# Team 1 BAAAAM Project Plan - Ride Request and Assignment System

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## Project Management Approach

We are using a hybrid version consisting of a combination of waterfall and agile. Our first steps will rigidly follow the requirements and design steps of waterfall, and when beginning development we will switch to an agile methodology. We will have weekly meetings to track progress on our tasks and reconcile our work together. Tasks will be organized and assigned through our team Jira board. Task assignments will be determined by the role someone is assigned to; however, other roles can help contribute to the task if help is needed or requested. Everyone is expected to demonstrate a sincere effort in the work they submit. When it comes to coding, if someone wants to merge their work into the main branch, it must be peer reviewed by at least two members, one of whom must be the project manager. We will use GitHub, and all commits must include descriptive and informative messages to ensure clarity for the team. The project manager will assign tasks on the Jira project board, based on team discussions about workload and expertise. The person assigned the task will determine the length (number of hours) the task will take, and assign that number to themselves. The board will track tasks and monitor progress to ensure they stay on schedule. Team members are responsible for completing assigned tasks by specified deadlines. If a team member recognizes that a deadline is unattainable alone, this should be communicated to the rest of the team as soon as possible to allow other team members to collaborate in the completion of the task. Timelines should be created in a reasonable and realistic manner but also include padding for tasks that could easily exceed the planned timeline. When tasks are completed ahead of time, the remaining time should be allocated to helping other team members with their tasks, or completing tasks in the backlog. When a member wants to work on an item in the backlog, they can self-assign the task to themselves. Team members will not be held responsible for missing deadlines due to uncontrollable external factors (e.g. family emergencies). Sprints will typically last three weeks. The total number of sprints will be about four. The tasks will be broken down into manageable chunks where each member feels confident that they will be able to finish them within the allotted time. Each week during our meetings, we will hold a stand up to go over any updates or concerns with the current tasks.

## Project Management Tools

* + Jira - Jira will be used to assign tasks, track progress, estimate completion time, and manage issues such as bugs or required fixes.
  + GitHub - Github will be used to share our code with one another, version control, tracking changes/updates to code, and managing pull and push requests to merge code properly.
  + Google Drive Shared Drive - We will use the Google Drive to share our files with each other and to work together on assignments and documents.
  + Smartsheet - Smartsheet will be used to help us determine a timeline for when we need to work on certain aspects of the project, and when we expect them to be done by. In addition, we can use it to manage the dependencies between tasks, which will help us better manage our time and ensure the project progresses smoothly.
  + Communication (Discord, Zoom) - Our main source of communication will be on Discord, which we’ll use for general chat to clarify any confusion and to keep in touch. For online meetings, we will use Zoom, where we’ll meet with just our group members, and include the client as needed.

## Gantt Chart

[Team BAAAAM Gantt chart](https://app.smartsheet.com/sheets/5cRqjFwhQmwgHXvpccG2hcfPcPV6fpGxWx36g5v1)

## Work Breakdown Structure

