



D1: TEAM ORGANISATION

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Team	Q
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1 Introduction

1.1 Identification

This document outlines the management plan of Team Q.

1.2 Related Documentation

General Project Information:

- http://fims.moodle.gla.ac.uk/file.php/129/tp3_2012_dates.pdf

Project Proposals (see reference 1895):

- http://www.dcs.gla.ac.uk/~jsinger/13_props_2012.html

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 each other 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 and Quality Assuror Ross Taylor

Chief Architect Daniel McElroy

Test Manager Murray Ross

Toolsmith and Librarian Ross Barnie

3 Authority

All decisions will be based on democratic vote, with roles being assigned using the sports model referenced in the first lecture of PSD.

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 an online repository on GitHub to provide us with a project management tool and version control. It was decided that this was favourable to trac (used in PSD) as it is easier to use, has better documentation, and is available online, so each member can access it easily, independent of their working platform, rather than trac which must be accessed via ssh tunnel to sibu.

5 Information Management

Information will be kept in an online Git repository provided by GitHub, including all documentation and implementation. The master fork is held at <https://github.com/Dan-McElroy/Team-Project--Q>.

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

PSD or PSD3 Professional Software Development 3, a compulsory level 3 Computing Science Course designed to teach students how to develop software in a professional manner

GitHub GitHub refers to the website `github.com` which hosts the git repository for our project's documentation and implementation at `https://github.com/Dan-McElroy/Team-Project--Q`

Git Git is a version control system used by Team Q to keep track of all digital files related to the system. Not to be confused with the term of 'endearment' in the English language.

TP or TP3 Team Project 3, a compulsory Level 3 Computing Science module where students are required to produce some piece of software. In our case, this system.

Portability A system which is portable is able to be used on a different computer to the one on which it was developed with no, or minimal, changes.