**Project Plan, Team Charter**

**Boutique Recruitment**

**JC Consulting**

|  |  |
| --- | --- |
| Industry Partner | JC Consulting |
| Primary Instructor | Anjana Shah |
| Team Member | Abdallahman Habyarimana – 101087205 |
| Team Member | Anushka Aggarwal – 101195651 |
| Team Member | Karanjot Singh- 101195883 |
| Team Member | Renata Moura - 101096098 |
| Team Member |  |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| Revison 0 | 10/11/2018 |

Contents

[1. Executive Summary 3](#_Toc526978229)

[2. Project Approvers, Reviews and Distribution List 3](#_Toc526978230)

[3. Scope 3](#_Toc526978231)

[4. Deliverables 4](#_Toc526978232)

[5. Assumptions 4](#_Toc526978233)

[6. Dependencies 5](#_Toc526978234)

[7. Risk Management 5](#_Toc526978235)

[8. Communication 5](#_Toc526978236)

[9. Task Listing (WBS- Work Breakdown Structure) 7](#_Toc526978237)

[10. Gantt Chart 8](#_Toc526978238)

[11. Milestones 9](#_Toc526978239)

[12. RAM – Responsibility Assignment Matrix 10](#_Toc526978240)

[13. Approval 10](#_Toc526978241)

# 1. Executive Summary

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | Develop a web system to establish a consulting recruitment process, and onboarding processes, |
| Corporate Goals Addressed | * Facilitates coordination and information sharing both internal and external to the participating involved. * Enhances the ability and effectiveness of staff to perform their jobs * Is easy to use. * Eliminate redundant data entry throughout the organization. |
| Planned Start Date | Sep 2018 |
| Planned End Date | Apr 2019 |

# 2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 3. Scope

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

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Web interface | AI to evaluate candidates |
| Workflow process | Interview Process |
| Database structure |  |
|  |  |

# 4. Deliverables

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Web interface | Web interface that allows the clients to input their job request |
| Workflow process | System that map the hiring process |
|  |  |
|  |  |
|  |  |

# 5. Assumptions

This project makes the following assumptions;

* Required stakeholders are committed to fulfilling roles documented in the approved Project Plan
* The Project Plan may change as new information and issues are revealed
* It is assumed that the user is familiar with an internet browser and familiar with handling the keyboard and mouse.
* Failure to identify changes to draft deliverables within the time specified in the project timeline will result in project delays
* Since the application is a web-based application there is a need for the internet browser. It will be assumed that the users will possess decent internet connectivity.
* Failure to identify changes to draft deliverables within the time specified in the project timeline will result in project delays.
* All project participants will abide by the guidelines identified within this plan.
* The Project Plan may change as new information and issues are revealed.

# 6. Dependencies

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

* Browser Compatibility: System should be web-based.

# 7. Risk Management

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Estimated Project Schedule | High | High | Created comprehensive project timeline with frequent baseline reviews |
| Project Scope Creep | Low: Scope generally defined, subject to revision | Low | Scope initially defined in project plan, reviewed frequently by three groups (Project Manager and Steering Committee) to prevent undetected scope creep |
| Project Team’s Shared Work Experience creates poor working relationship | H: Some have not worked together before | High | Comprehensive Communications Plan |
| Change Management Procedures undefined | Medium: | Medium | Re-evaluate the plan and deliverables |
| Narrow Knowledge Level of Users | Medium: Knowledgeable of user area only | High | Assigned Project Manager(s) to assess global implications |

# 8. Communication

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Status Report | Project Team, Sponsor | Bi-weekly |
| Sprints | Project Team, Teacher | On demand |

