**Project Plan, Team Charter**

**Running Champions**

|  |  |
| --- | --- |
| Primary Instructor | Anjana Shah |
| Team Member | Akwasi Himah |
| Team Member | Alan Pintor |
| Team Member | Elder Guerra |
| Team Member | Robert Slezak |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 1.0 | October 7, 2019 |

**Table of Contents**

1 Executive Summary ……………………………………………………… 3

2 Project Approvers, Reviews and Distribution List ………………………. 3

3 Scope ……………………………………………………………………... 3

4 Deliverables ……………………………………………………………… 4

5 Assumptions ……………………………………………………………... 4

6 Dependencies ……………………………………………………………. 4

7 Risk Management ………………………………………………………... 5

8 Communication …………………………………………………………. 5

9 Task Listing (WBS- Work Breakdown Structure) ……………………… 6

10 Gantt Chart ……………………………………………………………… 7

11 Milestones ………………………………………………………………. 7

12 RAM – Responsibility Assignment Matrix ……………………………... 7

13 Approval ………………………………………………………………... 8

**1.** **Executive Summary**

The following describes the project to be executed:

|  |  |
| --- | --- |
| Objective | Motivate people by creating competitions where teams compete against other teams and rewording the winners in our mobile application |
| Corporate Goals Addressed | The top goal of our project is to establish a mobile application capable of motivating users to exercise by competing against other teams, handle payments from registering for the competitions, and handle distributing payments to the winners. |
| Planned Start Date | Monday September 23, 2019 |
| Planned End Date | Friday March 27, 2020 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Team Member | Akwasi Himah | [akwasi.himah@georgebrown.ca](mailto:akwasi.himah@georgebrown.ca) | Oct 4, 2019 |
| Team Member | Alan Pintor | [jaime.pintortejeda@georgebrown.ca](mailto:jaime.pintortejeda@georgebrown.ca) | Sept 23, 2019 |
| Team Member | Elder Guerra | [eldernobregaguerra.filho@georgebrown.ca](mailto:eldernobregaguerra.filho@georgebrown.ca) | Oct 7, 2019 |
| Team Member | Robert Slezak | [robert.slezak@georgebrown.ca](mailto:robert.slezak@georgebrown.ca) | Oct 7, 2019 |

**3. Scope**

Define the sum total of all of its products and their requirements or features:

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Android/iOS application | Use of smart bands (smart watches, fitbit) |
| Managing user accounts |  |
| Handling payments |  |
| Remote database storage |  |

**4. Deliverables**

This project will deliver the following:

|  |  |
| --- | --- |
| Deliverable | Description |
| A competitive environment | Signing up with your friends to our events. Compete against other teams around the world to determine the best team and the winner of that event. |
| Incentives | Compete with your friends and family to provide motivation to perform. Earn cash prizes in events by beating other teams. |
| Active Lifestyle | Creating a very healthy and friendly environment to help boost our user's personal health care. Providing events which help increase and keep our users active in their daily activities. |

**5. Assumptions**

This project makes the following assumptions:

1. All team members will be available to complete their tasks on time.
2. We are assuming the app user interface is intuitive enough for the user to understand not requiring a tutorial on how to use the app.

**6. Dependencies**

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

|  |  |
| --- | --- |
| **Internal Dependencies** | **External Dependencies** |
| Use of phone’s GPS tracking | External payments processed by PayPal |
|  | Available cloud database hosting |

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Transaction Process Security | H | M | Work with PayPal or other third-party companies that are advanced in dealing with online payment method to avoid any issues in the future |
| Account Management Security | H | L | By using encryption in our data management system.  Adding two-step verification method to help prevent any breach into our user’s account |
| Data Loss and Data Recovery | H | M | Adopting and implementation of synchronising the local database with the server to prevent data loss |

**8. Communication**

**Reporting**

The following reports will be produced:

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Project Plan and Team Charter | Anjana Shah | Once |

**Meetings**

The following meetings/communication will be established:

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Fridays from 2 pm to 4 pm | Go over required tasks for that week. Delegate tasks among team members. | Akwasi Himah, Alan Pintor,  Elder Guerra, Robert Slezak | 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 | Register | 5 days |  |
| B | Login | 4 days | A |
| C | Logout | 3 days | B |
| D | View Profile with overall personal statistics | 5 days | B |
| E | Track statistics from a run | 7 days | D |
| F | View historical statistics | 5 days | E |
| G | Create/Register team for a competition | 6 days | F |
| H | Join a team for a competition | 10 days | G |
| I | Deregister from a team/competition | 4 days | H |
| J | View/Track competitions | 5 days | G |
| K | Search competitions | 4 days | J |
| L | Pay entrance fee | 7 days | K |
| M | Refund entrance fee | 5 days | L |
| N | Create competitions | 6 days | J |
| O | Cancel a competition | 4 days | N |
| P | Share competitions (Social media/email) | 8 days | N |
| Q | Share progress/achievements via social media | 6 days | P |

**10. Gantt Chart**

See external file (T06\_Gantt Chart.pdf)

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Sprint 1 | Sept 30, 2019 | Akwasi Himah, Alan Pintor,  Elder Guerra, Robert Slezak |
| Sprint 2 | Oct 7, 2019 | Akwasi Himah, Alan Pintor,  Elder Guerra, Robert Slezak |

**12. RAM – Responsibility Assignment Matrix**

Create a RAM from your Task Listing:

(R) Responsible - Who is completing the task.

