Action Plan for Task Management App Delivery

Prepared for Project Team and Stakeholders

August 11, 2025

1 Project Overview

Objective: Develop and launch a mobile task management app (iOS/Android) with core features (task creation, reminders, and team collaboration) by December 15, 2025, achieving 85% user satisfaction in beta testing.
Scope: MVP includes task creation, due dates, push notifications, and basic team sharing. Excludes advanced analytics and third-party integrations.
Methodology: Agile with 2-week sprints.
Team: 1 Product Manager, 2 Developers, 1 UI/UX Designer, 1 QA Engineer, 1 DevOps Engineer.

2 Milestones and Actionable Items

2.1 Milestone 1: Project Kickoff and Planning (August 18 – August 29, 2025)

- **Action Item 1.1: Draft Product Requirements Document (PRD)**
  - *Details*: Define features, user stories, and acceptance criteria (e.g., "As a user, I can add a task with a due date").
  - *Responsible*: Product Manager
  - *Deliverable*: PRD document shared in Google Docs
  - *Deadline*: August 22, 2025

- **Action Item 1.2: Set up project tools and repositories**
  - *Details*: Configure Jira for task tracking, GitHub for code, and Slack for communication.
  - *Responsible*: DevOps Engineer
  - *Deliverable*: Functional project board and repo
  - *Deadline*: August 25, 2025

- **Action Item 1.3: Conduct kickoff meeting**
  - *Details*: Align team on goals, roles, and timelines; review PRD.
  - *Responsible*: Product Manager
  - *Deliverable*: Meeting notes and action items assigned
  - *Deadline*: August 29, 2025

2.2 Milestone 2: Design and Prototyping (September 1 – September 12, 2025)

- **Action Item 2.1: Create wireframes and mockups**
  - *Details*: Design task creation UI, reminder settings, and team-sharing interface using Figma.
  - *Responsible*: UI/UX Designer
  - *Deliverable*: Clickable prototype shared with team

– *Deadline*: September 8, 2025

- **Action Item 2.2: Gather stakeholder feedback on prototype**
  - *Details*: Share prototype with 5 beta users and product manager; iterate based on feedback.
  - *Responsible*: UI/UX Designer, Product Manager
  - *Deliverable*: Updated prototype and feedback summary
  - *Deadline*: September 12, 2025

2.3 Milestone 3: Development – Sprint 1 (September 15 – September 26, 2025)

- **Action Item 3.1: Develop task creation and management module**
  - *Details*: Code backend (Node.js) and frontend (React Native) for task CRUD operations; use SQLite for local storage.
  - *Responsible*: Developers
  - *Deliverable*: Functional task module (3 story points)
  - *Deadline*: September 26, 2025

- **Action Item 3.2: Set up CI/CD pipeline**
  - *Details*: Configure Jenkins for automated builds and tests on code commits.
  - *Responsible*: DevOps Engineer
  - *Deliverable*: Working pipeline with test coverage
  - *Deadline*: September 22, 2025

2.4 Milestone 4: Development – Sprint 2 (September 29 – October 10, 2025)

- **Action Item 4.1: Implement push notifications**
  - *Details*: Integrate Firebase Cloud Messaging for task reminders.
  - *Responsible*: Developers
  - *Deliverable*: Notification system (2 story points)
  - *Deadline*: October 10, 2025

- **Action Item 4.2: Write unit tests for task module**
  - *Details*: Achieve 80% code coverage using Jest.
  - *Responsible*: QA Engineer
  - *Deliverable*: Test report in Jira
  - *Deadline*: October 8, 2025

2.5   Milestone 5: Testing and Beta Release (October 13 – November 7, 2025)

- **Action Item 5.1: Conduct integration testing**
    - *Details*: Test task creation, notifications, and team-sharing features across iOS/Android.
    - *Responsible*: QA Engineer
    - *Deliverable*: Bug report and fixes logged in Jira
    - *Deadline*: October 24, 2025

- **Action Item 5.2: Launch beta version to 50 users**
    - *Details*: Deploy MVP to TestFlight (iOS) and Google Play Beta (Android).
    - *Responsible*: DevOps Engineer, Product Manager
    - *Deliverable*: Beta app live with feedback form
    - *Deadline*: November 7, 2025

2.6   Milestone 6: Final Development and Launch (November 10 – December 15, 2025)

- **Action Item 6.1: Address beta feedback**
    - *Details*: Prioritize and fix bugs; implement top 3 user-requested improvements (e.g., UI tweaks).
    - *Responsible*: Developers, UI/UX Designer
    - *Deliverable*: Updated app version (2 story points)
    - *Deadline*: November 28, 2025

- **Action Item 6.2: Perform security audit**
    - *Details*: Check for vulnerabilities (e.g., SQL injection, data leaks) using OWASP guidelines.
    - *Responsible*: QA Engineer, DevOps Engineer
    - *Deliverable*: Security report and fixes
    - *Deadline*: December 5, 2025

- **Action Item 6.3: Launch final app**
    - *Details*: Submit to App Store and Google Play; promote via social media (e.g., posts on X).
    - *Responsible*: Product Manager, DevOps Engineer
    - *Deliverable*: Live app with 85% satisfaction in initial reviews
    - *Deadline*: December 15, 2025

3 Risk Management

- **Risk 1: Scope creep from user feedback**
  - *Mitigation*: Lock feature set after PRD approval; defer non-critical features to post-launch updates.
- **Risk 2: Developer unavailability**
  - *Mitigation*: Cross-train team members; maintain documentation in GitHub wiki.
- **Risk 3: App store approval delays**
  - *Mitigation*: Submit early (by December 1, 2025) and follow store guidelines.

4 Communication Plan

- **Daily stand-ups**: 15-minute Zoom calls at 9 AM EAT to discuss progress and blockers.
- **Weekly sprint reviews**: Fridays at 2 PM EAT to demo work and plan next sprint.
- **Status reports**: Bi-weekly updates to stakeholders via email, summarizing progress and risks.
- **Tools**: Slack for quick updates, Jira for task tracking, Google Drive for shared docs.

5 Monitoring and Metrics

- **KPIs**: Sprint velocity (average 10 story points), bug count (<5 critical bugs in beta), user satisfaction (85% in beta surveys).
- **Tracking**: Use Jira dashboards for real-time progress; review burndown charts weekly.
- **Retrospective**: Post-launch meeting on December 19, 2025, to document lessons learned.