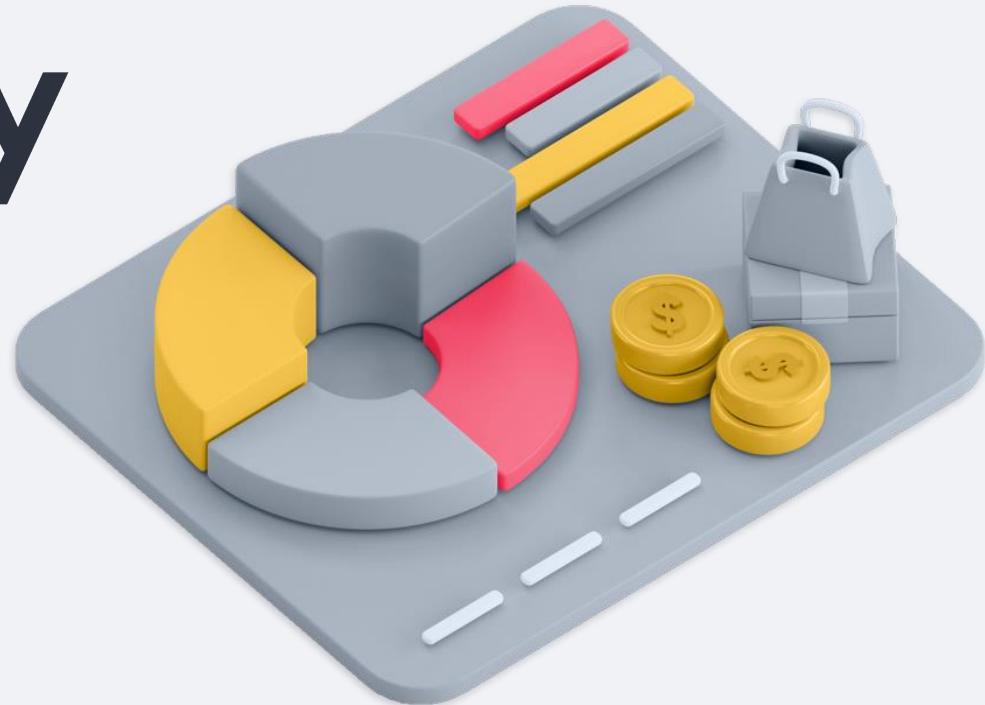




Company Profile

Project
Management



Elinext Company Overview

Since **1997**

In custom software development

7

Development centers in Europe and Asia

700+

In-house employees
85% are software engineers

300+

Clients worldwide

Focus on specific domains:



Web & Mobile Apps



ERP & Asset Management



Blockchain



UI/UX Design



IoT & Infrastructure Management



DevOps



CRM & Customer Engagement



Cloud Computing & SaaS Development

Quality Certified

Ensured by Elinext Management System:



Certified Quality Management



Certified Information Security Management



Google Cloud Certified



AWS Certified



MS Azure Certified

Proven by dedicated external audits:

- Code Review
- Static Analysis
- Dynamic analysis
- QA and unit-tests
- Continuous Integration
- Rules and processes

Continuous competence development:

- Best-practice and knowledge sharing in onboarding process.
- Professional trainings, including external courses.
- Developer conferences and international hackathons

Tried-And-Tested PM Expertise

"At Elinext, our Project Managers combine deep industry expertise with strategic insights to turn challenges into opportunities, proactively manage risks, and ensure your project goals are not just met but exceeded."