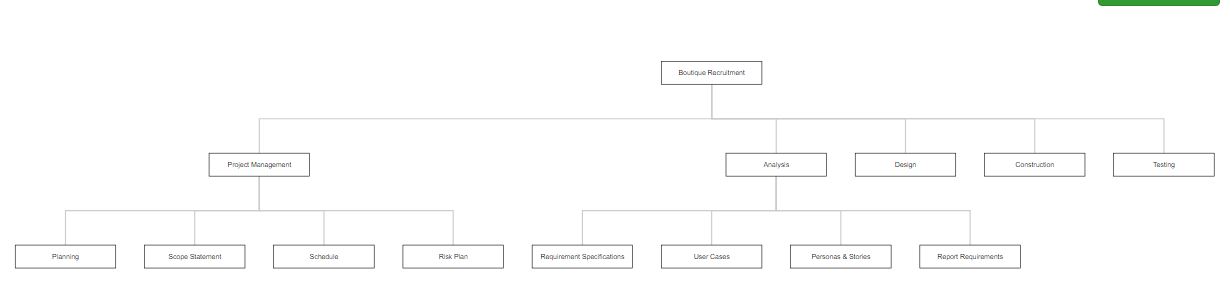
**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Planning**:** | Develop the project plan; assign roles and responsibilities; make decisions about how the project will be carried out. | Project Team | Once |
| Walk-through: | Read through the project plan and/or significant documentation to uncover problems and clarify information. | Project Team | Once |
| Problem Solving: | Solve problems that require several members of the team and/or management; generate alternative solutions. | Project Team | Weekly |
| Debrief: | Provide critical information to higher levels of management. Focus on goals, results, schedule; seek approval for next steps where appropriate. | Project Team | Weekly |
| Presentations: | Make a formal presentation to managers, stakeholders, and others about the results at the end of the project. | Project Team | On demand |
| Milestone: | Conduct formal reviews of progress against plan at critical points defined in the project plan when important interim steps are completed; present interim results. | Project Team | On demand |
| Problem Solving: | Solve problems that require several members of the team and/or management; generate alternative solutions. | Project Team | On demand |

# 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 | Name | | Duration | Dependency |
| A | Sprint 1: | |  |  |
| A.1 |  | Vision Document | 7 |  |
| A.2 |  | Business Requirements | 7 |  |
| A.3 |  | Personas & User Stories | 7 |  |
| B | Sprint 2: | | 7 | Sprint 1 |
| B.1 |  | Project Plan | 7 |  |
| B.2 |  | Team Charter | 7 |  |
| B.3 |  | Product Backlog | 7 |  |
| B.4 |  | Sprint Backlog | 7 |  |
| C | Sprint 3: | | 21 | Sprint 2 |
| C.1 |  | System Requirements, Analysis and Design | 21 |  |
| D | Sprint 4: | | 14 | Sprint 3 |
| D.1 |  | Wireframes/Prototype | 14 |  |
| D.2 |  | Technical Requirements | 14 |  |
| D.3 |  |  |  |  |
| E | Development Tasks: | |  |  |
| E.1 |  | Process definition/design | 15 |  |
| E.2 |  | Workflow functionalities/design | 20 | Process definition/design |
| E.3 |  | Feedback functionalities/design | 20 | Workflow functionalities/design |
| E.4 |  | Database definition/design | 10 | Home page design |
| E.5 |  | Home page design | 10 | Feedback functionalities/design |

# 10. Gantt Chart

Create a Gantt Chart from your Task Listing – Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task Name | | | Weeks | | | | | | | | | | Complete |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| **Sprint 1** | | |  |  |  |  |  |  |  |  |  |  |  |
|  | Vision Document | |  |  |  |  |  |  |  |  |  |  | Completed |
|  | Business Requirements | |  |  |  |  |  |  |  |  |  |  |  |
|  | Personas & User Stories | |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Client |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Evaluate Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Allocation Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Deployment Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Intake Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Support Department |  |  |  |  |  |  |  |  |  |  |  |
| **Sprint 2** | | |  |  |  |  |  |  |  |  |  |  |  |
|  | Project Plan | |  |  |  |  |  |  |  |  |  |  |  |
|  | Product Backlog | |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Client |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Evaluate Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Allocation Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Deployment Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Intake Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Support Department |  |  |  |  |  |  |  |  |  |  |  |
|  | Team Charter | |  |  |  |  |  |  |  |  |  |  |  |
|  | Sprint Backlog | |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Client |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Evaluate Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Allocation Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Deployment Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Intake Department |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Support Department |  |  |  |  |  |  |  |  |  |  |  |
| **Sprint 3** | | |  |  |  |  |  |  |  |  |  |  |  |
|  | System Requirements | |  |  |  |  |  |  |  |  |  |  |  |
|  | Analysis and Design | |  |  |  |  |  |  |  |  |  |  |  |
| **Sprint 4** | | |  |  |  |  |  |  |  |  |  |  |  |
|  | Wireframes/Prototype | |  |  |  |  |  |  |  |  |  |  |  |
|  | Technical Requirements | |  |  |  |  |  |  |  |  |  |  |  |
| **Development Tasks** | | |  |  |  |  |  |  |  |  |  |  |  |
|  | Process definition/design | |  |  |  |  |  |  |  |  |  |  |  |
|  | Workflow functionalities/design | |  |  |  |  |  |  |  |  |  |  |  |
|  | Feedback functionalities/design | |  |  |  |  |  |  |  |  |  |  |  |
|  | Database definition/design | |  |  |  |  |  |  |  |  |  |  |  |
|  | Home page design | |  |  |  |  |  |  |  |  |  |  |  |
|  | Web Solution | |  |  |  |  |  |  |  |  |  |  |  |

