Project Plan

Last updated April 12, 2019

In addition to completing the tasks described in the Project Part B specification by the final deadline, your team must compose and submit a brief 'project plan' outlining how you and your partner plan to collaborate together to complete this project.

While completing this task is a requirement for all teams, the project plan itself is **not worth any marks**. Instead, this requirement serves three purposes: (1) to encourage you and your project partner to **discuss your expectations** for collaboration, (2) to motivate you to **get started on the project**, (3) to allow us to offer some **preliminary feedback** regarding your planned approach, and (4) to assist us in reaching a fair resolution in the unfortunate event of a communication breakdown or other team-work related issue.

The project plan

Specifically, your plan should be a document including at least the following:

- A brief outline of the approach you plan to use to complete this project.

- A breakdown of how you and your project partner plan on sharing the workload related to this project.

- A summary of how and when (how frequently) you and your project partner plan on communicating about the project.

- A list of important deadlines (such as for project work in other subjects) for each team member between now and the end of semester.

Your project plan can be written using any means but must be submitted as a PDF document. There is no maximum page limit or word limit (but your plan will probably take up less than one full page).

Submission

One member of your team must submit this document to the 'Project Plan Submission' item in the 'Assignments' section on the LMS by the deadline.

The submission deadline for project plans is 11.00pm on Monday the 22nd of April.