Lizaveta Platun
Project Manager

Our PM toolkit



Notion



Trello



Figma

Google Workspace



Confluence



Jira



Miro



Microsoft Project



GitHub



Monday



Click-up



Wrike

Project Phases and Duration

Presale Phase

- Reviewing requirements collected by a BA
- Identifying possible risks, obstacles, and restrictions
- Calculating development efforts and preparing an estimate
- Managing project proposal creation based on the client's needs

Discovery Phase

- Managing requirements elaboration
- Managing technical documentation preparation
- Coordinate UI/UX prototyping
- Providing an accurate estimate based on the requirements

Development Phase

- Selecting project methodology
- Allocating a project team
- Preparing a project roadmap with milestones
- Setting up a project tracking system
- Establishing communication channels
- Tracking budget and schedule
- Maintaining smoothly running processes
- Providing daily, weekly, monthly reports

Support and Closure

- Product support
- Source code and access credentials handover
- Documentation handover: requirement documents, reports, API documents, etc.
- Organizing knowledge sharing sessions on demand

Key PM Responsibilities



Effective project coordination

<ul style="list-style-type: none">Clarifying the desired outcomes and setting clear project goals	<ul style="list-style-type: none">Outlining boundaries and deliverables	<ul style="list-style-type: none">Preparing and maintaining project documentation
<ul style="list-style-type: none">Breaking down the project scope into actionable steps	<ul style="list-style-type: none">Establishing and fine-tuning the development process	
<ul style="list-style-type: none">Estimating timeframes and dependencies	<ul style="list-style-type: none">Keeping teammates engaged and motivated	

What you get:

- Well-defined goals and organized work

- Real-time project visibility and predictability

- Budget, timeline, and quality control

Key PM Responsibilities

Resource management and team performance control

Allocating personnel, budget, materials, and equipment	Planning team capacity based on skills and availability
Distributing tasks among teammates	Tracking and optimizing team velocity
Conduct regular reviews to maintain performance and quality	Keeping teammates engaged and motivated

What you get:

✓ Improved team spirit and morale

✓ Shorter development cycle

✓ Better control of financial, physical, and human resources

Key PM Responsibilities



<ul style="list-style-type: none">Identifying risks, project bottlenecks and obstacles	<ul style="list-style-type: none">Performing qualitative and quantitative analysis	<ul style="list-style-type: none">Anticipating and adjusting the project progress
<ul style="list-style-type: none">Preparing a detailed risk register	<ul style="list-style-type: none">Implementing proactive measures to mitigate risks	
<ul style="list-style-type: none">Continuous monitoring for emerging risks	<ul style="list-style-type: none">Conducting regular risk reviews to assess the effectiveness of mitigation strategies	

What you get:

✓ Proactive problem solving

✓ Higher quality and increased reliability

✓ Cost and time savings

Key PM Responsibilities

Contact point
for project-
related activities

<ul style="list-style-type: none">Establishing open and effective communication channels	<ul style="list-style-type: none">Providing regular updates to all stakeholders
<ul style="list-style-type: none">Facilitating mutual feedback exchange	<ul style="list-style-type: none">Keeping team members informed about changes and providing rationale behind decisions
<ul style="list-style-type: none">Enabling cross-team communication	<ul style="list-style-type: none">Mediating communication issues and resolving misunderstandings

What you get:

✓ Improved project alignment

✓ Faster issue resolution

✓ Better decision-making

Comprehensive PM Artifacts to Guarantee Project Success

Risk Register

A risk register is a document that is used as a risk management tool to identify potential setbacks within a project. This process aims to collectively identify, analyze, and solve risks before they become problems. This document tracks potential risks specifically within a project. It also includes information about the priority of the risk and the likelihood of it happening. A project risk register should not only identify and analyze risks, but also provide mitigation measures.

