TEMPLATE_Marketplace_Project_Tracking

smartsheet

	Colu mn10	Task Name	Responsible	Consulted	Informed	Jugband	Project Phase
1							
2	☐ ⊟	**Product Backlog**					
3	☐	Product Design Brief	Anyone	Product Management (PdM)		Roadmap	Concept & Define
4	☐	*Product Design Brief Review (Product Design Kickoff)*	*Product Management*	*UX Lead, Engineering Lead*		Roadmap	Concept & Define
5	☐ ⊞	*Planning Kickoff*	*Project Lead*	*PdM, UX, Eng, Product Strategy*	*Editorial, Go-To-Market (GTM), Content, Legal,*	Roadmap	Concept & Define
8	☐ ⊟	**Concept & Define**					
9	☐ ⊞	Project Initiation	Project Lead	UX, Eng, Editorial, PdM	Content, GTM, QA, Legal	OnDeck	Concept & Define
17	☐ ⊞	High Level PRD	Product Management	UX, GTM, Eng, Content, Editorial, Insights	PgM, Legal, QA	OnDeck	Concept & Define
26	☐ ⊞	UX Design	UX	Eng, PdM	Content, Editorial, GTM, PgM, Legal, QA,	OnDeck	Concept & Define
32	☐	Technical Approach / Release Plan	Engineering	UX, PdM	Content, Editorial, GTM, PgM, Legal, QA,	OnDeck	Concept & Define
33	☐ ⊞	*Concept Review (Design Kickoff)*	*UX*	*PdM, UX, Eng, Content, Editorial, GTM,*	*Legal, QA*	OnDeck	*Concept & Define*
35	☐ ⊟	**Design & Plan**					
36	☐ ⊞	Project Plan	Project Lead	UX, Eng, Editorial, PdM	Content, GTM, Product Strategy, QA	OnDeck	Design & Plan
42	☐ ⊞	Detailed PRD	Product Management	UX, GTM, Eng, Content, Editorial, Insights,	PgM, QA	OnDeck	Design & Plan
47	☐ ⊞	Design	UX	Eng, PdM	Content, Editorial, PgM, Legal, QA, Product	Activity	Design & Plan
50	☐	*Design & Plan Checkpoint*	*Project Lead*	*Product Strategy, UX, Product Management*	*Eng, Editorial, Content, GTM, PgM, Legal, QA,*	Activity	Design & Plan
51	☐ ⊞	Technical Design, Plan & Estimate	Eng Lead	PdM, QA, PgM	Content, Editorial, Marketing, UX	Activity	Design & Plan
58	☐	Editorial Management Plan	Editorial	PdM, GTM		Activity	Design & Plan
59	☐	Content Management Plan	Content	PdM, Eng, UX		Activity	Design & Plan
60	☐	Community Management Plan	Community Lead	PdM		Activity	Design & Plan
61	☐	Engagement Plan	GTM	PdM, Product Strategy, UX		Activity	Design & Plan
62	☐ ⊞	Test Approach	Product Management	Eng, UX, Pgm, QA	Content, Editorial, GTM	Activity	Design & Plan
68	☐ ⊞	*Build Kickoff*	*Project Lead*	*PdM, UX, Eng, QA*	*Content, Editorial, GTM, QA*	*Activity*	Design & Plan
76	☐ ⊟	**Build**					
77	☐ ⊞	Code / Sprint	Engineering	UX, PdM, QA	PgM, Content, Editorial, GTM		
84	☐ ⊞	Test	QA	PdM, PgM, UX, Eng, End Users	Content, Editorial, GTM, QA	Activity	

	Colu mn10	Task Name	Responsible	Consulted	Informed	Jugband	Project Phase
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				