



SIRATEQ
GHANA LTD



ASIEWIE

FUNERAL MARKETPLACE

Project Management Plan | July 2026

Project Manager	Sirateq Ghana
Client	Asiewie Funeral Marketplace
Prepared By	Sirateq Ghana
Prepared For	Client
Project Start	1 July 2026
Project End	31 July 2026
Version	1.0 — June 2026

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1. Project Overview

Asiewie is a digital funeral marketplace connecting families, funeral organizers, and service providers on a single platform. Users can discover, compare, book, and manage funeral services through one secure application.

Project Name	Asiewie Funeral Marketplace — Platform Build
Project Manager	Sirateq Ghana
Contract Period	1 July 2026 – 31 July 2026 (31 days)
Total Sprints	4 weekly sprints with mandatory Friday demos
Launch Budget	GHS 860/month operational GHS 1,140 one-time (Apple)
Zero-Tolerance Policy	Delays are not accepted. Any blocker must be escalated within 2 hours.

2. Project Scope

2.1 In-Scope

- Cloud backend deployment on Seratech infrastructure
- PostgreSQL database setup (users, vendors, bookings, funeral plans)
- File storage for vendor images and documents
- Vendor profiles, listings, and booking management module
- Secure payment integration
- SMS (verification + notifications) and email (receipts) services
- Push notification system
- Google Maps integration for locating funeral homes
- Mobile applications for customers and service providers (iOS + Android)
- Domain configuration and SSL certificate
- App store submissions: Google Play + Apple App Store
- Weekly demo sessions and client sign-off documentation

2.2 Out of Scope

- Post-launch feature development beyond MVP scope
- Vendor onboarding and training (client responsibility)
- Ongoing maintenance SLA beyond 31 July 2026 (separate agreement)

3. Deliverables & Weekly Milestones

The project runs across four one-week sprints. Each sprint concludes with a mandatory demo on Friday and a written client sign-off. Failure to deliver a sprint demo on the scheduled date constitutes a delay breach.

Sprint 1 1 – 4 July 2026				
#	Deliverable / Task	Owner	Due Day	Status
1.1	Project kickoff — team alignment, repo setup, tooling	Sirateq Ghana	Jul 1	Not Started
1.2	Seratech cloud environment provisioned and configured	Dev Team	Jul 1	Not Started
1.3	PostgreSQL DB schema finalised and deployed to staging	Dev Team	Jul 2	Not Started
1.4	Authentication & user account module (customers + vendors)	Dev Team	Jul 3	Not Started
1.5	Domain, SSL certificate, and base API routing live	Dev Team	Jul 3	Not Started
1.6	Mobile app scaffolding — navigation, theme, design tokens	Mobile Dev	Jul 4	Not Started
1.7	Sprint 1 Demo & Client Feedback (Friday)	Sirateq Ghana	Jul 4	DEMO DAY

Sprint 2 7 – 11 July 2026				
#	Deliverable / Task	Owner	Due Day	Status
2.1	Vendor profiles module — listings, search, and categories	Dev Team	Jul 7	Not Started
2.2	File storage integration for vendor images and documents	Dev Team	Jul 8	Not Started
2.3	Booking management module — create, view, update, cancel	Dev Team	Jul 9	Not Started
2.4	Funeral planning flow — plan creation, coordination tools	Dev Team	Jul 10	Not Started
2.5	Mobile UI — vendor browse, profile, and booking screens	Mobile Dev	Jul 10	Not Started
2.6	Google Maps integration — locate funeral homes	Mobile Dev	Jul 10	Not Started
2.7	Sprint 2 Demo & Client Feedback (Friday)	Sirateq Ghana	Jul 11	DEMO DAY

