How to communicate project progress in a timeframe to stakeholders?

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Abstract

This project is created in collaboration with Bobbin. The project evaluates by addressing challenges through thorough research, comparative analysis, surveys, and user-centric design, the project aims to offer a practical solution that enhances transparency, minimizes communication gaps, and ensures stakeholders are well-informed about project progress within a specified timeframe. This approach not only contributes to Bobbin's efficiency but also provides insights into effective project management practices that can benefit a broader range of businesses and industries.

Introduction & Background

Often, as complexity of organizations grows, so is the complexity of projects and once we include timelines, resource management, dependencies, stakeholder communication etc. in the mix, the complexity of projects increases manifold. With time as businesses find it difficult to stay organized and collaborate with stakeholders, project management comes into the picture. It helps them organise, eliminate confusion, increase efficiency, and effective communication.

State of the Art

Every innovation to become a reality needs a project and a little project management. With the increase in demand for project management solutions, development of Bodies of knowledge (BoK) summarized the main and important knowledge in the field. BoK is formed of two professional associations: Association of Project Management (APMBoK) (Association for Project Management, 2006) and the Project Management Institute (PMBoK) (Project Management Institute, 2008), (Rozenes, 2011).

Conclusion & Future Works

• Help the team of Bobbin to have minimal distraction while working on multiple projects.

• Maintain visibility to stakeholder at all stages of the project and develop a healthy client relationship.

• To help keep stakeholders updated on their projects without getting them frustrated and lost in the production process.

• With the advancement of technology there are numerous options that would help develop a better product such as chatbot or with a good, developed Information Architecture in form of a voice assistance.

Research Methodology

• **Interview** with the company to gain insight into the issues being faced by the team and the clients. Where is the gap and the main issue to be addressed.

• **Comparative Analysis** on top rated tools for exploring various features that would help solve the problem

• **User Survey** was conducted with an attempt to gain knowledge from users in the creative or production field who might use any of the tools.

• **Tree Test** to form a user-friendly interface and figure out the best possible path to provide the team and stakeholders

User flow