**Project Plan, Team Charter**

**LinkUp**

**GBC @ Casa Loma**

|  |  |
| --- | --- |
| Industry Partner | George Brown College |
| Primary Instructor | Anjana Shah |
| Team Member | Alejandro Gutierrez |
| Team Member | Serhii Kravtsov |
| Team Member | Jose Esteban Guzman |
| Team Member | Kostiantyn Kyryliuk |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 1.1 | 03/14/20 |

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**1. Revised Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | This team was created to complete the Capstone Project as part of the program T127, to practice and develop skills in learning technologies discussed below.  Additional skills gained from this project include, but are not limited to teamworking, sharing tasks, code and information with others in order to gain experience in situations that represent similar conditions in the industry. |
| Corporate Goals Addressed | Our goal is for LinkUp to reach many people worldwide and be recognized as one of the top traveling and social media apps, connecting people of all backgrounds and lifestyles no matter the distance, just the destination. |
| Planned Start Date | March 13, 2020 |
| Planned End Date | April 7, 2020 |

Objective from version 1.0:

This team was created to complete the Capstone Project as part of the program T127, this way be able to practice and develop skills in learning technology.

Also, be able of working on teams, sharing tasks, code and information with others in order to gain experience as real as possible to work in the industry.

**2. Revised Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Instructor | Anjana Shah | ashah@gerogebrown.ca | 08/10/19 |

**3. Scope**

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Notifications | Google Maps API |
| Profile creation, image uploads | Location based notifications |
| Location based groups | Content moderation |
| Security features | Paid services |
| Group creation tool |  |
| “Trusted” badge assignment |  |

Previous version of the document had no mention of features that are in/out of scope.

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Sprint 7 | The project team members will adjust the project based on current challenges and technological requirements, deliver a presentation, demo of the project, and updated documentation to the instructor for approval. |
| Partial System Implementation – Sprint 7.1 | Students will develop and present a System Implementation update which will include summary, scope, requirements, current status, future plan and demo on the developed system. |
| Sprint 8 | The team will provide updated documentation and new project status report to verify that the project is on time and all features are implemented. |
| Project Status Report III | The team will prepare and present (if required) a report that includes status summary, current challenges and risk management strategy and upcoming objectives. |
| Complete System Implementation | The team is to deliver and present a system implementation update which will include detailed information about system and its’ functionality, completed system, and project closure report. |

Previous version of the document contains no information on the milestones.

**5. Assumptions**

This project makes the following assumptions:

**MARKET ASSUMPTION**

* It is assumed that there is a lack of fulfillment of this service in the industry, and recognize a need for it enough to create the foundations of this technology.

**TECHNICAL ASSUMPTION**

* The app is always being worked on and all information presented to users is accurate
* LinkUp’s project plan may change as new information and issues are revealed
* Project’s team members adhere to Communications Plan
* Failure to adapt to changes in timely manner will lead to project delays
* Software and hardware required for development is available and backup systems are accessible

**NON-TECHNICAL ASSUMPTION**

* Non-technical assumptions are based around the demographic that may be involved in the demonstration of the system. Our aim is to verify that the system works over as large, and multi-cultural cross-section as possible.

Version 1.0 of this document contains the following technical assumptions:

* Technical assumptions include the software and hardware to be used for the project development. It is assumed that my personal copies of the software required are still functional with the fall back of using the College’s facilities if by chance something does go wrong with my home equipment. This is also directly applicable to hardware required.
* Also assumptions include the availability of technical resources and expertise if and when required.

**6. Dependencies**

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

* Business Case approval will be required in order to create the High-Level Requirements
  + Project leads will need information from the Project Vision document in order to start with the development of the Team Charter and Project Plan deliverables.
* Requirements Assessment has to be defined in order to continue with design and analysis phase
  + The project, outcomes, and features have to be well defined in order to begin the application design and rule out any unnecessary features. This step is important to allow the LinkUp to self-regulate without the use of AI or dedicated content moderators, to prevent offensive/violent or any other sensitive content from being posted or promoted
* Prototyping phase can only begin after initial design templates have been submitted

And approved

* Website wireframes have to be adjusted and new features have to be implemented

in order for the wireframe to satisfy the project requirements and features.