Sprint 3 14 – 18 July 2026				
#	Deliverable / Task	Owner	Due Day	Status
3.1	Secure payment integration — Paystack gateway setup and testing	Dev Team	Jul 14	Not Started
3.2	Sendazi SMS service — verification codes and booking notifications	Dev Team	Jul 15	Not Started
3.3	Email service — transactional receipts and confirmations	Dev Team	Jul 15	Not Started
3.4	Push notification system — booking updates and reminders	Dev Team	Jul 16	Not Started
3.5	Mobile UI — payment flow, notifications, funeral plan view	Mobile Dev	Jul 17	Not Started
3.6	Security review — OWASP checklist, payment security audit	Dev Team	Jul 17	Not Started
3.7	Sprint 3 Demo & Client Feedback (Friday)	Sirateq Ghana	Jul 18	DEMO DAY

Sprint 4 — UAT & Launch 21 – 31 July 2026				
#	Deliverable / Task	Owner	Due Day	Status
4.1	Full end-to-end QA regression testing	Dev Team	Jul 21	Not Started
4.2	Bug fixes from Sprint 3 feedback and QA log	Dev Team	Jul 22	Not Started
4.3	User Acceptance Testing (UAT) with client stakeholders	Sirateq Ghana	Jul 23	Not Started
4.4	Sprint 4 / UAT Demo — client final sign-off (Friday)	Sirateq Ghana	Jul 25	DEMO DAY
4.5	Android app build finalised and submitted to Play Store	Mobile Dev	Jul 28	Not Started
4.6	iOS app build finalised and submitted to App Store	Mobile Dev	Jul 28	Not Started
4.7	Production deployment and go-live checklist completed	Dev Team	Jul 29	Not Started
4.8	Project handover — documentation, credentials, sign-off	Sirateq Ghana	Jul 31	Not Started

4. RACI Matrix

R = Responsible | A = Accountable | C = Consulted | I = Informed

Activity / Role	PM (Sirateq)	Dev Team	Mobile Dev	UI/UX	QA	Client
Infrastructure setup & cloud config	R/A	C	I	I	I	I
Database schema & API design	A	R	C	I	I	I
Vendor & booking module	A	R	C	C	C	I
Mobile app (iOS & Android)	A	C	R	C	C	I
Payment & notification integration	A	R	C	I	C	I
UI/UX design & implementation	A	I	C	R	C	I
QA testing & bug fixes	A	C	C	I	R	C
Weekly demo & client sign-off	R/A	C	C	I	I	R
App store submission	A	C	R	I	C	I

5. Communication & Escalation Plan

Event	Cadence	Attendees	Channel	Owner
Daily Standup	09:00 WAT Mon–Fri	Dev team + PM	Google Meet	PM
Weekly Sprint Demo	Fridays 15:00 WAT	Full team + Client	Google Meet (recorded)	PM
Client Feedback	Within 24h of Demo	Client + PM	WhatsApp	Client
Bug/Issue Triage	Same day P1; 24h P2	Dev leads + QA + PM	GitHub Issues	Dev Team
Change Requests	As needed	Client + PM	WhatsApp	PM
Escalation (blocked)	Within 2h of blocker	PM → Client representative	WhatsApp	PM

Escalation Protocol: Any unresolved blocker lasting more than 2 hours must be escalated by the PM to the client representative with a written impact statement and proposed resolution timeline. Delays caused by unacknowledged feedback will be logged and attributed accordingly.

6. Risk Register

ID	Risk	Likelihood	Impact	Mitigation
R-01	Scope creep from client change requests	High	High	Change request form; written approval required before any scope addition
R-02	Third-party API delays (Maps, SMS, Payments)	Med	High	Pre-integrate sandbox keys Week 1; fallback stubs for demo
R-03	Developer unavailability / illness	Med	High	Cross-train team members; maintain shared repo with clear documentation
R-04	Apple/Google review delay for app stores	High	Med	Submit Beta build by Day 20; parallel TestFlight & internal track testing
R-05	Infrastructure cost overrun	Low	Med	Monitor Seratech dashboard weekly; alert at 80% budget threshold
R-06	Client feedback not received on time	Med	High	Demo invites sent 48h in advance; 24h feedback window; silence = approved
R-07	Security vulnerabilities in payment flow	Low	Critical	Security review Day 18; OWASP checklist enforced before UAT

