

Milestones Based Structure

The Milestones of a project are an essential component of good project management for successful accomplishment of the project. Milestones are closely related to the anticipated project outcome/s, objectives and project budget.

As we believe in continual improvement in our work process, so that we have refined working system which ensure & guarantee 100% success rate of any awarded project to TCC247. We are implementing following working strategy in our existing (running) projects (milestone wise):

Milestone 1 **Project Initiation**

A Project Initiation phase often contains the following elements to be planned and execute. An assigned team will start working on managing the project from the day first.

- **Project Goals:** The senior Business Analyst sets and analyzes for the following goals:
 1. Identify resource requirement for each phase of the project.
 2. Generate project reporting and regular tracking system for intended team.
 3. Project estimating and scheduling properly for each assigned team member.
 4. High/standard technology giving simpler solutions.
 5. High quality and worthy product.
 6. Create project specific central repository for project communications.
 7. Resource assignments.
 8. Project team collaboration.
 9. Speed up overall project process.
- **Scope:** Assigned Business analyst ensures that the project includes all the work necessary to complete project successfully. He / She works for the followings:
 1. The features and functions that are to be included in the project and that to be implemented further in requirement specification documents.
 2. Measure its completion against the requirements.
 3. Analyze whether the whole requirement meets the objective or not.
 4. Provides the baseline for change requests or additional work if contained within the project boundaries.
 5. Bind Project scope (it's an ongoing process).
- **Project Organization:** Here to achieve the above scope and goals, we assign each team member different tasks. This will be done in according to the following ways:
 1. **Project Structure** covers the manner in which staff is organized and the mechanisms for project reporting.
 2. **Roles and responsibilities** are assigned to each team member who will work as a part of the proposed project.
 3. Various **control mechanisms** shall be defined to control various aspects of the project. Control mechanisms shall be implemented on (Project progress, Changes to system requirements, Problem resolution, Coding Standards, Quality Measures).
 4. **Project handover** is defined as the process of handing over of all deliverables (milestone wise) defined for the system. The following tasks are part of the project handover phase (Submission of all relevant documentation, Submission of Program Source Code, Acceptance Sign off, Warranty Period).
 5. The above will be organized on the following **Assumption**:
 - The complete information of the proposed system and additional requirements will be provided.

This phase brings together all the key information that needed to start the project on a sound basis and also defines all major aspects of a project and forms the basis for its management and the assessment of overall success.

This planning phase get complete with the project kick off meeting with Middle Level Management and assigned team members.

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Milestone 2 → UI Designs & Requirement Gathering Phase

The purpose of this phase is to highlight the comprehensive understanding of the client's need and writing down the features of the proposed software product.

Requirement gathering is a process of collecting the client's response for queries to solve a problem or issues and achieve an objective.

Regular communication with the client (as client must be an active participant during this phase to ensure required details are complete).

This phase schedule the requirement gathering team to gather requirements from the client and then document it at one place in the form of BRD (Business Requirement Document) and update it regularly as per the changes incorporate.

This phase helps to keep the track of Signed-off requirements that keep changes.

Track new requirements that get added in the middle of the project.

Provide UI Mockups of the Admin Panel and Front Panel include following efforts:

Frame work flows for the management of site.

Frame visual hierarchy view of site in the form of wireframes.

The effort done in this phase is baseline to help the developers in translating client requirements into working programs and databases.

Milestone 3 → Beta (Admin Panel)

In this phase we develop the backend/database of the site with all functional navigations and responsibilities assigned to the Admin.

It is the first release to the client (to test on our demo server).

Milestone 4 → Product Beta Version

We plan for the beta delivery of the product according to the scheduled resources and timeline.

A Beta delivery product is the product which is not a finished product but it is treated as PRODUCT.

A Beta delivery product needs testing at client end. This version usually has some minor known bugs/issues which could be timely fix/rectify/modify in Final delivery.

Client will then test the beta product on our demo server up to his satisfaction, and after the testing client report their satisfactory feedback and encountered bugs to us, and keeping all these discovers in mind we move for its final delivery process.

Milestone 5 → Product Final Release

Usually there will be minimum three days period between the beta version delivery and the final delivery of the product. Within those three days we fix all the bugs and release the final product to the client to get done with the last milestone process and final payment acceptance from the client. Once completed, we hand over the project source code and database to client.