

CSC3003S Capstone Project — Stage One

Roles [9 Marks]

Project Abbreviation and Name	CBIB: A tool for managing research outputs
Client/Supervisor + email	Tommie Meyer, tmeyer@cs.uct.ac.za
Tutor + email	Takunda Chikondo, tkchikondo@gmail.com
Date	3 August 2018
Team Members	Student Number, First and Last Name, email
	DPLKYL002, Kyle Du Plessis, dplkyl002@myuct.ac.za
	SBRDIY001, Diya Seeburrun, sbrdiy001@gmail.com
	MBSSUZ001, Suzan Mabusi, mbssuz001@myuct.ac.za
Team Leader [3]	<p>DPLKYL002, fixed</p> <p>Coordinate project duties, identify and act if problems arise. Communicate clear instructions or information provided by client to team members. Delegate tasks among team members. Monitor team members' participation, evenly distribute workload and manage overall project flow. Ensure that project targets are met and that development standards, practices and procedures are adhered to. Ensure all project work are delivered and submitted to schedule within project deadlines. Guide and motivate team members and maintain healthy group dynamics.</p>
Architect [3]	<p>SBRDIY001, rotated</p> <p>Take responsibility for overall design and integration. Oversee the technologies, development environment, coding standards, various software tools and techniques used within the team. Managing and contributing to the technical solution from project design to code. Informs team about technical decisions, project implementation and design choices. Oversee software development, code prototyping, design and testing.</p>
Communicator [3]	<p>MBSSUZ001, rotated</p> <p>Ensure documentation meets requirements, record all meetings and action points. Keep notes. Responsible for project planning and updating documentation and reports. Ensure that software developed satisfies client requirements. Actively respond to new or changing requirements provided by client. Manage and facilitate team communication, schedule regular team meetings, coordinate team logistics and ensure all team members show up promptly. Participate actively in client product demonstrations, meetings and communicate updates on team progress or any issues encountered. Listen to and record feedback. Schedule further meetings with client and tutor if required.</p>

1. Instructions:

1. Replace any text in the right-hand column with information about your project.
2. For each role identify the person and state if the role is fixed for the duration of the project or rotating and changing for every phase of the project. Give a brief summary of the duties (job description) in the right-hand column.

3. Being in charge of a portfolio does not mean that person has to undertake all the work associated with that job. Learn to delegate ...
4. If your project has specific other roles then add them to the duties of a person and add that description in the left-hand column.

2. Follow-up

1. Bring this document to your next meeting with your client (or email it to them beforehand) ensure that everyone understands and agrees on the responsibilities.
2. *If the roles change (or rotate) then ensure that this is recorded in the project progress reports.*