed, such as delays in content delivery or technical problems with payment systems. Regular progress meetings are planned to make sure everyone stays on track. By defining the scope early, the project avoids confusion, extra costs, and missed deadlines. Proper planning ensures that the client's expectations match the final product and helps the team deliver the project successfully within time and budget.

## 2.

A Work Breakdown Structure (WBS) is a tool used in project management to divide a large project into smaller, manageable tasks. Instead of looking at the project as one big job, the WBS breaks it into sections such as planning, design, development, testing, and deployment. Each section is then divided into more detailed tasks so the team knows exactly what needs to be done. The main role of a WBS is to improve organization and clarity. It helps project managers estimate time, assign responsibilities, and track progress more accurately. A WBS also reduces the risk of missing important tasks because everything is clearly listed. Team members can focus on their specific responsibilities without confusion. Overall, the WBS makes complex projects easier to manage, improves communication within the team, and increases the chances of completing the project successfully within the planned schedule and budget.

## 3.

While creating a Work Breakdown Structure using a digital tool like Google Docs or tracking scope using Trello, it became clear how useful structured planning tools are in real projects.

The process started by listing the main project phases and then breaking them down into smaller tasks. In Trello, tasks were organized into boards and cards, which made it easy to see progress and responsibilities. One major benefit noticed was improved organization. Instead of trying to remember everything, all tasks were visible in one place. It also made collaboration easier because team members could update their progress and communicate directly within the tool. Another advantage was time management, since deadlines could be added and monitored. Overall, using these tools made project planning more visual, reduced confusion, and helped keep the workflow structured and efficient from start to finish.

#### **4.**

The planning and scope diagram created in Canva visually shows the structure of the project from start to finish. The diagram begins with the main project goal at the top, followed by key phases such as planning, design, development, testing, and deployment. Each phase is connected with arrows to show the workflow and the order of activities. Subtasks are listed under each phase to provide more detail about what must be completed. The purpose of the diagram is to make the project easier to understand at a glance. Visual diagrams help both team members and stakeholders quickly see the project structure without reading long documents. It also improves communication because everyone shares the same understanding of the workflow. By presenting the project scope visually, the diagram reduces confusion, helps track progress, and supports better decision-making during the project lifecycle.

