

Assignment 1

Project Charter & Planning

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| Due: | Due Sunday 19.01.2020 (11:59 pm) |
| Assignment Type: | In a group of 2-4 |
| Total Marks: | 10% (<i>to be marked out of 20</i>) |
| Submit via: | Canvas assignment submission page |

One person from the group needs to submit a zip file with the following items:

- (10 marks) A pdf file which contains:
 - Project title, project supervisor(s), group members.
 - Current draft of the project charter.
 - Proposed assessment formula ([look under Modules → Week 1: Assessment information](#))
- (3 marks) Time sheets for week(s) 1 and 2
 An example of the required information for each person is shown in the spreadsheet below. Each person must keep their own time sheet. At the end of the semester the time sheet will need to show the total hours.

| Date | Time | Duration(hours) | Activity |
|-------------|-------|-----------------|--------------------------------------|
| 8-Jan-2018 | 12:30 | 1 | Meeting with supervisor |
| 9-Jan-2018 | 2:30 | 1.25 | Meeting without supervisor |
| 10-Jan-2018 | 2:30 | 2 | Creating rough draft of requirements |
| .. | .. | .. | .. |

- (4 marks) Current project Gantt chart. The chart needs to show tasks, the expected start and end times and the person responsible. The chart should fit on one sheet of paper.
- (3 marks) A summary of meeting outcomes that clearly gives the tasks that each group member will be undertaking in the next week.

You will find useful documents under [Modules → Week 1: Project document templates](#)

Please submit the zip file through assessment tasks on Canvas shell.