



PROJECT MANAGEMENT — PORTFOLIO

Loopline Technologies — PM Portfolio

Full project-management build for a fictional app-launch client: team structure, Asana workspace setup, and complete risk register.

- Asana
- Risk Management
- Team Coordination

Project Team

NAME	ROLE
Jordan Mensah	Project Manager
Aisha Kariuki	Lead Developer
Priya Shah	QA Engineer
Marcus Chen	Marketing Lead
Grace Njoroge	Operations Lead
Daniel Otieno	UI/UX Designer

Asana Workspace Setup

The workspace was built around three sections — Planning, Development, and Launch — with five views configured so different stakeholders could work the way that suited them:

- 01 **List view** — the working default for day-to-day task management.
- 02 **Board view** — kanban-style, used in team standups to see status at a glance.
- 03 **Timeline view** — dependencies and scheduling, used for sprint planning.
- 04 **Calendar view** — deadline-driven view for the marketing and launch team.
- 05 **Dashboard view** — a rollup for the executive sponsor, requiring no login to Asana itself to understand status.

Risk Register

RISK	LIKELIHOOD	IMPACT	MITIGATION
Third-party API access delay	Medium	High	Early vendor engagement, fallback plan identified
Scope creep from stakeholder requests	Medium	Medium	Formal change-control process for new requests
QA timeline compression	Low	High	Test cases written in parallel with development
Key developer single point of failure	Low	High	Cross-training and up-to-date documentation
Marketing launch date slippage	Medium	Medium	One-week buffer built into the launch schedule
Data migration errors	Low	High	Staged migration with a tested rollback plan
Vendor licensing budget overrun	Low	Medium	Quotes locked in before contract signature
User adoption lower than projected	Medium	Medium	Early beta feedback loop to catch issues pre-launch
Security/compliance review delays	Low	High	Compliance team engaged early, not at the end
Post-launch support capacity	Medium	Low	On-call rotation planned before go-live, not after