Organization Plan:

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|  | Project Plan Team 1 |  |  |  |

Each member of the team will take it in turn to become the Team Leader, this will allow everyone to gain an insight into what is expected of a team leader and what is required to become a good team leader. Everyone else not currently a team leader will be available to take on any of the tasks required to complete the project.

Stephen Dixon First Team Leader

Ho Kan Leung

Joshua C Weeden

Gerardo de Jesús Juárez Ponce

Conflict Resolution:

At the end of each meeting the team will discuss any Conflict situations or perceived Conflict situations that have arisen between team members. Hopefully the issues will be minor and can be worked through during the meeting, if not then a meeting will take place between the team leader and the team members in conflict to discuss further.

If there is a conflict between the Customer and the Team Leader, the team will get together to discuss the conflict to see if the issue can be resolved. If the issue persists the Team Leader will step down and a new Team Leader elected.

If a conflict has arisen because the Team Leader has not done a sufficient amount of work, or the work has not been completed to a satisfactory level, then the team will hold a meeting with the Team Leader to see if there is an issue that can be resolved. If there is no resolution to the issue the Team Leader will step down and a new Team Leader elected.

If a conflict has arisen because a Team Member has not done a sufficient amount of work, or the work has not been completed to a satisfactory level, the Team Leader will discuss the issue with the Team Member to see if the issue can be resolved through additional training, or buddy working with another team member on project work.

If a conflict has arisen because of a disagreement in the final allocation of marks during the Peer Assessment, the person in question will be allowed to state their case for an increase in marks. For an increase to take place they must be able to give details of work that they have undertaken that has not been taken into consideration but has been attributed to them, otherwise the original mark given will have to stand.

Peer Assessment Plan:

We have formulated what we believe to be a fair and just proposal for the allocation of marks.

Each team member will allocate marks to each of their peers based on the following 4 sets of criteria.

Each of the first three sets will see 5% of the total marks allocated to a peer if they have been deemed to have met the criteria by a majority of their team mates. The last section will be based on the percentage of the marks that have not yet been allocated during sections 1 to 3.

Section 1: 5% of the marks will be received if the following criteria have been met.

1: An interest has been shown in the project.

2: Attended at least one team meeting a week, and read the meeting minutes for those meetings that were missed.

3: Reply to all communications on Facebook for team meetings even if you can’t attend. Must give alternate times that you can attend meeting in a timely fashion.

Section 2: 5% of the marks will be received if the following criteria have been met.

1: Must Contributed something to each deliverable.

2: Volunteer to take on tasks, or set new tasks that must be met that have not yet been realized.

3: Communicate issues in a timely manner and met realistic deadlines.

Section 3: 5% of the marks will be received if most of the following criteria have been met.

1: Quality of Work.

2: Shown commitment to the project.

3: Shown Initiative.

4: Attended majority of meetings and made important contributions.

Section 4: Each team member must allocate 100 points between the other team members, using whatever criteria that believe is important, to show the level of importance, commitment, contribution each individual has made to the project. The total points allocated to each team member will be divided by 3 to get a percentage of the remaining marks.

We the undersigned have all agreed to the Peer Assessment Plan formulated above.