ICS 4U1/3   6A Term Project - Task Division

Part A: Task Division - done by the team

As a team:

I. Examine the project requirements and set goals for specific components over the course of the project on a weekly basis. Incorporate the due dates as specified within the following: 2 Term Project Requirements and 7 Plan Details.

II. Prioritize the tasks on a weekly and logical basis (eg. you're not going to create a user manual until near the end of the project when you can do screen printouts!!!)

III. Examine **2 Term Project Requirements**. Submit the **6B Task Division Sheet** assigning team names beside each task and/or responsibility to the teacher by **Wednesday May 14.**

Part B: Monday Planning Sheet - done individually

As a team: Assign one team member to each of the project tasks each **Monday** so everyone is doing the same amount of work.   Remember one person's single task could be equivalent to another's 5!! **NOTE**: the hours must work out to the number of classes in a week. You must keep track of any time spent outside of class as well.

The **Monday Planning sheet** must be created by **each team member** in consultation with the entire team, and submitted each Monday indicating:
- A. Team name, project name
- B. student name
- C. task list for that week
- D. estimated projected time to be spent on each task (in hours)

ONE folder will be submitted per team by the **team leader** containing an individual plan sheet from each team member.

Folder Name: **CompanyName Date**

Plans cannot be submitted late (unless member is absent).

Part C: Friday Report - compiled and submitted by the team leader

The team leader will submit a Friday Report along with a version of your program every Friday. See Project Evaluation Policy. The report will include the following:
- A. Team name, project name
- B. task list
- C. student name(s) beside each tasks
- D. time spent on each task (in hours) - in class (Monday to Friday), and outside of class
- E. each task must be marked as either completed (and signed off by other team members), or incomplete (with a rationale as to why it is not) which will then be added to next week's task list

Part D: Final Report - done by the entire team

The team leader will submit a Final Report **June 11, 2014**. See Project Evaluation Policy.
This will include the following:

     I. summary of workload signed off as accurate by all team members:
        • Team member
        • number of completed tasks
        • total time spent (in hours)

     II. signature of all team members and date at the bottom of the report. Stating they are agreeing with the contents of the report.

NOTE: All team members must contribute to the planning and UML portion of this project. This report must match the **6B Task Division Sheet** as submitted by the team at the beginning of the project.

If someone was assigned a task but someone else completed it, this must be clearly indicated in the Final Report.

Marks will be allocated based on the Final Report after the project has been evaluated. The weighting will determine the student's final mark for the project.

The log books and reports, as well as the final team report will count towards the project mark.

NOTE: All reports will be submitted electronically. Do not hand in any paper during this project except the signed contracts.