

# Project Handling Flow Chart



Document Purpose: This document describes the process flow of handling project in TCC247 to ensure on time delivery and elevated quality.



## BEFORE PROJECT STARTS

<ol style="list-style-type: none"> <li>1. Project Identify/ Analysis</li> <li>2. Develop one page proposal overview</li> <li>3. Create project management overview</li> <li>4. Client assigned to business manager GBM</li> </ol> <p><i>GBM : Global Business Manager</i> <i>PM: Project Manager</i></p>	<ol style="list-style-type: none"> <li>1. Project Evaluation by technical teams</li> <li>2. Introduction call / 1 on 1 interaction with client</li> <li>3. Appropriate services determined</li> <li>4. Requirements / Application architecting</li> <li>5. Project needs analysis</li> <li>6. Detailed proposal development</li> <li>7. Cost and Time effort estimation</li> </ol>	<ol style="list-style-type: none"> <li>1. Introduction call</li> <li>2. Deliverables discussed with client</li> <li>3. Milestones discussed</li> <li>4. Project success discussed</li> <li>5. Future growth alignment</li> <li>6. Detailed proposal provided</li> <li>7. Payment instructions</li> </ol>	<ol style="list-style-type: none"> <li>1. Proof of concept provided to client</li> <li>2. Customer approval of POC</li> <li>3. Invoice submitted to client</li> <li>4. Payment received</li> <li>5. Payment confirmation sent to client</li> <li>6. Account forwarded to PM</li> </ol> <p><i>POC ; Proof of Concept</i></p>
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## AFTER PROJECT IS AWARDED

<ol style="list-style-type: none"> <li>1. Project manager assigned</li> <li>2. Project initiation/ introduction call</li> <li>3. Online project profile created</li> <li>4. Weekly project meetings scheduled</li> <li>5. Reporting formats explained to client</li> </ol>	<ol style="list-style-type: none"> <li>1. Development / technical teams assigned</li> <li>2. Project start</li> <li>3. Client feedback on weekly Basis</li> <li>4. Weekly project feedback session- 30 min</li> <li>5. Reports available on-line</li> <li>6. Online client access of PM application</li> </ol>	<ol style="list-style-type: none"> <li>1. Testing / Quality Assurance</li> <li>2. Live server testing</li> <li>3. Final bugs issues fixed</li> <li>4. Campaign completed</li> </ol>	<ol style="list-style-type: none"> <li>1. Periodic project maintenance</li> <li>2. Data backups</li> <li>3. Web site - Application upgrades</li> <li>4. On line marketing ** Optional</li> </ol>
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