**Project Plan, Team Charter**

**How To Train Your Dragon Boat**

**GBC Dragon Boat Team**

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| --- | --- |
| Industry Partner | GBC Dragon Boat Team |
| Primary Instructor | Anjana Shah |
| Team Member | Giuseppe Ragusa |
| Team Member | Andrew B. Cobbs |
| Team Member | Arsalan Farooqui |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 0.1 | 10/01/2019 |
| 0.2 | 10/05/2019 |

**Table of Contents**

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | To assist the GBC Dragon Boat Team with an efficient application designed to automate the process of team management and the tracking and recording of performance details of the team. This will resolve the current issue of manually assignment the team members and recording information, a task that proves to be inefficient and unenjoyable. |
| Corporate Goals Addressed | * An efficient method of assigning team members to specific Dragon Boat layouts * A way to evaluate the layout of the team members in the boat by detailing information * The ability to track and record information about the performance of the dragon boat members including velocity, distance, etc. |
| Planned Start Date | Sept. 23 2019 |
| Planned End Date | March 27, 2020 |

**2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Scrum Master | Giuseppe Ragusa | Giuseppe.Ragusa@georgebrown.ca |  |
| Head Programmer | Andrew B. Cobbs |  |  |
| Project Manager | Arsalan Farooqui |  |  |
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**3. Scope**

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Features designed for use as a Mobile Application | Other platform functionality beyond Mobile |
| Efficient method of team management when assigning boat layouts with layout information | Setting custom paths for boat routes |
| Map providing the location of the boat team with routes. | Location Finding using the map interface |
| Information about the boat’s performance during races |  |
| Compatibility with other mobile related platforms including tablet |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| An Interactive GUI displaying team members and available positions on the boat layout | This feature will be implemented via a Drag-and-Drop or a Tap-and-Place interface, providing an efficient method of assigning Dragon Boat team members to the boat layouts. |
| A Tab providing details on the current boat layout as the members are being assigned | The tab will provide information about the boat layout such as weight distribution and will update accordingly as the layout is filled with boat members. |
| An option to save the current layout and to load previously saved layouts | Created boat layouts with member placements in each can be stored and loaded for future reference and avoid the process of recreating a specific layout |
| A map indicating the position and location of the boat | The map will provide an accurate position of the boat and the surround area, giving the team members knowledge of the surround area |
| An option to track the route that the boat is currently taking | The boat’s position will constantly be tracked over a constant interval, creating a path of previous positions that will form the route the boat took. |
| The ability to save the current route the boat recently took, and load previous routes. | This feature ties in with the previous feature as being able to save the recently created route in a database. These routes can be loaded and viewed at will if the members decide to repeat a previous route |
| A tab displaying information regarding the boat’s performance | The tab will use features such as the boats position and the route it took to provide information include the distance the boat travelled, the current velocity of the boat, the direction of the boat, etc. |

**5. Assumptions**

This project makes the following assumptions;

* Project Members are willing to adapt to different roles to fulfill a requirement or assist another member due to the lack of members in the project.
* Team communication and meetups will not become unachievable as a result of changes in the educational activities each project member is involved with.
* Project members will adhere to the communication plans and project requirements specified within the documents
* Failure to comply with the set deadlines will result in the delay of the rest of project
* Project members are willing to familiarize themselves with new technologies and languages if it becomes a requirement
* The Project Plan and any of its sections include Scope, Risk Management, Requirements, features, etc. may change as situations arise.
* The online marketplace will be able to support the application as it is distributed to its users
* The GBC Dragon Boat Team will have limited involved in the development of the application.

**6. Dependencies**

The following are the internal and external dependencies that will have to be acknowledged and addressed;

(No Dependencies currently addressed)

