**Group Roles**

**Lead Project Manager:** Responsible for Project Deadlines, turning in assignments, directing questions to the professor, setting up group meetings, conferences, establishing a timeline, and checking in with everyone to see if anyone needs help completing their work. Lead Project Manager will be on call 24/7 and willing to assist in all facets of the project. This person is responsible for everyone, ensuring everyone understands what needs to be done at all times during the project and is responsible in helping everyone.

**Lead Documentation (Secretary):** Person is responsible in gathering all initial documents be turned in, reviewing them to ensure all required sections are filled out. Takes notes during all the meetings and furnishes all the team members with the minutes of all meetings, including the informal discussions in class. This person will work closely with project manager to ensure all team members are getting all correspondence and will be person in charge of all text messages and emails regarding project milestones.

**Lead Software Quality Assurance (SQA):** Person is responsible in ensuring the team is following the correct process; should lead the reviews of documents and code; must should track the errors and verify they are corrected. The SQA will be the person to do a final review on all documents before submitting to ensure there are no errors or omissions. Works closely with project manager to keep project manager informed of any actions that need to take place to correct any mistakes.

**Lead User Interface designer/Lead Software Architect:** Responsible for initial design and development of new software or extensive software revisions. Defines product requirements and creates high-level architectural specifications, ensuring feasibility, functionality, and integration with existing systems/platforms. This person is responsible for anything pertaining to Design. Working closely with SQA and Designer to discuss program code and detailed specifications. Communicates directly to Documents and Project Manager, regarding updates and deadlines.

**Lead Testing/Lead Developer:** Person is responsible for reviewing current systems, presenting ideas for system improvements, including cost proposals. Testing the product in controlled, real situations before going live and preparing any training manuals for users if needed. This person is responsible for anything pertaining to testing and implementation. Working closely with SQA and Designer to discuss program code and detailed specifications. Communicates directly to Documents and Project Manager, regarding updates and deadlines.

**Process of Turing in Assignments**

Everyone attempts to assist in all areas of the process.

* Leads ensure the documents they are responsible for are complete by the deadline. If there is anything that needs to be done by anyone, leads communicate this to Project Manager and CC: Secretary.
  + Project Manager will either delegate job, or do the job. Depends on size and magnitude.

One week prior to submission, all leads submit all documents to Secretary.

* Secretary reviews all documents to ensure all required sections are filled out. If something needs to be completed, secretary emails Lead and CC: Project Manager. Once secretary finishes initial review and everyone is done with their work, secretary sends all final documents to SQA.
* SQA ensures all information in all required sections corresponds to section and is accurate. If there is anything that is not correct, SQA emails Project Manager and CC: Secretary.
  + Project Manager will either delegate correction or do the correction. Depends on size and magnitude.
* After SQA has approved all final documents, SQA emails all documents to Project Manager and CC: Secretary.
* Project Manager submits final copy.
* Secretary emails a zip file with copy of final document to all team members.