



GROUP ASSIGNMENT PROJECT AGREEMENT

GSOE9820 T2 2019, UNSW

GROUP No. 42

1. Project overview

Project Title	GSOE9820 Group – Define the project scope		
Start Date	23/06/2019	End Date	26/06/2019
Project Managers		Contact Details	
PEIGUO GUAN		z5143964@ad.unsw.edu.au	
Project Team Members		Contact Details	
LING XU		z5144542@ad.unsw.edu.au	
JERRY EDACKATT		z5229867@ad.unsw.edu.au	
AN WEI		Z5215719@ad.unsw.edu.au	
ZHIWEI SHEN		z5188144@ad.unsw.edu.au	
PIAO LI		z5182953@ad.unsw.edu.au	
YUE DU		z5177221@ad.unsw.edu.au	
PEIZHI OUYANG		z5191764@ad.unsw.edu.au	

2. Project Description

Project Purpose	Defining the scope of project by using provided template
Project Scope	According to the provided template, thinking and writing down the key points that need to consider about the scope of project.
Project weekly Deliverable(s)	Group project scope definition document
	Group Project Agreement

Project Resources	Lecture Notes
	Internet research: "How Do You Get Project Management Limitations and Exclusions?". Business & Finance Resources.

Weekly Roles and Responsibilities	
Roles	Project Manager
Responsibilities	PEIGUO GUAN - Organize the second group discussion
	PEIGUO GUAN - Review all the requirements and give ideas
	PEIGUO GUAN - Quantify tasks and assign them to appropriate personnel
	PEIGUO GUAN – Track all the progress, check all the key points about the task, summarize the final document and give reflection, upload all the documents on Moodle.
Time allocation	4 days
Roles	Project Team Member
Responsibilities	JERRY EDACKATT – Review all the projects and give idea for the key points of Business Benefits and Project Objective.
	LING XU – Review all the projects and give idea for the key points of Project Objective and Deliverables.
	PIAO LI; PEIGUO GUAN; PEIZHI OUYANG – Review all the projects and give idea for the Technical Requirements.
	AN WEI; ZHIWEI SHEN; YUE DU- Review all the projects and give idea for the Project Identifications.
	All Team Members - Give idea for the Limits and Exclusions and Assumptions.
	All Team Members – Revise the documents and add some details. Finalize the Preliminary Milestones.
Time allocation	3 days

3. Key success factors

- All team members attend the meeting and activate during the discussion.
- Diligent and timely completion of tasks assigned to the team members.
- All Team members are familiar with task and the handle the required knowledge and process in advance.

- Team members finish the assigned work efficiently.

4. Risk identification

A risk is defined as anything that could potentially affect success of the project.

Examples:

Risk event	Likelihood	Impact	Mitigation/Prevention
Project team members availability	Moderate	Discussion not developed fully; Schedule impacted	Ensure all members are fully committed
Different opinions among the team members	Moderate	Difficult to make decision	Giving reasonable reason and providence
Late completion of assigned tasks	Slight	Can submit the work on time and delay the future work	Early Planning

5. Communication plan

Information to be shared	Target Audience	Frequency	Method of Communication	Provider
Status Report	Project Manager	Daily	Google Drive	Staff
Group meetings	Staff	Tentative	Wechat	Project Manager
Document Modification and Improvement	Staff	Daily	Google Drive; Wechat	Staff
Issues Report	Project Manager	Daily	Wechat	Staff

6. Schedule

Deliverables	Start Date	End Date	Responsibilities
Introducing the project scope work to all the group members	22/06/2019	23/06/2019	ALL
Group Project Agreement	24/06/2019	24/06/2019	PM

Assign the project tasks to different members	24/06/2019	24/06/2019	PM
Discuss the details of key points for each project	24/06/2019	24/06/2019	ALL
Finish the project scope definition report	26/06/2019	26/06/2019	ALL
Organize all projects in one document and revising the error	26/06/2019	26/06/2019	PM
Uploading the document on Moodle	27/06/2019	27/06/2019	PM

7. Penalties

- what happens if members do not deliver task on time?

1st warning for invalid excuses and Give feedback to the teacher more than once.

- what happens if members do not come to meetings?

Familiarize yourself with the meeting as soon as possible and buy snacks for group members next time as compensation. 2 warning for invalid excuses and Give feedback to the teacher more than twice.

8. Lessons learnt

In the previous week, cooperation between the team members are important. At the same time, it is significant to keep all the members activated and let them get participated, and team members can give constructive ideas. Assigning the work and making the process clear are the key points to make team work success.

9. Agreements

Project Manager 1:

Signature and date:

PEIGUO

GUAN 26/06/2019

Pei Guo Guan

Signature and dates of project team members:

1. JERRY EDACKATT 26/06/2019

Jerry Edackatt

2. LING XU 26/06/2019

Ling Xu

3. AN WEI 26/06/2019

An Wei

4. ZHIWEI SHEN 26/06/2019

ZHIWEI SHEN

5. PIAO LI 26/06/2019

Piao Li

6. YUE DU 26/06/2019

YUE DU

7. PEIZHI OUYANG 26/06/2019

Peizhi OUYANG