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (C/H/M/L) | Management Strategy |
| **Project Definition** |  |  |  |
| Project Duration | High: 8 months | Certain | Effective and Detailed Project Plan with constant meetings |
| Project Scope Creep | Low: Scope Requirements are defined and achievable, future revisions possible | Low | Scope will be reviewed periodically by group members to ensure that future requirements are within scope |
| Project Budget Creep | Low: Project designed around no cost or budget | Low | Development environments will be free to use or open source, Developers limited to project members |
| Timeline is unachievable or unrealistic | Medium: Timeline based on present knowledge | Low | Deadlines of tasks and processes constantly monitored and reviewed to ensure no derailment of set timeline. |
| **Project Staff** |  |  |  |
| Number of Members limits progress | Medium: 3 Members | Medium | Effective communication of plan, tasks, requirements, and strict development schedule |
| Project Schedule interfered by Education Schedule | High: All Project Members are active participants in education, weekly occurrence | Certain | Project Timelines and Task Durations design with education as a factor, includes deadlines to be extended if absolutely necessary |
| Absence of Project Member during meeting | Low: Communication with all members established outside meetings | High | New Meetup date will be set to accommodate the member, or information from the current meeting will be relayed to the absent member. |
| Project Members varying experience will cause discoordination | Low: Project Members have worked on multiple projects with proper coordination | Low | Communication will be established with all members to coordinate tasks that each member prefers |
| Weak User Activity | Low: A project member is a user | Low | Specified Project Member will provide information required regarding users |
| Project Roles Unclear | Low: Members are aware of main roles | Low | Project Members will review responsibilities if needed. |
| **Project Management** |  |  |  |
| Project Methodology foreign to project members | Medium: previous experience with other methodologies and requirements. | Medium | Previous experience will be used as a tool for development throughout the project |
| Specific Project role lacks a defined member | Low: Members are willing to adapt to different roles. | High | Project members will discuss who will assume temporary roles when needed |
| **Software Vendor** |  |  |  |
| Experience with software IDEs is lacking to project members | High: No Previous experience with IDE or field | High | Evaluation process will be done with project members and software environments to familiarize them with each IDE. |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Minutes of Meeting | Project Members:   * Giuseppe Ragusa * Andrew B. Cobbs * Arsalan Farooqui   Anjana Shah | Weekly |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Weekly Capstone Meeting – C401 | A Meetup to discuss future endeavors and plans for the project, including tasks, plans for upcoming requirements, or resolving issues that project members may have encountered | Giuseppe Ragusa, Andrew B. Cobbs, Arsalan Farooqui | Weekly, Tuesdays at 12pm |
| Library Capstone Meeting – GBC Library Whiteboard rooms | A meetup similar to the weekly capstone meeting, but with the main objective being to discuss a major upcoming task or requirement and plan accordingly. | Giuseppe Ragusa, Andrew B. Cobbs, Arsalan Farooqui | Monthly, Fridays at 2pm |

**9. Task Listing (WBS- Work Breakdown Structure)**

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

**10. Gantt Chart**

Create a detailed Gantt Chart from your Task Listing(Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls) – Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Period | | | | | | | | | | Completed |
|  | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates |  |
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**11. Milestones**

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| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
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**12. RAM – Responsibility Assignment Matrix**

Create a RAM from your Task Listing. A sample is shown below:



**13. Approval**

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
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**TEAM CHARTER**

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. **Purpose**

(Describe the purpose for forming the team and the anticipated outcomes.)

The purpose for the creation of the team for this project was to open up the team and its members to a unique opportunity of developing a mobile application and introducing a field that they will gain a lot of experience from as developers. The anticipated result from this opportunity will be to provide project members first hand experience in the development of mobile applications, which will be passed along throughout their careers. Additionally, the development of this application will provide a benefit to the mobile application marketplace, as a unique service designed to fit the needs of those participating In Dragon Boat activities, a service not often available in the mobile department.

2. **Background**

(Summarize the program or project the team is supporting, state how the team fits within the organizational structure, identify who are the users/customers of the program/project including external customers and stakeholders, sand describe special circumstances surrounding the project.)

The project is a Dragon Boat Application that will assist users who are involved in Dragon Boat activities by providing a variety of utilities to meet their needs. The group of members who are taking part in the project development are well acquainted with each other, having worked in a variety of projects recently and having similar experience within the field. Users of the application will not just be limited to dragon boat members, and instead branch out to consumers who may be interested in the features provided in the application for other boat related needs. The GBC Dragon Boat team is the current stakeholder, who have shown an interest in the development of project. However, their role in the development process will be limited, therefore the project members will be more independent from the stakeholder.

3**. Scope**

(State the scope, mission, and objectives for the project and the team's role in achieving it. This is similar to preparing a mission need statement. Define the high level goals the team must accomplish.)

The How To Train your Dragon Boat project’s main goal is to create a dragon boat utility application that will be designed for mobile devices. The app will be multiplatform, supporting android and apple devices, and support other devices including tablets. The team associated with the project is responsible for the development of this application, ensure that it will be a user friendly application that will accommodate the needs of not only dragon boat members, but any consumers interested in boat features. The applications features will include the ability to create, manage and save layouts that will be used for the assignment of the boats members, using an interactive interface. It will also display information about the current boat layout, such as the weight distribution of its members. The application will also provide a map that will display details about the boat’s current performance including at a minimum, the boats speed and distance. Additionally, the application will be able to track the route the boat is taking, and have the ability to save those routes for future use.

4. **Team composition**

(Identify the functional areas represented, the number of members from each, state who are core [essential] members versus support or advisory members and full or part time designation, and the anticipated time/resources commitments involved over the anticipated duration of the team.)

5. **Team empowerment**

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

6. **Team operations**

(Describe team operational plans. This includes, for example, such activities as the team's decision-making processes, how changes in membership occur should the need arise, plans to establish "ground" or operating rules, handling absence or non-performance, code repository, communication amongst team members, relationships with other organizational entities or teams, logistical support, etc.)

7. **Team Performance Assessment**

(Document key areas of performance needed for team success along with means of measuring progress.)

8. **Signature Page**

(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

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