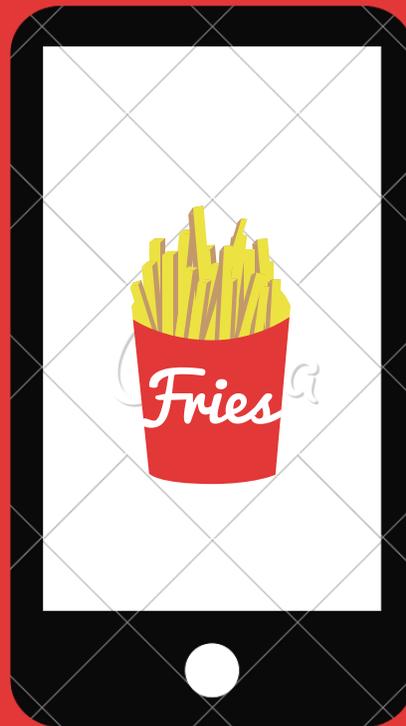


JUNE 2020

PROJECT OUTLINE

**FREE FRIES:
A FOOD APP**



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CULINARY CHEF & APP DEVELOPER

ABOUT THE APP

A big project involves overseeing a lot of moving parts, oftentimes from different people. To have a successful rollout, project managers rely on a well-crafted project plan to ensure objectives are met on time and on budget. A project plan is a formal approved document which is used to define project goals, outline the project scope, monitor deliverables, and mitigate risks. It must answer basic questions like what is the purpose of the project, what activities are involved, who will be responsible for what, and when is it expected to be completed? It is not to be confused with the Gantt chart, which shows project deliverables against the timeline. The said chart is only one part of the project plan.



FREE FRIES' GOALS

The first step to creating an effective project plan is to set a baseline. The baseline is the foundation on which the other project elements will be built on. This must include a scope statement. Start by identifying what business need the project aims to address and how the company will benefit from the project. Then create milestones as appropriate to the size of the project. Next, create a work breakdown structure (WBS), breaking up large tasks to smaller ones. Lastly, come up with a baseline management plan which details how stakeholder will review and approve changes to the baseline.

PROJECT DEVELOPMENTS

01

Not all things you've listed in the baseline will be followed to the letter as the project moves along. This early, plan how you will manage changes to the project scope, budget, or schedule with a change management plan.

02

This ensures that any proposed changes will undergo a systematic review and approval process by all involved before being implemented.

03

Make sure to define who will manage and evaluate the change request, as well as an agreed-upon timeframe with which the request should be acted on.

TARGET MARKET

Not all things you've listed in the baseline will be followed to the letter as the project moves along. This early, plan how you will manage changes to the project scope, budget, or schedule with a change management plan. This ensures that any proposed changes will undergo a systematic review and approval process by all involved before being implemented. Make sure to define who will manage and evaluate the change request, as well as an agreed-upon timeframe with which the request should be acted on. Once the change is approved, the project manager should incorporate updates to the baseline.



THE WHY

FREE FRIES AIMS TO STRENGTHEN RELATIONSHIPS AND HELP CHARITIES ALONG THE WAY.



Even the best-laid project plans can go awry without a constant flow of communication between those involved in the project. Your project plan should include a communication plan for sending crucial information like updates or issues. When coming up with a communication plan, think of your audience, the information they need to know, the method for communicating the information, how often they need to be updated, and who will be responsible for disseminating them. For instance, the communication approach should differ when reaching out to customers versus talking to colleagues on the project team. The communication plan should also detail how and when issues should be escalated and resolved. Finally, spread the good word about the project not just with your team but with other employees! Provide the appropriate information to other communication channels like the company newsletter. This will surely boost the morale of all working on the project.

PROJECT PATH

WHAT NEEDS WORK



Quality management approach – your company's approach to quality from a product/service perspective and a process perspective

