Organization Plan:

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|  | Project Plan Team 1 |  |  |  |

Each member of the team will take it in turn to become the Team Leader, this will allow everyone to gain an insight into what is expected of a team leader and what is required to become a good team leader. Those who are not currently a team leader will be available to take on any of the tasks required to complete the project.

Stephen Dixon First Team Leader

Ho Kan Leung

Joshua C Weeden

Gerardo de Jesús Juárez Ponce

Agne Kovalkova

Conflict Resolution:

At the end of each meeting the team will discuss any conflict situations or perceived conflict situations that have arisen between team members. Hopefully the issues will be minor and can be worked through during the meeting. If not then a meeting will take place between the team leader and the team members in conflict to discuss further.

If there is a conflict between the Customer and the Team Leader, the team will get together to discuss the conflict to see if the issue can be resolved. If the issue persists the Team Leader will step down and a new Team Leader will be elected.

If a conflict has arisen because the Team Leader has not done a sufficient amount of work, or the work has not been completed to a satisfactory level, then the team will hold a meeting with the Team Leader to see if there is an issue that can be resolved. If there is no resolution to the issue the Team Leader will step down and a new Team Leader will be elected.

If a conflict has arisen because a Team Member has not done a sufficient amount of work, or the work has not been completed to a satisfactory level, the Team Leader will discuss the issue with the Team Members to see if the issue can be resolved through additional training, or buddy working with another team member on their assigned work.

If a conflict has arisen because of a disagreement in the final allocation of marks during the Peer Assessment, the person in question will be allowed to state their case for an increase in marks. For an increase to take place they must be able to give details of work that they have undertaken that has not been taken into consideration but has been attributed to them, otherwise the original mark given will have to stand.

Peer Assessment Plan:

We have formulated what we believe to be a fair and just proposal for the allocation of marks.

Each team member will allocate marks to each of their peers based on the following 4 sets of criteria.

Each of the first three sets will see 5% of the total marks allocated to a peer if they have been deemed to have met the criteria by a majority of their team mates. The last section will be based on the percentage of the marks that have not yet been allocated during sections 1 to 3.

Section 1: 5% of the marks will be received if the following criteria have been met:

1: An interest has been shown in the project.

2: Attended at least one team meeting a week, and read the meeting minutes for those meetings that were missed.

3: Reply to all communications on Facebook for team meetings even if you can’t attend. Must provide alternate times that you can attend meeting in a timely fashion.

Section 2: 10% of the marks will be received if the criteria above and the following criteria have also been met:

1: Must have contributed something to each deliverable task.

2: Volunteer to take on and complete tasks, and contribute to the management and planning of new tasks that must be met but were not yet realized to be a necessary component.

3: Must have communicated any issues or skill limitations on a task that a member was struggling with in a timely manner that still allowed deadlines to still be met.

Section 3: A minimum of 15% of the marks will be received if the criteria from the two categories above, and the following criteria have been met.

1: Satisfactory quality of work that accords to task specifications.

2: Shown commitment to the project, by playing a role in the development of the project.

3: Shown initiative.

4: Attended the majority of meetings and made important contributions throughout.

5: Played the role of team leader at least once, or taken on in helping with the duties of a team leader.

Section 4: Each team member who fulfils all the above criteria must allocate the remaining points between the other team members, e.g.:

Team Member 1: 15 points

Team Member 2: 15 points

Team Member 3: 15 points

Team Member 4: 5 points

Team Member 5: 15 points

A total of 65 points has been distributed so far. All team members will secretly vote to distribute the remaining 35 points between every other team members excluding themselves. This will be done using whatever justification they believe is important, to show the level of significance, commitment, and contribution each individual has made to the project. The total points allocated to each team member will be divided by 4 (the number of members voting to allocate them points) to arrive at a percentage of the remaining marks that will be awarded to each member. If multiple member’s allocated marks are of an equally valued decimal point (e.g. 15.5) then another vote will be taken to decide which member deserves the mark made up from the decimal values.

We the undersigned have all agreed to the Peer Assessment Plan formulated above.

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| --- | --- | --- | --- | --- |
| Stephen Dixon | Agne Kovalkova | Ho Kan Leung | Gerardo de Jesús Juárez Ponce | Joshua C Weeden |