ID	Risk Description	Risk Class	Recognition Date	Risk Severity	Risk Probability	Risk Priority	Influence Description
RS-1	Legal actions slow progress on projects	Processes	20.05.2021	2	1	2	Delays in project start Slowdowns in development
RS-2	Quality of software development environment is low	Technologies	12.05.2021	2	2	4	Long terms of new features implementation Lots of regression issues Hard to understand the code
RS-3	Target devices issues	Technologies		1	3	3	
RS-4	Low quality of the old source code	Technologies		2	1	2	
RS-5	External DB integrations	Technologies		2	2	4	
RS-6	External libraries quality	Technologies		2	3	6	
RS-7	Availability of source code for external libraries	Technologies		3	1	3	
RS-8	Availability of documentation for external libraries	Technologies		3	2	6	
RS-9	Unavailability of technical support for external source code	Technologies		3	3	9	
RS-10	Client is responsible for software implementation on the client side	Technologies				0	
RS-11	Developer is responsible for software implementation on the client side	Technologies				0	
RS-12	Client is not using support from dev team	Technologies				0	
RS-13	Not reliable hosting provider	Technologies				0	
RS-14	No target device	Technologies				0	
RS-15	New technologies	Technologies				0	
RS-16	Outdated stack	Technologies		3	3	9	Long terms of new features implementation

Comprehensive PM Artifacts to Guarantee Project Success

Budget Tracking Report

This report refers to the monitoring and management of expenses and revenues associated with a project. It ensures that a project stays within its financial parameters, eliminating unexpected overspends and safeguarding profitability. Effective budget tracking fosters client trust, improves financial forecasting, and ensures resource allocation aligns with project needs.

A	B	C	D	E	F	G	H
Name	Position	Planned Works	Rate, EUR	Planned Hours	Planned Cost, EUR	Actual Hours	Actual Cost, EUR
Ivan Ivanov	Front-End Developer	Requirements elicitation and documenting	\$xx	30.00	\$xx	25.00	\$xx
Sergey Smirnov	Front-End Developer	Management activities	\$xx	20.00	\$xx	23.00	\$xx
Kate Ivanchik	Back-End Developer	Product development	\$xx	10.00	\$xx	15.00	\$xx
Vlad Stasevich	QA Manual	Product development	\$xx	60.00	\$xx	65.00	\$xx
Dima Budrik	Business Analyst	Product development	\$xx	120.00	\$xx	115.00	\$xx
Ihar Vaitsiakhovich	Project Manager	Product development	\$xx	40.00	\$xx	40.00	\$xx
			TOTAL	280.00	0.00	283.00	0.00

Comprehensive PM Artifacts to Guarantee Project Success

RACI matrix

RACI Matrix is a diagram used in project management to define team roles across 4 categories: Responsible, Accountable, Consulted, and Informed. It helps clarify who does the work, who calls the shots, whose opinion matters, and who needs to stay in the loop for each task, milestone, or decision.

	Product Owner	Dev Manager	UX Designer	Project Manager	BA	Dev Leaders	Developers	QA Leader	QA Automation Eng	QA Engineers
	CompanyName			Elinext						
Management										
Project Plan Creation	C	C	C	R/A	C	C	I	C	I	I
Schedule Management	A	C	I	R	I	I	I	I	I	I
Cost Management	A	I	I	R	I	I	I	I	I	I
Risk Management	R	C	C	R/A	C	C	I	C	I	I
Quality Management	A	C	C	R	C	C	I	C	I	I
Team Management	A	A	I	R	I	C	I	C	I	I
Communications Management	A	I	I	R	R	I	I	I	I	I
Reporting	I	C	C	R/A	C	C	I	C	I	I

Key:

R – Responsible
A – Accountable
C – Consulted
I - Informed

Comprehensive PM Artifacts to Guarantee Project Success

Project Status Report

This report refers to the monitoring and management of expenses and revenues associated with a project. It ensures that a project stays within its financial parameters, eliminating unexpected overspends and safeguarding profitability. Effective budget tracking fosters client trust, improves financial forecasting, and ensures resource allocation aligns with project needs.