* After the initial prototype has been developed, application testing phase can begin
* In order to begin application testing and revision, all major bugs and issues have to be resolved in order to make further interaction with the service smoother
* After the initial stage of alpha testing by developers themselves, application may be released to a selected group of target users who would continue with a beta test of the application by using it for a limited number of days (to be defined later in the development cycle), if there are no major issues found during this period, LinkUp is ready for full release

Past version of the document lists following dependencies:

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

Working out system requirements >> Wireframe (finish to start) Wireframe >> Design mockup (finish to start)

Design >> Technical requirements (start to finish)

Technical requirements >> Prototype (finish to finish)

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Insufficient Information to support algorithms. | M | L | Make sure we do enough research and find the right services feeding in information, and keeping track of performance. |
| Insufficient support from 3rd party corporations | M | M | Make sure we partner with legitimate and serious corporations, keep close contact with their team and service performance |
| Hardware failure | H | L | There will be multiple backups in different locations to prevent any kind of lost |
| Injury or sickness of team members | M | H | Making sure that all members of the team are up to date with the development and also are capable of replacing any other team member roles in case of an emergency |

**8. Revised Communication**

**Reporting**

The following reports will be produced:

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Minute meeting | Project Team | Weekly |
| Overview | Developers | Weekly |
| Progress report | Project Team | Monthly |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Stand-up | Define what each team member has done towards the project goals | Project Team | Bi-Weekly |
| Sprint Iteration | Development of new goals for the project | Team Leaders | Weekly |
| Progress Report | Make our primary instructor aware of the project current state | Team Leaders and Primary Instructor | Twice a month |
| Sprint Retrospective | Project team members reunite themselves to find out what worked well and what didn’t, in the last iteration | Project Team | Weekly |

Past version of the document contains the following communication plan:

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Team Meeting Minutes | Anjana Shah, Alejandro Gutierrez, Jose Esteban Guzman, Serhii Kravtsov, Abdul Wasay Rao | Weekly |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Team Meetings | Share new information opinions and ideas that can help the development of the application. Also to track progress and divide new tasks. | Alejandro Gutierrez, Jose Esteban Guzman, Serhii Kravtsov, Abdul Wasay Ra | Weekly |

**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 | Tasks | Duration | Dependency |
| A | Research/ Asses Requirements | 4 hrs |  |
| B | Design System/Mock-ups | 10 hrs | A |
| C | Build Database | 7 hrs | A |
| D | Build Prototype | 40 hrs | B,C |
| E | Debug/Test Prototype | 4 hrs | D |
| G | Loop back until final Prototype | 6 hrs | D |

Current version of the document allows for more time to be spent on debugging, testing and loopback until final prototype.

**10. Gantt Chart**

Create a detailed Gantt Chart from your Task Listing(Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls) – Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Period | | | | | | | | | | Completed |
|  | Mar 8-13 | Mar 13-16 | Mar 16-18 | Mar 18-22 | Mar 22 | Mar 22-23 | Mar 23-25 | Mar 25-27 | Mar 28 | Mar 28-30 |  |
| Assessing new requirements | X |  |  |  |  |  |  |  |  |  |  |
| Addressing design and functionality issues | X | X |  |  |  |  |  |  |  |  |  |
| Introduction to new technologies, implementation research | X | X | X | X | X | X | X |  |  |  |  |
| Creating login, registration pages |  |  | X | X |  |  |  |  |  |  |  |
| Creating user profile, landing, group pages |  |  |  | X | X | X |  |  |  |  |  |
| Addressing photo uploads, group sorting |  |  |  |  | X | X | X | X |  |  |  |
| Testing for security issues |  |  |  |  |  |  | X | X |  |  |  |
| Testing for cross-platform, cross-browser compatibility |  |  |  |  |  |  | X | X |  |  |  |
| Beta-Testing |  |  |  |  |  |  |  | X | X | X |  |
| Release |  |  |  |  |  |  |  |  |  | X |  |

Past version of the document contains a blank Gantt Chart so this part had to be done from scratch.

Legend: Green -> completer, Gray -> work in progress, Red -> to be completed. X denotes which task is being worked on a certain date.

