

Team Structure and Responsibilities

Revision 1

- Responsibilities outlined will be updated as the project progresses
- Always open to suggestions about redefining roles and responsibilities
- Defined responsibilities are not meant to be too specific in order to achieve some degree of flexibility, agility in team structure, and autonomy for each member. However, some responsibilities might be left neglected due to it falling within a grey area of responsibility. If this happens, please contact the web project manager!
- Please notify the project manager if overlap between work occurs
- Implementation decisions will be up to you guys. However, they must be conducive to satisfying the requirements.
- If implementation decisions interfere with other people's work (ex, a script you just made breaks something else another person did), the project manager should be notified if the interference cannot be quickly resolved between the relevant members.

Web Project Manager: Andrew

- Coordinate and communicate the day-to-day tactical implementation of the web project
- Responsible for keeping the overall team activities focused on the site strategic objectives and agreed deliverables
- Manage the overall communication among creative, technical, and production elements of the website team
- Create and maintain the project planning and strategy documents, Gantt charts, meeting notes and other project documentation that details the team's activities
- Assist in any programming when needed

Usability Lead: Kyle

- Shape the overall user experience (how the user will interact with the site)
- Perform user testing
- Evaluate the success of the project (Does the site satisfy all of the requirements/features?)
- Craft page "wireframes," the diagrammatic page grids that show how various areas of the page will be used to support site identity, navigation, and page content.
- Develop site architecture diagrams that explain the overall site planning
- Determine what kind of functionality each page should have (work with Interface programmer on this)
- Develop front-end scripts to add functionality to HTML pages when such pages are available

Interface Programmer: Karl

- Manage overall look and feel for the web site (how the site looks to the user)
- Perform user testing
- Craft page wireframes
- Convert initial web site page mockups, designs, and wireframes into HTML pages
- Manage the work of building the site's pages into HTML
- Creation, modification, and maintenance of CSS
 - Establish the site typography, visual interface design, color palette standards, page layout details, etc
- Suggest functionality ideas to usability lead
- Develop front-end scripts to add functionality to HTML pages once all HTML pages have been created

Database Administrator: Devin

- Allow enrolment of users and maintain system security
- Make and test modifications to the database structure when needed
- Database scalability testing
- Identify user needs to create and administer databases
- Determine how to store users
- Determine how to store friends lists
- Develop entity diagrams for user database
- Maintain the database and update permissions
- Work with web technology lead on associating user with collection of content

Web technology lead: John

- Work with interface designer and usability lead to determine what content to serve after a particular request
- Manage database of website content
 - Work with Database administrator to associate user with content
- Determine how to store images, posts, and polls in database
- Develop database schema

- Implement database that stores and delivers images, posts, and polls
- Integrate with front-end to ensure correct delivery of content into user interface

Reference: <http://webstyleguide.com/wsg3/1-process/2-development-team.html>