

### GCS-PM Plan Assignment

**Due: Friday, 10.28.22, before 11:59 pm**

**Grading: 9% of Grade**

#### Overview

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The purpose of this assignment is twofold: i) it ties the project management portion of this course to the ethics portion and ii) you will use it to schedule your GCS project to complete the initial and final reports on time. You will use Asana for this assignment. It doesn't matter if your Asana trial period has ended because you're only required to use the basic plan, i.e., the free one. If it has ended, your subscription will default to the basic plan.

#### Assignment Notes

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- This is a group assignment to be completed by each team
- All team members will receive the same grade
- The team captain **and only the team captain** will upload the completed assignment
- The project plan must be completed only in the team captain's account on [Asana](#). However, each team member will use their own accounts to take a screenshot of their [My Tasks](#) in [List](#) view with the sidebar closed (see note in item 6 below).
- **Your grade will depend on the thoughtfulness and thoroughness of your plan, i.e., you won't get a high grade if your plan isn't well-reasoned and sound. It will also depend on readability, fairness, and organization!**

#### Assignment Description

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1. All team members must use [wsu.edu email addresses](#) in Asana.
2. The team captain should create a team called GCS\_<team\_captain's\_initials>, replacing <team\_captain's\_initials> appropriately and with a middle initial when possible (Asana can't create teams with the same name when the email suffix is the same; if you end up with an error message, add a number to the name).
3. The team captain should invite all team members—and only team members—to join the team in Asana. To do this, click on the [+Invite people](#) link. If you don't see this link, click on the ellipsis (three dots) next to the team name and choose [Invite people](#) from the pop-up menu. You can also use the [Invite teammates](#) tool in the lower left corner to invite everyone at the same time. Email addresses are available in Canvas.
4. The team captain should create a project with the title GCS\_<team\_name>, replacing <team\_name> by, e.g., CS1, CE1, EE1, etc. Recall that to create a project, simply click on the [+](#) sign in the upper right.
5. Team members should meet in person or virtually to determine the tasks required, who is responsible for each task, and the task due dates. Together, use whichever mode you prefer ([List](#), [View](#), [Calendar](#)) to create the tasks in Asana. **Refer to PM 3 to refresh your memory on how to navigate and use Asana.**
6. Each team member should be assigned approximately the same number of tasks. Exceptions may occur if a team member is assigned tasks that require a considerable amount of work. Note, however, that no one team member should be responsible for the lion's share of the work on the project. It should be a true team effort. You should also include team meetings as tasks, and be sure to make the tasks fine grained, e.g., don't use "Do Research" as a task. Note that if you use subtasks, be sure to open all the subtasks when you do your screenshots for the entire plan and

for your individual **My Tasks** screenshots. **Note also that two people can't be assigned to the same task, so create separate tasks (and/or use subtasks).**

7. Use the GCS assignment prompt to guide the tasks you include. 40% of your team's grade is based on the thoughtfulness and thoroughness of the tasks you choose to complete both your initial and final reports. Before starting your plan, write down every single item that needs to be done, i.e., create a checklist. For example, think about how you are going to choose the ethical theories for the ethical analysis, how you are going to choose keywords, how you will ensure the reference formats are correct, how you will decide a resolution for your case, how you will respond to possible feedback from the initial report, and so on. A checklist will help to inform your plan, and it will ensure that your GCS-PM plan is thorough.
8. When the team is sure the project plan is complete, the team captain should take a screenshot of the entire project without the sidebar in **List** view with subtasks open as necessary.
9. Next, each team member, **team captain included**, should log into their Asana account and take a screenshot of their **My Tasks** in **List** view with subtasks open as necessary and the sidebar closed. Note that you can drag cells to change their widths.
10. Each team member must send their screenshot to the team captain. The team captain should compile the project screenshot and all the **My Tasks** screenshots into a document in **LANDSCAPE** mode using Word or a similar app. The screenshots should be sized so that they're large enough to be readable by a grader. **Include a title page with the case title, the team name, and the team member names with the team captain identified.** Save the document as a PDF file. Team captains, be sure to get these before the day this assignment is due to check for readability. **Many teams lose points because one or more of the team members haven't made their screenshot readable.**

## Deliverable

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A single PDF file uploaded **ONLY** by the team captain.

## Grading

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The grading rubric is available in the GCS-PM Plan assignment in Canvas.

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