**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. |
|  |

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| --- | --- |
| **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**

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| --- | --- |
| Project Manager 1: |  |
| Signature and date: |  |
| PEIGUO GUAN       26/06/2019  :\Users\mac\AppData\Local\Temp\WeChat Files\fd3c5183df81486c21570c4 |  |
|  |  |

Signature and dates of project team members:

|  |  |
| --- | --- |
| 1. | JERRY EDACKATT     26/06/2019   :\Users\mac\AppData\Local\Temp\WeChat Files\cef7bd70f21620733b3e767 |
| 2. | LING XU 26/06/2019 :\Users\mac\AppData\Local\Temp\WeChat Files\145f946ac00545d52f06a39 |
| 3. | AN WEI        26/06/2019 :\Users\mac\AppData\Local\Temp\WeChat Files\0b272406f50995346301abe |
| 4. | ZHIWEI SHEN    26/06/2019 https://lh6.googleusercontent.com/PIbOqwJjPOhauipNHDlSQlrt5lBcPW6J-Ffa7abd0T0Qs-gX4CFBtClNHGnRdJUnd7JCwCRhV2-oG1vW6gSbMQhwBnOPEhYEKEzjnWYDe4eUMvMbCSAcBZ7mfAUP92H6tDXG8EQ |
| 5. | PIAO LI        26/06/2019 https://lh3.googleusercontent.com/QOfSymVqw9PAT_o-LjekAI4oW6f2IfbgaZK6sbl7ibT6U0cKxKLNBLiFT-YooQFU0e6iDIF8-KrbcY2vZaFdgjKysZfOUU9CcDIaoo8TQPihvHtd4tfnhlzmpyqPVo--zRnUSTA |
| 6. | YUE DU    26/06/2019  https://lh3.googleusercontent.com/BnZ_7JHlI1-BppEuF989vHvYhp9s8GNWg0kizN5igo7_tFvvRGi3t58Qd6kZSW8tLRAkb1Ybpstd2Us9oOwswotthW-L0NNpJi3FMPyInFRDOLyPoJzcPKoq5DeUP9i_CYj18eM |
| 7. | PEIZHI OUYANG    26/06/2019 :\Users\mac\AppData\Local\Temp\WeChat Files\d90e33443f21e8230f63c1c |