# 11. Milestones

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Kick off | 09/26/2018 | Project Team / Sponsor |
| Sprint 01 | 10/12/2018 | Project Team |
| Sprint 02 | 10/12/2018 | Project Team |
| Sprint 03 | 10/31/2018 | Project Team |
| Sprint 04 | 11/21/2018 |  |
| Website plan complete |  |  |
| Website design complete |  |  |
| Website construction complete |  |  |

# 12. RAM – Responsibility Assignment Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Project Team Responsibilities*** | | | | | | |
| Project Name: | Boutique Recruitment | | |  |  |  |
| Project Manager: | Renata Moura | |  |  |  |  |
|  |  |  |  |  |  |  |
| Task | Renata Moura | Abdallahman Habyarimana | Anushka Aggarwal | Karanjot Singh |  |  |
| Sprint 01 | P | S | S | S |  |  |
| Sprint 02 | P | S | S | S |  |  |
| System Requirements | S | P | S |  |  |  |
| Analysis and Design | S | P | S |  |  |  |
| Wireframes/Prototype | S | S | P |  |  |  |
| Technical Requirements | S | P | S |  |  |  |
| Testing | S | S | P |  |  |  |
| P = Primary S = Secondary | | | | |  |  |

# 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**

1. **Purpose**

This team has been formed to complete a project that is part of 2 of our courses, i.e. Capstone Project-I and Capstone Project-II, in the third year of our program i.e. Computer Programmer Analyst. The project is named Boutique Recruitment and is being made for a company called J.C. Recruiting.

**2. Background**

The company wants to increase ease of access for their clients to communicate their requirements and also improve the flow of information among the clients, the different departments (intake, evaluation, allocation, deployment and support) and the candidates. So, this project, Boutique Recruitment, is going to provide a flow-based, user-friendly, web-based platform to the company for their clients, i.e. the firms who have open positions for jobs and don’t want to spend the huge resources required for hiring people, to easily sign-up for J.C.Consulting’s cost – effective recruitment services. Essentially, this project will aid in the candidate-client matching process. The project’s sponsor is Tyler Krimmel, and it is being done under the guidance of our course instructor, Anjana Shah.

**3. Scope**

This project will cover the clients’ side login and registration, creating a flow based candidate-client matching. We will be creating a user friendly interface for clients to sign up for our services and post their requirements, and for the evaluators and administrator also. We shall also create a database which would hold all available jobs and the companies’ requirements.

**4. Team composition**

Our team comprises of 4 members (whose names are mentioned below), all of whom are a valuable and integral part of all decision making and execution process. The project ideally spans a period of 7-8 months, starting from September’18, with execution beginning by the end of the 4th month.

**5. Team empowerment**

Although there is no monopoly of power over any process, Renata is the team’s manager and acting leader, and oversees the timely and effective submission of all parts of the project. Each member is involved in every major decision in relation to the project, and sufficiently empowered.

**6. Team operations**

Our team works on a flat organisational structure, i.e. no member has any sort of authority over others. All members participate actively in the decision making process, and are equally responsible for all outcomes in relation to the project. Team meetings are held regularly to assess performance and discuss further steps and short term goals. Each task is divided amongst the various members. The team manager ensures the divided tasks are put together in an organised format and that deliverables are submitted on time. All activities are overseen by our course instructor.

**7. Team Performance Assessment**

The performance of all members, individually and as a group, is regularly assessed by other members during the team meetings. Some key points that are kept in mind while assessing performance are:

* Timely submission of deliverables
* Equal division of work amongst the team members
* Cooperation and collaboration amongst the team members
* Active participation in brainstorming and decision making
* Keeping track of both our short term and long term goals, and not deviating from them
* Defining all milestones, and ensuring we reach each of them in time
* In case a problem arises, regrouping and thinking of ways to solve it

**8. Signature Page**

The signatures below indicate the people involved, their approval of the contents and being held mutually accountable for adherence of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Project Manager | Renata Moura |  | 12 Oct, 2018 |
|  | Anushka Aggarwal |  | 12 Oct, 2018 |
|  | Abdallahman Habyarimana |  | 12 Oct, 2018 |
|  | Karanjot Singh |  | 12 Oct, 2018 |
| Sponsor | Tyler Krimmel |  |  |

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