

Project Plan Development (Waterfall Methodology)

1. Project Phases Overview

Phase	Description	Key Deliverables
1. Initiation & Planning	Confirm scope, stakeholders, governance; develop PMP (scope/schedule/cost/quality); communication, risk, and procurement planning; compliance strategy and audit approach; initial resource plan	Project Charter; Project Management Plan; RACI; Risk/Issue Registers; Compliance Strategy; High-level Timeline & Budget
2. Requirements & Analysis	Stakeholder workshops; elaborate 20 functional and 14 non-functional requirements; define use cases, workflows, and metadata taxonomy; compliance mapping (GDPR/HIPAA/ISO); define supported file types (PDF/DOCX/TXT); requirements traceability	BRD/FRD; NFR Specification; Use Case & Process Flows; Metadata/Data Dictionary; Workflow Specifications; Requirements Traceability Matrix (RTM)
3. Architecture & Detailed Design	Select cloud (AWS/Azure/GCP) and tech stack (frontend/backend/DB from allowed options); define system and security architecture (RBAC, MFA, IP restrictions, encryption, audit); API/integration designs (cloud storage, e-signature, PM tools); backup/retention/archival; analytics/reporting design; monitoring/observability; UX wireframes; test strategy	Solution Architecture; HLD/LLD; Security Architecture; Data Model; API & Integration Specs; Backup/Retention Design; Monitoring/Logging Design; UX Wireframes; Test Strategy
4. Environment Setup & DevOps	Provision Dev/Test/Stage environments; IaC; CI/CD pipelines; secrets management; observability (logs, metrics, traces); access controls/IP restrictions; baseline backups	Provisioned Environments; CI/CD Pipelines; IaC Scripts; Access Control Configuration; Monitoring Dashboards
5. Development Phase 1 – Core Platform & Security Foundations	Implement repository, folder hierarchy; upload/edit/delete/archive; versioning (history/compare/restore); metadata & advanced search; templates; RBAC, MFA, IP restrictions; encryption in transit/at rest; audit logs; retention policies; watermarks; admin/configuration	Core Services/APIs; Repository/Search/Template UI; Security & Policy Services; Admin Console; Unit Tests
6. Development Phase 2 – Collaboration, Notifications & Tasks, Workflow/Approvals	Real-time/asynchronous editing; comments, annotations; edit locking; notifications; task assignments and deadlines; configurable approval workflows with statuses; task dashboards	Collaboration Services/UI; Workflow Engine; Notifications Service; Task Management; Unit Tests
7. Development Phase 3 – Integrations Hub, Backup & Archival	Integrate cloud storage (sync, automated backup, import/export); e-signature (request/track/store); PM tools (link docs to tasks, status updates); API activity monitoring; automate archival	Connectors/Adapters; Integration Configs & Webhooks; Import/Export Tools; Backup/Archival Jobs; Unit Tests
8. Development Phase 4 – Analytics & Reporting	Implement usage/collaboration/storage/workflow efficiency analytics; dashboards; CSV/PDF exports; automated email summaries; admin monitoring for third-party API activity	Analytics Data Model; Dashboards; Reporting/Export Services; Scheduled Summary Jobs; Unit Tests
9. System Integration & Testing	End-to-end integration of all modules; SIT; performance/load testing; security testing (vulnerability/penetration); defect resolution	Integrated Build; SIT Report; Performance Test Report; Security Test Report; Defect Log & Fixes
10. Compliance Validation & Audit Readiness	Validate features against GDPR/HIPAA/ISO; evidence collection; audit log review; DPO/compliance review and approvals	Compliance Traceability Matrix; Audit Evidence Pack; Policies/Config Baseline; Approval Sign-offs

Phase	Description	Key Deliverables
11. Documentation & Training	Technical/user/admin documentation; API guides; training materials; conduct training sessions; support runbooks	User/Admin Guides; API Documentation; Training Materials & Plan; Support SOPs
12. User Acceptance Testing (UAT)	UAT planning and execution with personas; defect triage and fixes; business sign-off	UAT Plan & Test Cases; UAT Report; Sign-off
13. Deployment & Go-Live	Cutover planning and rehearsal; production provisioning; secrets/keys; go-live; hypercare plan	Release Notes; Cutover Plan & Runbook; Production Deployment; Hypercare Plan
14. Post-Implementation Review & Closeout	Hypercare support; KPI monitoring; lessons learned; operations handover; contract/financial close	Post-Implementation Report; Lessons Learned; Operations Handover; Project Closure

2. Project Timeline and Dependencies

Phase	Duration (Weeks)	Dependencies
1. Initiation & Planning	3	—
2. Requirements & Analysis	5	1
3. Architecture & Detailed Design	5	2
4. Environment Setup & DevOps	3	3
5. Development Phase 1 – Core Platform & Security Foundations	12	4
6. Development Phase 2 – Collaboration, Notifications & Tasks, Workflow/Approvals	8	5
7. Development Phase 3 – Integrations Hub, Backup & Archival	8	6
8. Development Phase 4 – Analytics & Reporting	6	7
9. System Integration & Testing	5	8
10. Compliance Validation & Audit Readiness	2	9
11. Documentation & Training	2	9, 10
12. User Acceptance Testing (UAT)	2	10, 11
13. Deployment & Go-Live	2	12
14. Post-Implementation Review & Closeout	1	13

3. Gantt Chart (Textual Representation)

Phase	Start Week	End Week
1. Initiation & Planning	1	3
2. Requirements & Analysis	4	8
3. Architecture & Detailed Design	9	13
4. Environment Setup & DevOps	14	16
5. Development Phase 1 – Core Platform & Security Foundations	17	28
6. Development Phase 2 – Collaboration, Notifications & Tasks, Workflow/Approvals	29	36
7. Development Phase 3 – Integrations Hub, Backup & Archival	37	44
8. Development Phase 4 – Analytics & Reporting	45	50
9. System Integration & Testing	51	55
10. Compliance Validation & Audit Readiness	56	57
11. Documentation & Training	58	59
12. User Acceptance Testing (UAT)	60	61
13. Deployment & Go-Live	62	63
14. Post-Implementation Review & Closeout	64	64