**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. |  |
| 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;

* Scope requirements are based on currently based on pre-development knowledge and are subject to change in the development process. Changes can include additional In-Scope or Out-of-Scope specifications or changes to existing scope requirements.
* Method of implementing features not based on programming implementation and is subject to change as the application is in proper development

**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 (H/M/L) | Management Strategy |
| One or more projects members are absent for a required meeting | Low | High | Depending on the severity of the meeting, a new date will be arranged for discussion or meeting will proceed as follows with the current members and will provide information to the absent attendee afterwards |
| Contact with one or more project members through online means cannot be established | Low | Medium | The Information required to be delivered to the specified individuals will be done so in person |
| Misplacement or Deletion of documents/diagrams/program code | High | Low | Each Project Member will possess copies of required documents and code, as well as storage on an online repository |
| Online Repository is unable to be accessed | Medium | Low | Documents and other required information will be sent by messaging or email. |
| A requirement or process has failed to meet its specified deadline | High | Medium | A temporary plan will be created that will include new deadlines for the most recent tasks. This short-term schedule will be followed until the tasks have been completed |
| Development Environment has become inaccessible for one or more project members | High | Low | Communication with other projects members must be established immediately to discuss the problem. Required tasks will fall under new ownership of the project members until the issue is resolved |
| Programming of application has resulted in a bug preventing the application from working. | High | High | The Bug will either be resolved independently, or will be brought to other group members to collaborate and resolve the issue or find a work around. Final resort is to restore the application to a previous working version using the online repository |

**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.)

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.)

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.)

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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