**Roles and Responsibilities:**

* Project Manager : Jenn Maldonado
  + Responsible for submitting deliverables by deadlines
  + Delegating roles and making sure group members are in task
* Enrique Gambra - developer
* Ryan Deisler - developer
* Naveen Kumar Elangovan - developer

**Communication Plan:**

* We will be communicating via GroupMe.

**Initial Work Breakdown:**

**Introduction:**

For our project we will create an Amazon Alexa skill that will communicate to find out information about Adelphi University’s academic calendar.

**Project Organization:**

Week 1:

* We researched Amazon Alexa Skills to be able to create one to interface with Adelphi’s academic calendar
* We met to complete the project plan (communication plan, initial work breakdown, and initial project schedule)

Week 2:

* We hope to learn about the MoSCoW method and the SMART criteria to create a prioritized list of functional requirements and non-functional requirements.
* Ryan and Enrique will develop models if necessary
* Jenn will analyze risks to this project
* Requirements Documents will be uploaded by Jenn

Week 3:

* We will begin to develop our code based on the requirements document and following the project schedule to stay on task
* We will meet to develop a final project plan. This involves revising the initial plan and adding the requirements of the project. We will also list the status of all of the initial project milestones.
* Jenn will upload the final project plan

Week 4:

* We will continue development on the project

Week 5:

* We all meet to record the oral presentation to demonstrate the skill we created and explain the work we have done in the past weeks. We will write a brief end-user documentation on the skill too. Jenn will be responsible for uploading the video link.

**Risks:**

* Not having skills necessary to complete project
* Not having enough time to finish the project
* More complex project than originally thought

**Monitoring and Reporting Mechanism:**

* Jenn will be responsible for monitoring work flow and ensuring everyone stays on task