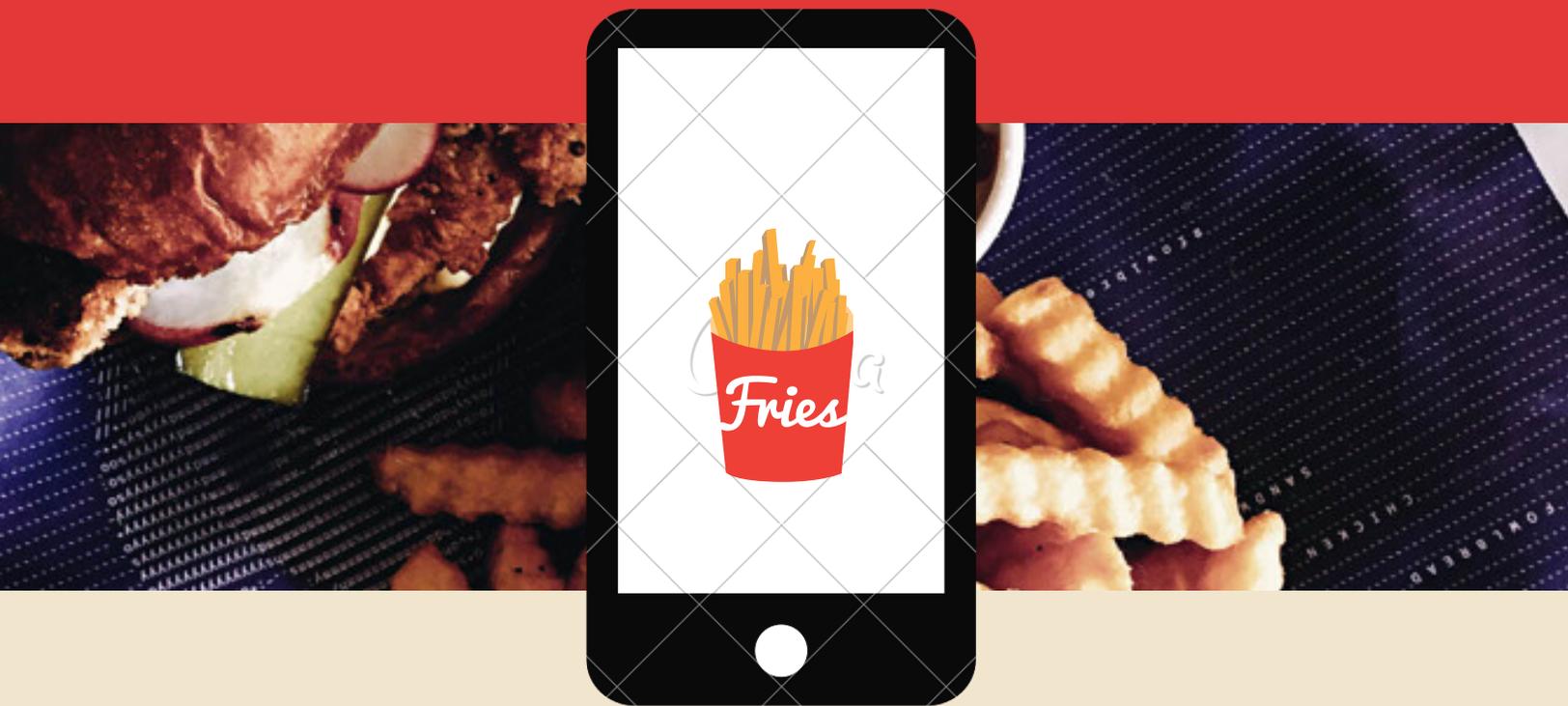
Quality requirements/standards – the project team's definition of quality requirements and standards. This can include schedule, resources, cost, process performance, product/service performance, and customer satisfaction.



Quality assurance – how quality requirements and results will be audited

STEP ONE

APP INTERFACE



Even the best-laid project plans can go awry without a constant flow of communication between those involved in the project. Your project plan should include a communication plan for sending crucial information like updates or issues. When coming up with a communication plan, think of your audience, the information they need to know, the method for communicating the information, how often they need to be updated, and who will be responsible for disseminating them. For instance, the communication approach should differ when reaching out to customers versus talking to colleagues on the project team. The communication plan should also detail how and when issues should be escalated and resolved. Finally, spread the good word about the project not just with your team but with other employees! Provide the appropriate information to other communication channels like the company newsletter. This will surely boost the morale of all working on the project.

STEP TWO

TRIAL AND ERROR

BEFORE ITS LAUNCH, WE HAVE TO TRY IT OUT ACROSS DIFFERENT DEVICES, LOCATIONS AND TIMEZONES.



TRIAL AND ERROR 1

Not all things you've listed in the baseline will be followed to the letter as the project moves along. This early, plan how you will manage changes to the project scope, budget, or schedule with a change management plan.



TRIAL AND ERROR 2

This ensures that any proposed changes will undergo a systematic review and approval process by all involved before being implemented.



TRIAL AND ERROR 3

Make sure to define who will manage and evaluate the change request, as well as an agreed-upon timeframe with which the request should be acted on.

STEP THREE

LAUNCH

WE SHOULD START WITH ONE AREA AND EXPAND AS WE MEET AND SOLVE HURDLES ALONG THE WAY.

Although you can plan as best you could, uncertainty is inevitable in the business world. Make sure to arm yourself with a risk mitigation plan. This will not only help your team anticipate untoward events but also carve out an action plan in case these happen. You can begin by identifying whether your project carries a low, medium, or high risk. You can even assign an overall risk score to your undertaking. Next, think of the top three risks of pursuing this project. State this clearly in the plan and communicate it with top management. List down other risks by interviewing experts in the company or brainstorming with your project team. From the list, choose the risks which are most likely going to happen, then think of what the team can do to mitigate or avoid the risk. Write down these risks in your risk register, then monitor them frequently.



BUDGET BREAKDOWN

\$800,000



A quality management plan at the onset of the project helps you avoid wasting time, money, and effort. This also lets you determine whether the project is successful or not. Remember to include:

- Quality management approach – your company’s approach to quality from a product/service perspective and a process perspective
- Quality requirements/standards – the project team’s definition of quality requirements and standards. This can include schedule, resources, cost, process performance, product/service performance, and customer satisfaction.
- Quality assurance – how quality requirements and results will be audited
- Quality control – definition of acceptable standards and how such standards will be conducted

WHY IS FREE FRIES FREE?

THE BRAINS BEHIND FREE FRIES



MARGARET LOPEZ

Sr. Mobile Designer



MARK ALLEN

Mobile Developer



JENNIFER JONES

Product Developer



SUSAN WILLIAMS

QA Engineer



GEORGE STEWART

UX Designer