

## **Group 7 (ArtSpace Life Project)**

Supervisor: Thomas Barnes

Module: IT Practice Consultancy Project

Checklist Summary:

1. Create and Follow a **team Contract**- Completed- Document signed and agreed upon by all members.
2. Attend weekly meetings- must turn up (Completed- Meetings every Friday at 11AM).
3. Define team contract roles- (Completed- Section 2 Clear role distribution).
4. Clarify: Must-do vs. Can't-do tasks (Completed- Section 8- Summarised table of expectations).
5. Set clear expectations and standards (Completed- Sections 4 & 5- Performance & Quality Assurance).
6. Action plan if standards not met (Completed- Section 7- (Conflict resolution and escalation).
7. Include a business case (why doing the project)- (Completed "Business Case" section at top of contract).
8. Define roles, **timescales**, **expectations**, and **standards** clearly (Completed- Throughout- roles, meetings, and deliverables defined).

**Prepared by:**

**Joel Shelvi (Project Manager)** - Group 7 IT Practice: Consultancy Project