(A) Accountable - Who is making decisions and taking actions on the    task(s)

(C) Consulted - Who will be communicated with regarding decisions and tasks.

(I) Informed - Who will be updated on decisions and actions during the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Name** | **Akwasi** | **Robert** | **Elder** | **Alan** |
| Register | R, A | C, I | C, I | C, I |
| Login | C, I | R, A | C, I | C, I |
| Logout | C, I | C, I | R, A | C, I |
| View Profile with overall personal statistics | C, I | C, I | C, I | R, A |
| Track statistics from a run | C, I | C, I | C, I | R, A |
| View history of statistics | R, A | C, I | R, A | C, I |
| Create/Register team for a competition | R, A | C, I | C, I | R, A |
| Join a team for a competition | R, A | R, A | C, I | C, I |
| Deregister from a team/competition | C, I | C, I | R, A | C, I |
| View/Track competitions | R, A | C, I | C, I | C, I |
| Search competitions | C, I | C, I | C, I | R, A |
| Pay entrance fee | C, I | R, A | C, I | C, I |

**13. Approval**

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Team Member | Akwasi Himah | Approved | Oct 7, 2019 |
| Team Member | Alan Pintor | Approved | Oct 7, 2019 |
| Team Member | Elder Guerra | Approved | Oct 7, 2019 |
| Team Member | Robert Slezak | Approved | Oct 7, 2019 |

**TEAM CHARTER**

The document below is an agreement between the team members which will lead us to a successful final project. It also states norms and rules that all team members must follow. This document was also written so that all team members give the best of themselves to participate in the meetings and be active with our total ability to improve and develop our project efficiency.

1. **Purpose**

This team has been formed to complete our final year Capstone project. Our overall objectives are to master the course material related to this project and to demonstrate that mastery through our final report and presentation. We are also committed to working effectively as a team, by monitoring our process effectiveness, following through on commitments and helping one another to learn. Below are some key purposes and objectives to complete in our project:

* To make an application that covers the Capstone project scope.
* To brainstorm better ideas as a team than as an individual.
* To reduce the load by dividing work.

2. **Background**

This project is a Capstone project within the Computer Programmer Analyst at George Brown College.

3**. Scope**

This project involves the use of smartphone hardware capabilities such as GPS and motion detection (accelerometer). The application will be designed as multiplatform for iOS and Android mobile devices. There will a be sign up, log in, and log out so the users can save their progress, which will be handled using database hosting on a cloud platform. Posing an app in iOS requires a monthly fee while in Android is free. The app will handle payments to register into a competition and deposits for the winners. The users will be able to create a team and register for competitions.

4. **Team composition**

* Akwasi Himah
* Alan Pintor
* Elder Guerra
* Robert Slezak

5. **Team operations**

Decisions are made during discussions on our official meetings, Fridays 2-4 pm, which during that time we address our agenda by identifying the steps to be taken and topics to be discussed at that particular time frame. The team generates ideas and discussions upon the agenda and allocates time per topic. Discussions on the meetings would be managed as follows: Open discussion on the topic, soliciting opinions from all members, use facts or general life sceneries to generate alternative solutions to ideas been presented on the table for discussion. At conclusion of the discussion, allow for feedback on unresolved issues related to the topic. Go around the room and ask each team member for final comments, and make sure we have a consensus from everyone on an idea or solution.

6. **Team Performance Assessment**

* Attendance at meetings

Attendance is expected of all team members. If for any reason any team member can not attend the meeting, he/she must inform the entire team or any member of the team so we can plan ahead in order to ensure there is a secondary person fills in roles in the absent. On-time arrivals for the meetings is also expected.

* Participation

Full participation is expected of all team members.

* General Courtesy and Respect

Members will respect the different functional areas and the role of each member designated to that function. Discussion that deviates from the current topic and objectives are considered avoidable.

* Assessment of Team Effectiveness

We will conduct an overall review at the end of every team meeting to analyse our effectiveness in relation to our stated objectives (e.g. Did we meet our goals? Are we where we need to be in order to complete our work on time? Do we have all the information we need? Does every team member know what to do and is on the same playing field? Are we living up to our process management guidelines?) Get feedback or review and make adjustments based upon our reviews and set improvement goals to guide subsequent efforts.

**7. Communication and Behaviour**

We stress on having strong communication, behaviour and attitude between team members as those factors are the key for a successful project and group experience.

* We decide as a group the best way to communicate various information among ourselves
* We will focus on solving problems and not blaming people
* When talking to each other we will be considerate and respectful
* We will respect each other`s background, culture and beliefs
* We agree to listen and hear what is being said, rather than cut someone off
* We will do our best to be on track and deliver the project on time. If in exceptional circumstances we don't, we believe that non-deliverables come with unavoidable pressure, and we will be supportive and not critical of our team members.

8. **Signature Page**

By signing this document, we all do fully agrees to the norms and goals set out and truly follow every single aspects of this document.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Akwasi Himah | Alan Pintor |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Elder Guerra | Robert Slezak |

​