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Project Kickoff | September 26, 2019 | Team |
| Project Definition phase | September 26, 2019 | Team |
| Requirement Analysis | October 14, 2019 | Team |
| Design Phase | November 4, 2019 | Team |
| Development Phase | March 13, 2020 | Team |
| Testing Phase | March 23, 2020 | Team |
| Beta Release | March 25, 2020 | Team |
| Final Release | March 28, 2020 | Team |
| Project Close | March 30, 2020 | Team |

Version 1.0 makes no mentions of milestones or activities. Due to time constrains, the current schedule is very tight but manageable nonetheless.

**12. RAM – Responsibility Assignment Matrix**

Create a RAM from your Task Listing. A sample is shown below:

Project Name: LinkUp

Project Manager: Serhii Kravtsov

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Alejandro** | **Serhii** | **Esteban** | **Kostiantyn** |
| Research/ Asses Requirements | S | P | S | P |
| Design System/Mockups | S | P | S | P |
| Build Database | P | S | P | S |
| Development/Build Prototype | P | S | P | S |
| Debug/Test Prototype | P | P | 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** |
| Product Owner /  Full Stack Developer | Serhii Kravtsov |  | 10/10/2019 |
| Scrum Master /  Full Stack Developer | Jose Esteban Guzman |  | 10/10/2019 |
| Full Stack Developer | Alejandro Gutierrez |  | 10/10/2019 |
| Full Stack Developer | Kostiantyn Kyryliuk |  | 01/01/2020 |

**Team Charter**

1. Purpose

The main goal of this project is to create the LinkUp app which will be a social network hub that brings travellers and events together.

This team collaboration software tool is specialized in creating travel-based social networks, and the project aims to address the issues travellers face when trying to connect and engage with each other.

2. Background

Our project came out of an idea from our team member Jose Esteban Guzman as he always had a passion for traveling and meeting new people from all over the world, so he recognized an opportunity for an application, making easy for travelers to find interesting people with similar interests, looking to connect, making easy to form groups or even a community to share real life experiences.

3. Scope

Our scope is to create a modern interactive web application with advanced features. The mission is to connect people when they travel and making their experiences richer and fuller. We will accomplish it by making algorithms that will match everyone with the most suitable people based on information that users provide to us.

4. Team composition

Our team composition will have administrators and developers. The functions of some members will overlap each other. There will be one team leader, 4 full stack developers working in different roles.

Our scope currently consists of leveraging an application that offers to the user the ability of creating network groups, working with dynamic groups listing, posting, viewing and much more. All this is going to happen upon a Cross web platform support easy to understand and manage.

5. Team empowerment

Currently, the only authority in our project hierarchy is the primary instructor. Professor Anjana Shah enhances our work and overseas any of our deliverables.

Besides that, the group also has the presence of a Product Owner, but the team is mostly organized in a horizontal hierarchy.

6. Team operations

Our operational plan was developed in a way that enables the project to use of Agile methodologies. We all have agreed on having a wide range of meetings to discuss the current state of the project.

This project has a product-based focus with a stable team and very dedicated resources. Therefore, all project members have an end-to-end perspective of LinkUP. Development process is managed by a strong product owner who work closely with the development team at all stages.

It is important to highlight that all roles in this project are integrated within self-organizing scrum teams; project manager role is minimized, and the real focus is on the product performance.

7. Team Performance Assessment

In the LinkUp project, the major performance assessment keys are engagement, helpfulness, efficiency, initiative and quality.

Version 1.0 of current document describes the following Team Charter:

**Purpose**

This team was created to complete the Capstone Project as part of the program T127, this way be able to practice in a safe environment making easy to develop skills as learning this new technology.

This Project will also teach us how to work on teams, communicate, share tasks, code and information with others in order to gain experience as real as possible to work in the industry.

**Background**

Our project came out of an idea of our team member Jose Esteban Guzman as he always had a passion for traveling and meeting new people from all over the world, so he recognizes an opportunity for an application, making easy for travelers to find interesting people with similar interests, looking to connect, making easy to form groups or even a community to share real life experiences.

**Scope**

Our scope is to create a modern interactive web application with advanced features. The mission is to connect people when they travel and making their experiences richer and fuller. We will accomplish it by making algorithms that will match everyone with the most suitable people based on information that users provide to us.

**Team Composition**

Our team is composed of four T127 students, We are all core members because of the small size of the group.

Our team leader is Serhii who is in charged of task organization/distribution as is also keeping track of progress