7. Budget & Cost Summary

Cost Item	Monthly (GHS)	Annual (GHS)
Cloud Hosting (Seratech)	Included in plan	Ongoing
PostgreSQL Database	Included in plan	Ongoing
File Storage	Included in plan	Ongoing
SMS Service	Included in plan	Ongoing
Email Service	Included in plan	Ongoing
Push Notifications	Included in plan	Ongoing
Google Maps API	Included in plan	Ongoing
Domain & SSL	Included in plan	Ongoing
Total Operational Budget	GHS 860	GHS 10,320

One-Time Costs

- Apple Developer Program: approximately GHS 1,140 per year

- SMS Sender ID Registration: provided by Sendazi
- Google Play Console: already purchased

8. Definition of Done (DoD)

A sprint deliverable is only considered complete when ALL of the following criteria are met:

✓	Criterion
☐	All user stories in the sprint are implemented and code-reviewed
☐	Unit tests pass at ≥ 80% code coverage
☐	QA sign-off: no P1/P2 open bugs
☐	Client demo conducted and feedback documented
☐	Feature deployed to staging/production environment
☐	Release notes updated in project tracker

9. Effective Brief — Revised Project Prompt

The following is a rewritten version of the original client brief, structured for clarity, precision, and actionability:

PROJECT: Asiewie Funeral Marketplace — Full-Stack Platform Build & Deployment

Engagement Type: Fixed-Scope, Fixed-Duration Build

Project Manager: Sirateq Ghana

Duration: 1 July 2026 – 31 July 2026 (31 calendar days / 4 sprints)

Objective

Design, develop, and deploy the Asiewie Funeral Marketplace — a mobile-first platform connecting families and funeral service providers in Ghana. The deliverable is a fully functional, production-ready application available on both Android and iOS, backed by a secure cloud infrastructure.

Deliverables Required

- Secure cloud backend deployed on Seratech with PostgreSQL database
- Vendor listings, profiles, and search functionality
- Booking management system with real-time status updates
- Funeral planning and coordination tools
- Secure payment processing integration
- SMS (OTP + notifications), email (receipts), and push notification services
- Google Maps integration for locating service providers
- Native mobile applications for customers and vendors (iOS + Android)
- Domain configuration, SSL, and production Go-Live
- App store submission to Google Play and Apple App Store

Governance & Accountability

- Four weekly sprint cycles with a mandatory Friday afternoon demo at 15:00 WAT
- Client must provide written feedback within 24 hours of each demo — silence constitutes approval
- Any change to agreed scope must be submitted via a formal Change Request and approved in writing before implementation
- Delays are not tolerated: any blocker unresolved within 2 hours must be escalated by the PM with a written impact statement
- Final handover on 31 July 2026 includes all source code, credentials, documentation, and signed client acceptance

Budget

- Monthly operational cost: GHS 860 (cloud infrastructure, APIs, services)
- Annual operational cost: GHS 10,320
- One-time costs: Apple Developer Program ~GHS 1,140 (Google Play already purchased)
- Infrastructure hosted and managed by Seratech Ghana

Success Criteria

- All four sprint demos delivered and signed off by the client on schedule

- Both iOS and Android apps submitted to respective stores by 28 July 2026
- Platform deployed to production and live by 31 July 2026
- Zero P1/P2 unresolved bugs at handover
- Full project documentation and credential handover completed

10. Project Sign-Off

By proceeding with this project plan, all parties agree to the scope, timeline, governance protocols, and zero-tolerance delay policy set out in this document.

Project Manager — Sirateq Ghana	Client Representative — Asiewie
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____