# **2. Organization**

## **2.1 Process Model**

## **2.2 Organizational Structure**

|  |  |
| --- | --- |
| **Project Team Members** | **Scrum roles** |
| Sukhtindervir Kaur | Scrum Master |
| Muhammad Daniyal | Product Owner |
| Suraj Mahat | Team member |
| Pratik Lamichhane | Team member |
| Roshan Shrestha | Team member |

Although it is better to stick with the role that one selects at beginning yet changes in these roles can happen based on following:

* Changes in these roles will be determined based on certain criteria set by the whole team while working on the project.
* Based on project responsibilities, everyone will be free to interchange the roles after the approval from rest of the group members.
* Based on performance, other team members may request to interchange the roles if one is not performing well during project progression. For instance, project owner may interchange with any of the team members and vice versa.

## **2.3 Organization Boundaries and Interfaces**

The team leader/ Project lead/ Project Owner “Muhammad Daniyal (30385522), will be responsible for the project progression, communication & the interactions between each team member and the client at every particular phase of the project. Furthermore, project documentation will be done by the team member who has been allocated specific tasks.

Communication with the client will be made possible face-to-face (as done with Marketa at ATMC, Sydney: 3:30 pm on 4/27/2022), through MS-Teams, Email, and Zoom. As per the responsibilities set by the team Muhammad Daniyal (30385522) will be responsible to schedule meetings with client and forwarding emails etc. We had our 1st meeting with client representative i.e., Marketa Mojzisova at ATMC, Sydney: 3:30 pm on 4/27/2022. We will have meetings during project progression as the client finds spare time and at the end of the final project.

## **2.4 Project Responsibilities**

We have used RACIS matrix to identify the roles and responsibilities of each team member.

R = Responsible

A = Accountable

C = Consult

I = Informed

S = Support

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *PROJECT* | *Design* | *Programming* | *Meeting arrangements* | *Quality assurance* | *Testing* | *Technical Documentation* |
| *Muhammad Daniyal (Product Owner)* | ***C/S/A*** | ***S/A/C*** | ***R*** | ***R/A*** | ***C/I*** | ***S/C*** |
| *Sukhtindervir Kaur (Scrum Master)* | ***R*** | ***S/I*** | ***S*** | ***S/C*** | ***S/I*** | ***R/A*** |
| *Suraj Mahat (Team member)* | ***C*** | ***S/I*** | ***I/C*** | ***S*** | ***R*** | ***S/I*** |
| *Pratik Lamichhane (Team member)* | ***C*** | ***S/I*** | ***I/C*** | ***S*** | ***C/S*** | ***S/I*** |
| *Roshan Shrestha (Team member)* | ***C*** | ***S/I*** | ***I/C*** | ***S*** | ***C/S*** | ***S/I*** |