

RE Workflow Management System - Project Kickoff



Scope Definition & Timeline

Refer attached Document : Royal Enfield- Proposal Workflow Portal-WITH BPM Platform approach-1.06

Refer document : DealerOnboarding and Workflow Plan - 11-Sept-2025.xlsx



Meet Your Project Team

Our dedicated team brings together expertise in project management, technical leadership, and quality assurance to deliver exceptional results.

Leadership & Strategy

Rohit Mandiwal - Project Owner

Latesh Joshi - Project Manager

Rohit Mandiwal - Delivery Manager

Technical Excellence

Manish Vishwakarma - Technical Lead

Rohit Mandiwal - Solution Architect

Development Team

Tushar Solanki - Developer

Abhishek Sethi - Developer

Nikita Sahu - Frontend Developer

Quality Assurance

Shweta Sonar - Quality Analyst

System Deliverables

Following are the system deliverables.

RE Dealer Onboarding

Streamlined processes for efficient dealer registration and offboarding procedures

Field Visit Reports

Comprehensive reporting system with actionable insights and automated action plans

Claims Management

End-to-end dealer claim processing with tracking and resolution capabilities

Workflow Management

Centralized workflow orchestration for optimized business process automation



Project Leadership & Strategy

Role	Team Member	Key Responsibilities
Project Owner	Rohit Mandiwal	Define project vision and strategic direction, monitor KPIs, handle escalations, approve major deliverables
Project Manager SPOC	Latesh Joshi	Primary stakeholder contact, develop detailed project plans, coordinate team activities using Zoho tools, manage scope changes
Delivery Manager	Latesh Joshi	Oversee delivery timelines and quality standards, manage release processes, resolve delivery issues, monitor delivery metrics
Technical Lead	Manish Vishwakarma	Database design and system implementation, Git review and PR management, mentor developers, conduct code reviews

Development & Architecture Team

Role	Team Member	Key Responsibilities
Solution Architect	Rohit Mandiwal	Design the overall solution over ReactJS, Node.js, and PostgreSQL architecture, define technical standards, plan scalability and security
Frontend Developer	Nikita Sahu	Develop ReactJS user interfaces, build reusable components, manage application state, ensure responsive design
Backend Developer	Abhishek Sethi	Core business logic implementation, develop RESTful APIs using Node.js, Git operations management
Backend Developer	Tushar Solanki	Core business logic implementation, develop RESTful APIs using Node.js, Git operations management
Quality Analyst	Shweta Soner	Develop test plans, perform ReactJS and Node.js testing, ensure UI/UX standards, conduct comprehensive testing



Quality & DevOps Excellence

Quality Assurance

Shweta Soner - Quality Analyst

- Comprehensive test plan development and execution
- ReactJS and Node.js component testing
- UI/UX standards validation
- Regression, integration, and performance testing
- Developer collaboration for quality assurance

DevOps Infrastructure

Manav Makhija - DevOps Engineer

- CI/CD pipeline automation for ReactJS and Node.js
- PostgreSQL and Node.js infrastructure management
- System reliability, scalability, and security
- Performance monitoring and deployment optimization
- Grafana & Loki implementation

Communication Plan

Structured communication ensures transparency, alignment, and proactive issue resolution across all project stakeholders.



Regular Updates

Bi-weekly progress updates on key achievements and upcoming tasks.

Detailed reports provided upon milestone deliveries.



Regular Meetings

Dedicated sessions for project discussions, feedback, and issue resolution.

Availability for key stakeholders (Client, Lead, Head, Core Team).



Communication Medium

Primary channels include MS Teams/Zoom for real-time discussions.

Zoho for project management, documentation, and task tracking.



Risk Management Strategy

Objective: Proactively identify, assess, and mitigate risks to ensure successful project delivery within scope, timeline, and budget.



Escalation Matrix

Our robust escalation matrix ensures rapid response and resolution for critical issues, maintaining project momentum and minimizing potential disruptions.

Escalation Level / Role	Response Time Objective	Resolution Time Objective
Level 1: Operational Issues (Project Manager: Latesh Joshi)	Within 1 business hour	Within 4-8 business hours
Level 2: Technical Challenges & Scope Adjustments (Technical Lead: Manish Vishwakarma / Delivery Manager: Latesh Joshi)	Within 2 business hours	Within 12-24 business hours
Level 3: Strategic & Major Blockers (Project Owner: Rohit Mandiwal)	Within 4 business hours	Within 24-48 business hours
Level 4: No Resolution till Level 3 Blockers (CEO : Ajay Bhoraskar)	Within 3 business hours	Within 24-48 business hours





Governance Setup

Our project governance framework ensures clear communication, timely decision-making, and effective issue resolution through a structured meeting cadence.

#	Name	Description	Attendees	Duration (mins)
1	Daily Scrum Call	A 10-minute call to discuss previous day's accomplishments, today's plan, and any challenges.	Development Team, Team Heads, Project Manager (SOFTUDE)	10
2	Weekly Review Meeting	A 30-minute meeting to share current project status against the defined plan and discuss dependencies, hurdles, and resolutions.	Team Heads, Project Manager, Client's Coordinator (Royal Enfield)	30
3	Monthly Governance Meeting	A 60-minute meeting to report progress against defined milestones, address anticipated future hurdles, and review challenges faced in the previous month to prevent recurrence.	Project Manager, Client's Coordinator, Project Owner, Solution Consultant, Client IT (Royal Enfield), Business SPOC (Royal Enfield)	60

Project Delivery Milestones

A detailed timeline outlining the key stages and expected delivery dates for the RE Workflow Management System.

Milestones	Task Name	Timeline	Expected Delivery
Milestone 1	Documentation (scope documents and Prototype signoff)	4 weeks	30-Oct-25
Milestone 2	Workflow management (non-templitized)	6 Weeks	16-Dec-26
Milestone 3A	Dealer Onboarding and Master management	4 Weeks	20-Jan-26
Milestone 3B	Admin, Field Visit Report & Action Plan, claim settlement	6 weeks	26-Feb-26
Milestone 4	Complete module Delivery	4 weeks	26-Mar-26
Milestone 5	UAT Release	1 week	26-Mar-26
Milestone 6	Final Release to business		10-Apr-26



THANK YOU

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