WEEKLY PROJECT STATUS REPORT



PROJECT NAME

Project 1

PROJECT MANAGER

Lizaveta Platon

REPORT PERIOD

18.03.2024-22.03.2024

REPORT DATE

3/25/2024

PROJECT STATUS THIS WEEK

Overall project status

OVERALL

GREEN

Summary:

We finished the development of System health view. At the current moment, the following features are tested and fully ready: switching between modes, System Health View text, System Health View Title, Documents and data updates.

Key indicators

Component	Status	Notes
SCOPE	GREEN	We finished the development of System health view. Also, per our discussion, we will have to spend additional efforts on scaling of all modes, as it wasn't in the initial scope.
SCHEDULE	GREEN	We are on track
BUDGET	AMBER	We spent 80% of the budget



Methodologies We Excel At

Agile



Scrum, Kanban, LeSS, SAFe, RUP, XP and more — we excel at agile methodologies, leveraging them to accommodate changing requirements and deliver top-notch solutions with speed and efficiency.

Hybrid



Hybrid project management methodologies combine the best elements of traditional and agile approaches to project management. By blending structured processes with flexibility and adaptability, hybrid methodologies aim to deliver successful project outcomes in diverse and dynamic environments.

Waterfall



For smaller projects with well-defined requirements, we apply the waterfall model. It involves a detailed plan for development and step-by-step execution, ensuring the delivery of cost-effective final products within the set timeline.

End-To-End Delivery

By Our PM and Our Team

Our project manager will oversee the entire project, ensuring clear communication and alignment between you and our team.

We'll define project scope, set timelines, manage risks, monitor progress, and provide regular updates while ensuring that the external team stays on track and aligned with your business goals.

The Value We Deliver for Your Business



- Our experienced outsourced project manager oversees seamless project execution from planning to delivery, while efficiently managing risks, timelines, and resources.
- You will gain better visibility into project progress, ensuring timely delivery while maintaining high-quality standards.
- By centralizing risk management and monitoring performance, your business benefits from reduced risk of delays or cost overruns.
- Our project manager will act as the bridge between your business and our tech team, handling any challenges in communication, resource allocation, or scope changes.
- This approach provides the flexibility of using external resources while maintaining strong oversight, accelerating time-to-market, optimizing internal resources, and ultimately improving your product or business outcomes with minimal disruption.

Enhancing Product Team

With Our Project Manager

Our company will manage project timelines, scope, resources, and risks while coordinating closely with your internal tech team.

We will ensure efficient communication, track progress, resolve issues, and implement changes while keeping your business goals at the forefront.

The Value We Deliver for Your Business



- With our project manager overseeing the process, your internal tech team can maximize productivity and stay focused on their core competencies.
- We ensure seamless coordination and efficient execution, even when collaborating with an external tech team.
- With expert oversight, the internal tech team's efforts are fully aligned with business objectives, resulting in faster delivery and higher-quality outcomes.
- Also, this approach works well for mixed teams, where the team includes both Elinext developers and developers from your side. It enables you to leverage your existing resources while benefiting from professional project management, reducing operational strain and accelerating time-to-market, ultimately enhancing their competitive advantage and overall business success.

Project Management

As a Consulting Service

Our project management consulting service offers expert guidance to optimize your business processes, streamline operations, and drive successful project delivery.

We focus on identifying inefficiencies, implementing process improvements, and guiding your team through change for better results.

The Value We Deliver for Your Business



- Through our consulting services, you will receive a comprehensive review of their business processes, uncovering inefficiencies and delivering a clear, actionable improvement plan.
- By optimizing workflows and eliminating bottlenecks, we help you reduce costs, increase productivity, and improve customer satisfaction.
- Our project health assessments identify pain points in ongoing projects, providing actionable recommendations that lead to better delivery and higher-quality outcomes.
- In addition, we assist your company with agile transformation strategies, ensuring a smooth transition to agile practices with a tailored plan that aligns processes, promotes collaboration, and prepares the organization for future growth.
- Ultimately, you gain improved efficiency, reduced operational costs, and a more agile organization, while focusing on achieving their strategic goals.

