Assignment 2 - Collaboration Plan

[Team Assignment]

Overview

The purpose of this assignment is to demonstrate that your group has a strong plan for how to effectively take on the team project for this course.

Imagine if you are working in a company and there is a high-profile special project, which if successful, could result in raises and promotions for those involved. Now imagine you and your group all work at this company and would like to team up to be assigned this project. Think of this collaboration plan as a way your group can lobby the decision-makers to pick your team for this special project.

If done well, the process of formulating this plan with your group should set your team up for success for your project. This collaboration plan will serve as your team charter. Once submitted, this document is considered your written commitment to your teammates that you will do your best work, attend meetings as necessary, and contribute equally to all required team assessments.

This is a group assignment, please submit one copy as a PDF file per group via D2L. All group members must agree and contribute to the Collaboration Plan equally.

Instructions

Start chatting on the Microsoft Teams private channel set up by your instructor for your group. In that private channel, organize and hold a meeting with your group members to discuss your Collaboration Plan details.

Deliverable

Write a Collaboration Plan (no more than 4 pages) including the below sections and information

Team Member Sections

Your team collaboration plan should have a section for each team member, the title of each team member's section should be that member's first and last name. These team member sections can be completed individually or together with your team. However, ultimately each person in the team will be responsible for ensuring their own section is well done. Include the below information about yourself in your team's collaboration plan:

- **Student ID** - self explanatory
- **Critical Communications Method** - This is the method which, if your team can't reach you, this method can be used to reach you, and you agree to respond within the day
    - i.e. Microsoft Teams DM, or Private Channel, D2L, BVC email, IM, SMS, etc
- **Superpower** - from class: https://www.arealme.com/supernatural-power-for-you/en/
- **Value Proposition** - what you feel will be the most valuable quality you will contribute to the team (i.e. I'm very detailed oriented, I'm organized, I'm funny, I am good with photoshop, etc. bonus points if you relate it to your superpower)

Team Name & Member Roles Section

Please come up with a name for your project team and clearly indicate it in this section. There is no wrong answer for your team's name so have fun!

In this section, each member of the team is also to be assigned one or more of the specified roles for the team. These roles and what the holder of each role is responsible for, are described in class. The roles are:

- Team Point of Contact [to the instructor]
- Team Organizer
- Assignment Editor
- Submission Designer
- Requirements Reviewer

Every role must be assigned. Every learner must hold at least one role. No member should hold more than 2 roles in the team. Please indicate which roles are assigned to which members in this section.

Meeting Commitment (ATOL) Section

In this section, work with your team to set, and indicate on your team's collaboration plan, a dedicated meeting time and date where the team will be available to meet each week. It must be on Monday, Tuesday or Wednesday. Teams don't always have to meet during this time every week, but if a team meeting is required, all team members must commit to being available at that dedicated time.

In addition, the idea is that you will have met with your team before each SCRUM update.

Each team will also have the rest of the week, as well as the weekend to complete any tasks that emerge as a result of the team meeting, and even to plan additional meetings if necessary before the next class/exercise due date.

If your team could not commit to a dedicated meeting time on Mondays, Tuesdays or Wednesdays. Provide an explanation why in the meeting commitment section of your collaboration plan. This will likely result in the instructor checking in with your team to gain a better understanding and seeing how to help.

Communications, Accountability & Decision Making Section

Discuss among your team the answers to the below questions, then provide those answers in this section of your team's collaboration plan:

- How does the team plan to communicate (Microsoft Teams, email, phone, etc.)? What is the team's communication plan?
- How is the team going to keep all members accountable and ensure members contribute to the team's efforts. What is the team's accountability plan?
- How is the team going to make decisions? What if a conflict arises? What is the team's decision-making plan?

Remember, your answers should demonstrate that your group is capable of engaging in the project effectively. These answers need to instill confidence that your team has thought through and is ready to handle typical challenges like communications, accountability and decision making. So answers like "We will keep each other accountable, communicate well and make very good decisions. Trust us." will not be granted very good marks as those types of answers aren't plans, nor does it instill confidence. Rather it is seeking the decision-maker to grant trust where none is yet earned. So look to provide answers with more depth than that example just provided.

Additional Requirements

Present your Collaboration Plan in a professional format. **Include a document title [use the assignment name], and ensure correct spelling and grammar.** You will be graded on your ability to present your work in a professional way as well as the content of your submission.

Please submit the assignment via D2L to the drop box as a **PDF document.**

Late assignments will lose marks at 5% per day to a maximum of two days unless approved by the instructor. After 2 days, the assignment will receive an automatic 0.

The rubric for this assignment can be found on D2L under the drop box.