



**Product Development
Tracking Module - Note
For 30-Day Free Trial**

User Guide

V2.0

Product Development Tracking Module Notes

The objective of the Product Development Tracking (PDT module) is to help development teams to manage the launch of a particular product to the market. It provides a tool for product managers to share the status and progress of a particular product launch with their own or other team members. They can make useful comments in real time that will contribute to the future success of the product.

The purpose of the sample data in PDT is to guide you how Teczo customers make use of the Teczo platform and provide you an insight into how the system operates. However, you can customize your own product cycle stages to fit the requirements of your own company in the Data Maintenance of the System Administration module.

In MP3 Thumb Inc., the PDT module documents two cases. They are:

- 1) **Big Echo:** Documented in PD000001, PD000002, PD000003 and PD000004.

This portrays a newly designed and developed product from initial ideas to commercial launch. The product design cycle for MP3 Thumb Inc. splits up into 13 stages of product development. They are:

- 0 – Product Idea
- 1 – Design Planning
- 2 – Design Kick Off
- 3 – Design Input
- 4 – Design stage – design review
- 5 – Design Output
- 6 – Design Verification
- 7 – Design Validation
- 8 – Pilot Production
- 9 – Final Design Validation
- 10- Project Release
- 11- Product Evaluation
- 12- Product Release
- 13- Commercial launch

Topic PD000001 is initiated from the Product Marketing department to kick off

the product development and document the inputs from stage 0 – 7 with the access rights given to the management and key persons in the project decision making team.

Topic PD000002 is initiated from the Engineering/ Project Manager to document the inputs from stage 3-7 from the engineering perspective with the specific access rights given to the engineering team who is responsible to develop the product.

Topic PD000003 is again initiated from the Engineering/ Project Manager to document the inputs from stage 7-12 but the reason why a new topic is created is because the job of the product development engineering team is already done, and now the focus is on the production team so we should include them in the access rights list. The goal is now to get the prototype of the product onto the production line for mass production. Using this platform will enable the team to communicate and move ahead of the tasks quickly.

Topic PD000004 is also initiated by the Product Marketing Team to document the input from stage 7-13 but the focus this time is on the Sales team as they are preparing for the commercial launch. This topic provides them with a collaboration platform to communicate and get updates on both the customer and the product sides to ensure a successful launch.

Tips: Benefits of organizing the product development into 4 topics:

- Preventing valuable information such as Intellectual Property during early stages of product development, or confidential customer projects from leaking out of the organization. We should restrict only part of the process to the team responsible for execution on that part.
- Getting the right people informed will optimize the efficiencies of everyone in the organization.
- There are product stages from 0-13 that keep everyone well informed about the current product status.
- There will always be team members withdrawing from their position during any product development projects. Therefore the topics here will keep new members joining the team well informed on the history records, current status and future direction of the topics. Thus, the new members are able to join in and start contributing almost immediately.
- In turn, these will ultimately drive the team more effectively into success.

2) **Sandstorm:** Documented in PD000005.

This case is much smaller in terms of scale and complexity compared to Big Echo. Also, it provides an alternative way on how a product development project can be managed. Instead of splitting into 4 topics as for Big Echo, it is all done in 1 topic to keep the record simple and it is easy for filing.

Tips: You may add/remove people accessing the topic as your product matures in order to keep the appropriate team members informed about the product status. You will also be able to track the audit records of the people being added or removed from the access right list on the History Updates in the Details section.