Product Management Service

Our Service

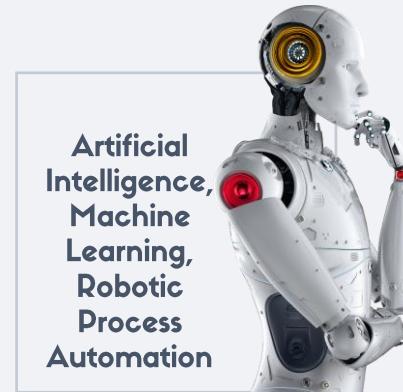
Our product management service helps guide your product from concept to market, aligning strategy with business goals, conducting market research, prioritizing features, and managing the entire product lifecycle for long-term success.

The Value We Deliver for Your Business



- With our product management service, your company will benefit from a clearly defined product strategy that aligns with business goals and a roadmap that guides them to market leadership.
- We conduct thorough market research to uncover customer needs, market trends, and competitive gaps, enabling the creation of data-driven, customer-centric products.
- By prioritizing features and developing actionable roadmaps, we help you to focus on what matters most, ensuring better backlog management, faster time-to-market, and increased revenue.
- Our end-to-end support from ideation to launch ensures the final product not only meets expectations but is adaptable to market demands.
- You gain a competitive edge with products that drive customer satisfaction, improve retention, and evolve to meet future challenges.

Solutions We Deliver



Cooperation Models

Fixed Cost

- To freeze project costs having a very detailed scope of work and schedule
- To avoid investing too much time in budget control and project tracking
- To develop an MVP or a small-scale product under \$50,000 USD
- To have a high level of predictability



Time and Materials

- To be agile and adapt quickly your product to the market demand and internal needs
- To control the project costs and progress but it is difficult to define upfront scope, schedule and scope outlines
- To decrease costs by saving money calculated by the IT vendor for possible project risks

Dedicated Team

- To extend your team's capacity
- To add specific knowledge or skills to your team
- To speed up your development process quickly
- To rely on the vendor's dev team as if it was sitting in our office

Quality Delivered by the Team (Agile Model)

Discovery and Design phase

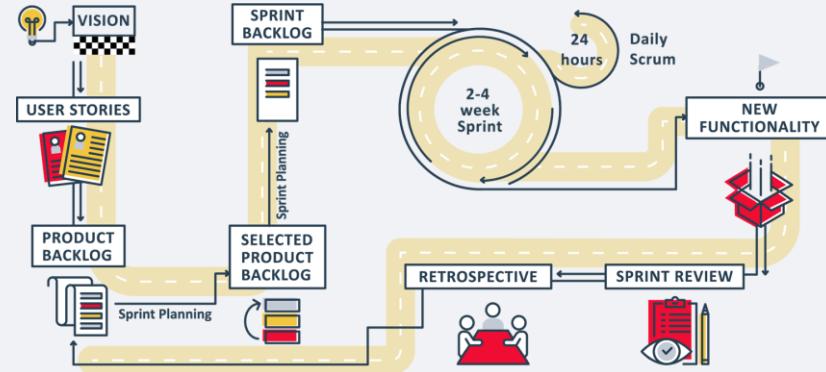
- Team setup
- Plan and prepare
- Refine requirements (Functional and Non-Functional)
- Design
- Architecture
- Infrastructure
- Product backlog

Development – 1 sprint (1-2 weeks) – recurring till the final delivery

- Sprint backlog and planning
- Feature(s)
- “Ready for Release”
- Sprint backlog and planning
- Feature(s)
- “Ready for Release”

Initial Analysis of requirements, planning, UI/UX Design (1-4 sprints):

- Proof features and their priority by value and complexity
- Design a truly flexible and future-proof solution
- Plan an effective communication model
- Ensure further possibility to develop several services/ features in parallel





Let's set up a powerful collaboration!



elinext.com



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