TEMPLATE_Marketplace_Project_Tracking

smartsheet

	Column10	Task Name	Responsible	Consulted	Informed	Communication Type	Jugband
1							
2		**Product Backlog**					
3		Product Design Brief	Anyone	Product Management (PdM)		Public	Roadmap
4		*Product Design Brief Review (Product Design Kickoff)*	*Product Management*	*UX Lead, Engineering Lead*		*Accountabl*	Roadmap
5		*Planning Kickoff*	*Project Lead*	*PdM, UX, Eng, Product Strategy*	*Editorial, Go-To-Market (GTM), Content, Legal,*	*External*	Roadmap
8		**Concept & Define**					
9		Project Initiation	Project Lead	UX, Eng, Editorial, PdM	Content, GTM, QA, Legal	External	OnDeck
17		High Level PRD	Product Management	UX, GTM, Eng, Content, Editorial, Insights	PgM, Legal, QA	Public	OnDeck
26		UX Design	UX	Eng, PdM	Content, Editorial, GTM, PgM, Legal, QA,	Public	OnDeck
32		Technical Approach / Release Plan	Engineering	UX, PdM	Content, Editorial, GTM, PgM, Legal, QA,	Public	OnDeck
33		*Concept Review (Design Kickoff)*	*UX*	*PdM, UX, Eng, Content, Editorial, GTM,*	*Legal, QA*	*Public*	OnDeck
35		**Design & Plan**					
36		Project Plan	Project Lead	UX, Eng, Editorial, PdM	Content, GTM, Product Strategy, QA	Public	OnDeck
42		Detailed PRD	Product Management	UX, GTM, Eng, Content, Editorial, Insights,	PgM, QA	Public	OnDeck
47		Design	UX	Eng, PdM	Content, Editorial, PgM, Legal, QA, Product	Public	Activity
50		*Design & Plan Checkpoint*	*Project Lead*	*Product Strategy, UX, Product Management*	*Eng, Editorial, Content, GTM, PgM, Legal, QA,*	*Public*	Activity
51		Technical Design, Plan & Estimate	Eng Lead	PdM, QA, PgM	Content, Editorial, Marketing, UX	Public	Activity
58		Editorial Management Plan	Editorial	PdM, GTM		Public	Activity
59		Content Management Plan	Content	PdM, Eng, UX		Public	Activity
60		Community Management Plan	Community Lead	PdM		Public	Activity
61		Engagement Plan	GTM	PdM, Product Strategy, UX		Public	Activity
62		Test Approach	Product Management	Eng, UX, Pgm, QA	Content, Editorial, GTM	Public	Activity
68		*Build Kickoff*	*Project Lead*	*PdM, UX, Eng, QA*	*Content, Editorial, GTM, QA*	Public	*Activity*
76		**Build**					
77		Code / Sprint	Engineering	UX, PdM, QA	PgM, Content, Editorial, GTM		

Project Phase	Tool	Comments / Definition
Concept & Define	Wiki	
Concept & Define	*Vidyo*	*Decisions: Backlog & Cancel / Backlog & Roadmap / Active What deliverables will be required*
Concept & Define	*Wiki, Vidyo*	*Objective: communicate kickoff to all stakeholders, determine responsibility on Concept /*
Concept & Define	Wiki	
Concept & Define	Wiki	aka Project Charter
Concept & Define	Github (link from wiki)	
Concept & Define	Wiki	
Concept & Define	*Wiki*	
Design & Plan		
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Design & Plan		

	Task Name	Responsible	Consulted	Informed	Communication Type	Jugband
84	⊞ Test	QA	PdM, PgM, UX, Eng, End Users	Content, Editorial, GTM, QA		Activity
95	*UAT & Go / No-Go*	*Project Lead*	*PdM, UX, Eng, QA, End User*	*Content, Editorial, GTM, QA*		*Activity*
96						
97	**Launch**	**Eng Lead**				**Activity**
98	**Stabilization**	**Engineeering**				**Activity**
99						
100						
101	**Program Communications / Partners**	Project Manager				
102	⊞ Product Meetings	Product Management	Program Management			
105	⊞ Project Meetings	Project Lead				
114	⊞ Project Sizing	Program Management				

Project Phase	Tool	Comments / Definition
		Program Managers take on bigger projects