

## DELIVERABLE 1

There are three components to Deliverable 1.

The student profile is part of Deliverable #2 and is an INDIVIDUAL ASSIGNMENT which will aid in the formation of a group. Each group member separately must submit this completed document as their deliverable into the Blackboard Drop Box prior to deadline.

Deliverables other than the Deliverable 2 will all be GROUP DELIVERABLES. For group deliverables, all group members receive the same grade, barring any mitigating circumstances.

The four parts of **this** assignment are to be:

1. Leadership and Communications
2. Integrity and professionalism
3. Group Contract
4. Business Mission and System Vision

For part 1, you must identify each group member and their role within the group

For part 2, each of you must complete both the Integrity in Action AND the Plagiarism and Citation commitments.

For part 3, your group must create a mutually agreed group contract, to help guide you through and predictable problem areas in group projects. See the attachment for the group contract form.

For part 4, your group should create a mission statement and a system vision (for the type of system you want to create). You may wish to keep in mind prospective projects your professor has discussed.

## Deliverable 1 – Milestone 1

### DELIVERABLE 1 SUBMISSION –

#### Part 1 – Personal Profile & Group Communications

Group Name: \_\_\_\_\_

Group members / Complete your individual profile and list email for ALL group members.

Name	Email (Seneca email)	Skills List skills and key strengths	Role Outline the role in the group

#### Part 2 – Integrity

As part of the course / program all students will have to get the following two badges. Each student will have to go to the hyper link below and do the work required to earn these badges. Once completed download the badges (PDF's) save them since they will be needed for future use for the course.

When completed the Academic Integrity Assignments you will receive a badge of completion. Upload these badges (2) at the bottom of this assignment or in this section to be credited for these two Activities.

Follow the instructions below:

To get your “Integrity In Action Badge” and “Plagiarism & Citation Badge” badges go to:

<https://employees.senecacollege.ca/spaces/197/academic-integrity/student-resources>

Do not loose the badge you may have to show it again for other courses.

### Part 3 - Contract    **The Just-in-Case Something Goes Amiss**

#### Working Practices Contract

Parts 3 & 4 are group submission – secondary delivery date for Milestone 1.

*Please negotiate, sign, and submit a word document.*

**The integrity of submitted work is the responsibility of all group members.**

Please note that if cheating is discovered in a group assignment each member will be charged with a cheating offense regardless of their involvement in the offense. Each member will receive the appropriate sanction based on their individual academic honesty history.

Please ensure that you understand the importance of academic honesty. Each member of the group is responsible to ensure the academic integrity of the submitted work, not just their own part. **When submitting a deliverable, the grade is assigned to each student whose name appears on the submission. If you did not contribute, do not sign your name to the work.**

For further information read Academic Integrity Policy or email the Academic Integrity Coordinator

Group Member Names (Please Print)	Signatures	Student ID
Project Leader:		

## Deliverable 1 – Milestone 1


By signing this contract we acknowledge having read the Conestoga Academic Integrity Policy as well as the above conditions.

**Group Name:** \_\_\_\_\_

### **Responsibilities of the Project Leader include:**

- Assigning tasks to other group members, including self, in a fair and equitable manner.
- Ensuring work is completed with accuracy, completeness and timeliness.
- Planning for task completion to ensure timelines are met
- Any other duties as deemed necessary for project completion

## Deliverable 1 – Milestone 1

What we will do if . . .

Scenario	Accepted Y/N + initial	We agree to do the following
Group member does not deliver component on time due to severe illness or extreme personal problem		a) Group absorbs workload temporarily ____ b) Group seeks advice from professor ____ c) Group shifts target date if possible ____ d) Other:
Group member cannot deliver component on time due to lack of ability		a) Group reassigns component ____ b) Group helps member ____ c) Group member must ask professor for reference material ____ d) Other:
Group member does not deliver component on time due to lack of effort		a) Group absorbs workload ____ b) Other:

Scenario	Accepted Y/N + initial	We agree to do the following
Group member does not attend group meeting		a) Group proceeds without him/her and will assign work to the absent member ____ b) Group doesn't proceed and records group member's absence ____ c) Other ____
A piece of production equipment fails such as a laptop		a) Backup copies will be made and kept with the group leader____ b) GitHub or similar source control will be used ____ c) Other:
An unforeseen constraint occurs after the deliverable has been allocated and scheduled (a surprise test or assignment)		a) Group meets and reschedules deliverable ____ b) Group will cope with constraint ____ c) Other:
Group cannot achieve consensus leaving one member feeling "railroaded", "ignored", or "frustrated" with a decision which affects all parties		a) Group agrees to abide by majority vote ____ b) Group flips coin ____ c) Other:
Group members do not share expectations for grade desired		a) Group will elect one person as "standards-bearer" who has the right to ask that work be redone ____ b) Group votes on each submission's quality ____ c) Other:

Scenario	Accepted Y/N + initial	We agree to do the following
Group member behaves in an unprofessional manner by being rude or uncooperative		a) Group attempts to resolve the issue by airing the problem at group meeting ____ b) Group requests meeting with professor to problem-solve ____ c) Group ignores behaviour ____ d) Group agrees to avoid use of all vocabulary inappropriate to the business setting ____
There is a dominant group member who is content to make all decisions on the group's behalf leaving some group members feeling like subordinates rather than equal members		a) Group will actively solicit consensus on all decisions which affect project direction by asking for each member's decision and vote ____ b) Group will express subordination feelings and attempt to resolve issue ____ c) Other:
Group has a member who refuses to participate in decision making but complains to others that s/he wasn't consulted		a) Group forces decision sharing by routinely voting on all issues ____ b) Group routinely checks with each other about perceived roles ____ c) Group discusses the matter at group meeting ____

Deliverable 1 – Milestone 1

**Part 4:**

**Group Mission Statement:**

**Group System Vision:**