**Files / Input Output**

In a case where a file is needed to be read or to be written, then by default the file should be

saved in a folder inside the source folder. This is valid for both saving and for reading. Files

that have the same context, i.e. if we want to save maps, then all the maps will be saved in

the same folder having different naming for each file. If the files have a different context

then they will be saved in different folders. The same goes for data that needs to be “read”

and it will be placed in folders inside the source folder.

**Common Tactical Policies**

The team (this includes all members of all sub-teams e.g. analysis, design) will make use of several common tactical policies. These policies will fall under the sub-categories depending on what the policy is and how it affects the group and must be adhered to at all times. The sub-categories are:

* Communication
* Work Assignment
* Submission of Work
* Peer Assessment
* Conflict Resolution

As follows are the policies that will be enforced for each of the sub-categories:

**Communication:**

Policy 1: All communication regarding work which is sent by email will be copied to all members of the team, this is so that all members of the team can keep track of work progress that is being made and if no progress is being made or there is no communication for long periods of time it will give the team time to intervene and steps to be taken to ensure smooth progress of work.

Policy 2: If a sub-group is struggling with work load or believes they are unable to complete the work assigned then a communication will be sent to all members of the group so steps can be taken to help the sub-group/team member

Policy 3: Communication will take place in the form of text messages or emails. Phone calls will only be used as a last resort if communication with a team member cannot be made.

**Work Assignment:**

Policy 1: Work which must be completed by a sub-group will be assigned to the subgroup members via the sub group. If the whole team thinks too much work is being place on a particular member of sub-group steps will be taken to intervene and re-assign work

Policy 2: Work is the responsibility of the sub-group/individual that it has been assigned to, if the work cannot be completed on time and the group is not notified, or the work is not completed at all punitive steps will be taken against the sub-group individual involved, see the peer assessment plan section of the project plan for details.

**Submission of Work:**

Policy 1: All work is aimed to be completed 1 week before official deadline

Policy 2: Progress on work will be submitted via the tool SVN. If for any reason a team member cannot access SVN to upload work, an email will be sent to all members containing the work and another member of the team will upload the work to SVN.

Policy 3: If work on SVN is modified by anyone for any purpose, the member who modified the work will send an email to all members of the group informing them of the modification and the reason for the modification

**Peer Assessment:**

Peer assessment will take place as stated in the Project Plan, peer assessment section

**Conflict Resolution:**

Conflict resolution will take place as stated in the Project Plan, conflict resolution section