University of Glasgow | Department of Computing Science

D1: TEAM ORGANISATION

Deliverable ID	D1
Deliverable Title	Team Organisation
Project	Team Project 3
Team	Q
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1 Introduction

1.1 Identification

This document outlines the management plan of Team Q.

1.2 Related Documentation

1.3 Purpose and Description of Document

This document will outline the role(s) of each member of the group, how those members communicate with eachother and with the client, and will outline the organisational risks specific to our group.

1.4 Document Status and Schedule

Currently this document is in draft and is scheduled to be released by 15th November, with a review being carried out beforehand.
This document will be updated iteratively so when something changes which contradicts this document, the document will be updated at the earliest opportunity. Pending review, the updated document will be released in the following days.

2 Roles

Project Manager Dmitrijs Jonins

Customer Liaison Ross Taylor

Lead Programmer Daniel McElroy

Test Manager and Quality Assurance Manager Murray Ross

Toolsmith and Librarian Ross Barnie

3 Authority

Ultimate authority lies with Dmitrijs Jonins, however all decisions will be based on democratic vote, as in the Sports Model of authority referenced in lecture one of Professional Software Development 3.

4 Communication

The group have organised meetings at the following times:

- Monday, 1200

- Wednesday, 0900, with client and supervisor

- Friday, 1500 or 1600 depending on timetable

Other forms of communication have been established including our own private Facebook group, which was created as the most convenient method of communication due to the fact we all have a Facebook account prior to this project and are familiar with its operation.

We have also created a repository on GitHub.com to provide us with a project management tool. It was decided that this was favourable to trac (used in PSD3) as it is easier to use, has better documentation, and is available online so each member can access it easily, rather than trac which must be accessed via sibu.

5 Information Management

Information will be kept in an online Git repository provided by GitHub, including all documentation and implementation.

6 Organisational Risks

Since we are assigning roles mostly on an as-and-when-required basis, there is a risk that a role may be needed later which we have not defined or assigned. Additionally, if someone were to face difficulties in their role and not communicate those difficulties to the rest of the group, that role could be overlooked or produce unsatisfactory results.

With a leader in the group who has ultimate authority on assignment of roles, there could manifest resentment of the leader for assigning a member of the group to a role they do not enjoy or feel they are capable of doing.

A Glossary