Project Plan, Team Charter

Literacy Uplift – Web Extension

GBC and SSHRC

Industry Partner	Przemyslaw Pawluk
Primary Instructor	Anjana Shah
Team Member	Nehaal Shaikh
Team Member	Patrick Murphy
Team Member	Nicholas Entecott
Team Member	Maxim Paxton

Document Revision History

Revision #	Date
1.0	October 9, 2018

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1. Executive Summary

The following describes the project to be executed.

Objective	Create a web extension of the Literacy Uplift app
Corporate Goals Addressed	-Creating a login service -Creating chat functionality for teachers and students -Integration of newly developed features with existing application
Planned Start Date	September 2018
Planned End Date	March 2019

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Stakeholder/ Project Manager	Professor Pawluk	ppawluk@gerogebrown.ca	Oct 9, 2018
Developer	Maxim Paxton	MaximThomas.Paxton@georgebrown.ca	Oct 9, 2018
Developer	Nehaal Shaikh	Nehaal.Shaikh@georgebrown.ca	Oct 9, 2018
Developer	Nicholas Entecott	Nicholas.Entecott@georgebrown.ca	Oct 9, 2018
Developer	Patrick Murphy	Patrick.Murphy@georgebrown.ca	Oct 9, 2018

3. Scope

Define the sum total of all of its products and their requirements or features.

In Scope	Out of Scope
Creating backed to connect the web and mobile app	Do not need to create mobile app

Creating a way for teachers to track students progress	Addition of activities and lessons will not need to be created
Creating a chat function so teachers and students can communicate	

4. Deliverables

This project will deliver the following.

Deliverable	Description
Web application	Teachers and students should be able to use the web application
Web – server	There should be a web server supporting the web application
Chat functionality	Teachers and students should be able to communicate via the web app.

5. Assumptions

- PHP will be used for the majority of the project
- Learning material will be provided via the project lead.
- Users will be able to improve their literacy skills through the use of the app.

6. Dependencies

-The app cannot be deployed until we have the lessons
- Will need a web server to deploy the web app

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy

Have to use a different language (Not PHP)	H	L	Use another language

8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Minutes of Meeting	Developers, Project manager and program professor	Weekly

Meetings

The following meetings/communication will be established;

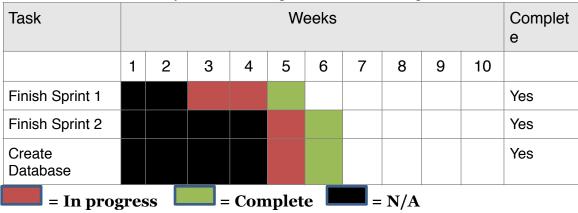| Meeting	Purpose	Attendees	Frequency
Team meet	To discuss previous week's work. Decide next sprint deliverables	All developers and project manager	weekly

9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

Reference	Tasks	Duration	Dependency

A	Finish Sprint Documents	1 week	Need outline to see what is required for sprint docs
B	Create Database via mySql	1 week	Need to download mysql

10. Gantt Chart

Create a Gantt Chart from your Task Listing – Below is an example:

Task	Weeks										Complete
	1	2	3	4	5	6	7	8	9	10	
Finish Sprint 1	⬛	⬛	🟥	🟥	🟩						Yes
Finish Sprint 2	⬛	⬛	⬛	⬛	🟥	🟩					Yes
Create Database	⬛	⬛	⬛	⬛	🟥	🟩					Yes

🟥 **= In progress**   🟩 **= Complete**   ⬛ **= N/A**

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Sprint 1	October 3, 2018	Nicholas, Nehaal, Patrick, Max
Sprint 2	October 10, 2018	Nicholas, Nehaal, Patrick, Max

12. RAM – Responsibility Assignment Matrix

Project Team Responsibilities

Project Name: Literacy Uplift
Project Manager: Premyslaw Pawluk

Tasks:	Max	Nehaal	Nick	Patrick
Sprint 1	S	S	P	S
Sprint 2	S	S	P	S
Create Database	P		S	

P = Primary
S = Secondary

13. Approval

The signatures below indicate their approval of the contents of this document.

Project Role	Name	Signature	Date
Developer	Maxim Paxton		October 10, 2018
Developer	Nehaal Shaikh		October 10, 2018
Developer	Nicholas Entecott		October 10, 2018
Developer	Patrick Murphy		October 10, 2018

TEAM CHARTER

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally, it facilitates stakeholder buy in by including key members in the decision-making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. Purpose
This project will be part of the Literacy Uplift project. This team will provide a prototype of a web extension for the mobile application (Literacy Uplift)

2. Background
Literacy Uplift is a mobile application designed to help improve literacy skill. Our team is working on creating the web extension of it. The app will be used by teachers and students.

3. Scope
The app intends to improve literacy skill of Canadians. This team will create a web-service supporting login and storage of user data. The web application will allow progress tracking for teachers and data management. The web application will allow students to communicate, via the web application, with other student and teachers. The web app will also allow for integration of these newly developed features with the existing application.

4. Team composition
This team has four developers: Nehaal Shaikh, Nicholas Entecott, Patrick Murphy and Maxim Paxton. Who will work with Professor Pawluk, who is the project manager. The team will meet once a week to discuss what tasks need to be completed and what has already been done. The team will then spend a week working on the requirements to complete the sprint.

5. Team empowerment
The team are a group of developers, who will be led by their project manager. The manager will discuss tasks that need to be completed on a weekly basis and the team will work on ensuring the tasks are done.

6. Team operations
All decisions are discussed and made at weekly meetings. There will be a dual focus; creating the web extension and ensuring the documents/requirements for capstone project are also complete.

7. Team Performance Assessment
Attendance; the team will come to the weekly meetings with the project manager
The team will respect each other's time commitments and discuss together to come up with team meet times (meetings without the project manager). Every team member's opinion will be taken into account and not be dismissed.

8. Signature Page

Nicholas Entecott
Maxim Paxton
Patrick Murphy
Nehaal Shaikh