**Name: Nicholas Defranco**

**Student id: 106732183**

**\*\*\* Slides were used to help gather ideas \*\*\***

**Planning (25 points)  
🡺 What does this mean to you with respect to the tasks you are taking on?**

* **I will be sure that I am prepared to take on tasks that were assigned to me**
* **I will make sure all tasks that were assigned to me can be completed on time and they are realistic for my schedule. Keep track of all due dates.**
* **If I do not know how to do something, the group will know immediately**
* **I will be assigned independent tasks to get done (no part of my task is required to be done to allow another member to start). This way I do not need to worry about possible confusion that can occur with multiple people.**
* **I will talk to clients or my group for clarification on what needs to be done (determine the scope). Take notes on all their requirements.**

**🡺 How will you (and your team) know what is needed and what's to be done to complete the project for the Seneca Insurance Company (your client)?**

* **First, we determine what tools we need to complete the tasks. APIs, applications (do we need Iaas Saas Paas?).**
* **Saas will be used in the case study since it mentions that no data is stored on the machine locally.**
* **Determine if there are their any skills needed to learn to the tools (If people need to learn this could add on to cost).**
* **PowerShell can be a very powerful tool to know to be able to create scripts to solve repetitive tasks.**
* **Start project planning very broad at first then get more specific.**
* **Determine a solution, then ask yourself and your group, what does that mean? And repeatedly doing that until we have broken the problem into many smaller, however simpler tasks.**
* **If we see that the same logic/solution is used to complete a task, we will know to allow only one person to do it. Any other related tasks will also be given to that person. This way we do not create any dependencies where someone can only work if another gets their task complete.**
* **Determine who in the group is comfortable at what. Everyone will know their strengths and weaknesses. They also should be able to share them with the group.**
* **People’s strengths will be matched up with tasks that will best suit them. This way everyone can agree on the tasks they were given and feel like it is fair.**
* **The team will estimate how long it will take to complete the project.**
* **Someone who is good at PowerShell will be assigned to create scripts that help solve tasks involving the filesystem on the computer.**
* **All problems introduced will be solved within a timeline. The timeline will determine all the tasks that each is assigned with as well as the time that is required to complete the task (estimation).**
* **At this point a project manager will be chosen. The project manager will have meetings every so often. These meeting will be the time where people can show their work.**
* **The project manager decides who does the critical part of the project (the member that is preferably the most knowledge about the project).**
* **Project manager will determine if the parts fit the budget. Every decision made will be calculated to be sure that we are below budget.**

**Executing (25 points)  
🡺 What does this mean to you with respect to the tasks you are taking on?**

* **I will make sure I give myself the correct amount of time to complete the task. I have a schedule which acts as a reminder for myself that I work best at certain times and that I should work at those times.**
* **This is also meaning that I can work at my own pace without needing to worry about others. This maximizes efficiency as there is no need to stress when you are the only one with that task.**
* **Write the comments first before building project**
* **All work will be documented and reported on to be submitted after every day after working on the task.**
* **Test with many kinds possible input. If a bug is found, make any changes that are necessary.**

**🡺 How will you (and your team) ensure tasks are completed as planned? E.g. Is everyone clear about the scope of their tasks? Will the right tools, materials, and resources be available at the right time? What about testing, verification, and quality control? The objective is to do it right the first time.**

* **Timeline will be checked over to ensure that every task can be done (they are all realistic). The project manager will continue to make sure that people are able to get their tasks done quickly and effectively.**
* **All tasks will be checked to make sure they are realistic, as in they do not need to spend long hours to complete any tasks assigned to them.**
* **Project manager can change anything that they feel will make the project better for the team.**
* **Backing up work, depending on the project, for this case study, I would perform a weekly full backup along with a daily incremental backup. All major versions will be kept. Minor version that are 2 versions behind the latest stable major version will be kept.**

**Controlling (25 points)  
🡺 What does this mean to you with respect to the tasks you are taking on?**

* **Determining how well I am managing my time.**
* **I should be able to know that I am able to complete my task within the given timeframe.**
* **If not, I will address it as a concern. I will ask for assistance or an extension.**
* **If I finish earlier then originally planned, I can either move on to the next task, if it is possible to do so, or I can assist the project manager in helping others with their tasks.**
* **I can help the project manager with any other job if required.**
* **All tasks that I have completed will be backed up.**

**🡺 How will you (and your team) do this to ensure the client's project stays on track?  
 This is where you try to remain within the triple constraint:   
 Cost/Resource, Schedule/Time, Scope/Quality.  
 This is where issues and problems are dealt with by you (at the task level)   
 and the Project Manager (at the overall project level).**

* **In more general, the project manager should trust that the team will get their work done and not be too worried about the team. The project manager should check in every know and again.**
* **After every week or so, everyone in the group can come together and meet. So that everyone in the group can share their progress with the group and well as the project manager.**
* **Any questions for the project manager during development should be asked when the project manager checks in on everyone’s work.**
* **Any concerns should be addressed as well**
* **If someone in the group is having trouble, the project manager knows that everyone has separate tasks. This way the project manager can work with others one-on-one if they required it.**
* **Project manager will make any necessary changes to the timeline. Such as needing more time (extending the deadline). If group members are having issues with their task and their task does not reflect their strengths, it could be possible to switch tasks. This way we can try to increase the quality as much as possible.**
* **Any major/minor versions that are completed made be backed up.**
* **Micro versions will be backed up daily but removed when its minor version is created.**
* **Keeping track of budget, make sure we are using exactly as estimated in the planning section.**

**Closing (25 points)  
🡺 What does this mean to you with respect to the tasks you are taking on?**

* **Submitted final reports on the last changes done to the project.**
* **Discuss any issues that occurring while working on the task with the group and on paper, so others can learn from my mistakes. Document my issues that I had.**
* **Everything must be documented and organized as if it needs to be retrieved for a future project to help, it can be.**
* **Be sure to ask the client for any feedback, check to see if they found any bugs. If I found out that they did, I will make sure to contact the group to help it immediately.**

**🡺 How will you (and your team) do this to confirm you have completed the client's project to their satisfaction and yours?**

* **At this point all work will be heavily tested will many different possible inputs.**
* **Every request from the client should have been documented, this way we will know if we have satisfied all the expectations from the client.**
* **The whole project will be backed up inside an archive to be kept if a recovery is required.**
* **We will be more familiar with your group and vice versa is true making it easy if you would want to work with them again.**
* **The team will know where to go to retrieve documentation if they require it. (If they come across a similar problem that has occurred before).**

**Reference**

Mckenna, Tim. (2018). *IT Projects, IT Jobs, and Project Management PowerPoint Presentation*. Retrieved from My.Seneca.