



GROUP ASSIGNMENT PROJECT AGREEMENT

GSOE9820 T2 2019, UNSW

GROUP No. 42

1. Project overview

| | | | |
|-----------------------------|--|-----------------|------------|
| Project Title | GSOE9820 Group project – Selecting Project | | |
| Start Date | 16/06/2019 | End Date | 20/06/2019 |
| Project Managers | Contact Details | | |
| LING XU | z5144542@ad.unsw.edu.au | | |
| Project Team Members | Contact Details | | |
| JERRY EDACKATT | z5229867@ad.unsw.edu.au | | |
| PEIGUO GUAN | z5143964@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 | Selecting a project using the Project Proposals Evaluation Form |
| Project Scope | Filling the Project Proposals Evaluation Form, ranking the project proposals |

| | |
|--------------------------------------|---|
| | and selecting the best one based on the ranking score |
| Project weekly Deliverable(s) | Group project selection document (Project Proposals Evaluation Form and analysis progress) |
| | Group Project Agreement |
| | |
| Project Resources | Gray C.F. and Larson E.W. Project Management, 7th edition, McGraw Hill International edition, 2017. ISBN: 9781259666094 |
| | Lecture Notes |
| | |

Weekly Roles and Responsibilities

| | |
|-------------------------|---|
| Roles | Project Manager |
| Responsibilities | LING XU - Organize the first group discussion |
| | LING XU - Review all the projects and give ideas |
| | LING XU - Quantify tasks and assign them to appropriate personnel |
| | LING XU - Track the progress of the project, sort out evaluation result, organize all projects in one document and upload all documents on Moodle |
| Time allocation | 4 days |
| Roles | Project Team Member |
| Responsibilities | JERRY EDACKATT - Review all the projects and draft the document for project 1 |
| | YUE DU - Review all the projects and draft the document for project 2 |
| | AN WEI - Review all the projects and draft the document for project 3 |
| | LING XU;PIAO LI;PEIGUO GUAN - Review all the projects and draft the |

| | |
|------------------------|--|
| | document for project 4 |
| | ZHIWEI SHEN - Review all the projects and draft the document for project 5 |
| | PEIZHI OUYANG - Review all the projects and draft the document for project 6 |
| | All team members - Revise the documents and fix any and all errors |
| Time allocation | 3 days |

3. Key success factors

- Active participation of the members during the meetings
- Diligent and timely completion of tasks assigned to the team members
- Team members familiarising themselves with the required knowledge in advance to complete tasks more effectively.

4. Risk identification

| Risk event | Likelihood | Impact | Mitigation/Prevention |
|--|-------------------|--|--|
| Project team members availability | Moderate | Discussion not developed fully; Schedule impacted | Ensure all members are fully committed |
| Different ideas among the team members | Moderate | Difficult to make decision | Finding a full reason in advance |
| Late completion of assigned tasks | Slight | Delays the future tasks dependent on it | 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 | 17/06/2019 | 17/06/2019 | ALL |
| Group Project Agreement | 18/06/2019 | 18/06/2019 | PM |
| Assign the project tasks to different members | 18/06/2019 | 18/06/2019 | PM |
| Discuss the details of evaluation for each project | 18/06/2019 | 19/06/2019 | ALL |
| Finish the report evaluating each project | 19/06/2019 | 19/06/2019 | ALL |
| Organize all projects in one document and revising the error | 19/06/2019 | 20/06/2019 | PM |
| Uploading the document on Moodle | 20/06/2019 | 20/06/2019 | PM |

7. Penalties

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

1 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, responsibilities are a little confusing and Members don't know what their mission is. In order to overcome the problem, task assignments should be specific to individuals in the next week.

9. Agreements

Project Manager 1:

Signature and date:

LING XU 20/06/2019

Ling Xu

Signature and dates of project team members:

1. JERRY EDACKATT 20/06/2019

Jerry Edackatt

2. PEIGUO GUAN 20/06/2019

Pei Guo Guan

3. AN WEI 20/06/2019

An Wei

4. ZHIWEI SHEN 20/06/2019

ZHIWEI SHEN

5. PIAO LI 20/06/2019

Piao Li

6. YUE DU 20/06/2019

YUE DU

7. PEIZHI OUYANG 20/06/2019 *Peizhi OUYANG*
