|  |  |  |  |
| --- | --- | --- | --- |
| Contract | Group Name: 3 Keys | | **Project Name: PMPG** |
| **Participants (list group members)**  **Chang Woo Shin - cxs5423@psu.edu**  **Israa Jeddeeni - IXJ5060@psu.edu**  **Christopher Paez – ckp5228@psu.edu** | | | |
| **Communication Rules:**   * Group will be using Teams as the main method of communication, the meetings will be held in Zoom, it will be face-to-face meetings. * Email and GroupMe may be used for emergencies. * Group members must provide a response to all communication within an 8-hour period, this can be exempt for emergencies. * Group will have mandatory meeting, every Tuesday 2PM(EST) | | | |
| **Attendance Policy:**   * All meetings are mandatory unless otherwise stated. * If members cannot attend a meeting, they must let other members know in advance. (12 hours+) * Failure to attend meetings more than three times (non-emergencies) you will be reported to professor, and you will be exempted from project. | | | |
| **Rules for Quality of Work and Conduct**   * The group members will constantly communicate with each other to produce high quality work. * The group members will treat each other with respect and consider all the suggestions to make the work better. * When presented with conflicting ides, the group should first confirm that each proposed idea meets the grading rubric and then follow the consensus flowchart to determine the solution(s). | | | |
| **Rules for Removal from the Group** A member can be removed from the group for the following conditions:   1. Failure to attend meetings more than three times (non-emergencies). 2. Failure to communicate at least 12 hours in advance. 3. Failure to complete given tasks, except for emergencies. 4. Failure to collaborate with team members. | | | |
| **MOU** | | | |
| **Project Goal/Objectives:**   * Our project goal is to create a 5-to-8-minute video based on the “Five Process Groups”. * The group will create a word document that contains the process of completing the group project with the topic of “Five Process Groups.” | | | |
| **Project Description:**   * **Video description:** The video will start with an introduction of the group members, followed by a description of each of the “Five Process Groups”. The Project Management Process Groups are Initiating, Planning, Execution, Monitoring and Controlling, and Closing. The steps are going to be illustrated by examples and/ or pictures. * **Document description:** A documentation of the group’s project management planning process including a project charter, a scops statement, a WBS (Work Breakdown Structure), a milestone list, a cost and time estimate, a quality checklist, and a probability / impact matrix and a risk register. | | | |
| **Scope of Work:**   * The goal of this project is to increase our understanding of the five project management process groups by creating a 5–8-minute video highlighting each process * Our team will meet every Tuesday and will work on the deliverable for the specific week, to remain on track for every deadline * There are 9 deliverables to be submitted total. Our group will complete each deliverable every week. * The deadline for the project is Dec.8. Our group will have all submissions and deliverables completed prior to this date, and will have the video completed early, so that we can edit our video before submitting it. * The overall timeline is a little under 3 months. * By breaking the project into 9 deliverables our team can focus on each one every week to remain on track for the project deadline. | | | |
| **Major Deliverables:**   * In each project process group, the members will document what these process means and will explain what they are. Once the terms for the process is defined, the group members will share the documents. After sharing the documents, the group will start creating video. * By using project charter, the group will start pre-initiating process of the project. * With the planned document, the group will start documenting each other’s portion for the assigned project. * Once the assigned part of the project is done, the group will share the documents. * Based on the documents, the group will create an individual video or clip which will contain what the 5 process groups are and explain each process. * After the induvial videos are complete, the group will collect all the videos to create the final product. | | | |
| **Project Timeline:**   * 09\13\21 the project has started. The group has decided on the topic. * 09\26\21 Project charter. * 10\03\21 Scope statement & WBS (Work Breakdown Structure). * 10\10\21 milestone list. The group will utilize the scope of work for this. * 10\17\21 cost and time estimate. The group will have a fixed timeline. * 10\24\21 quality checklist. Everyone in the group will participate to accomplish the quality check. * 11\14\21 probability / impact matrix and a risk register. Consider all the risk factors the group has already discussed and will have a plan for these risk factors. * 12\01\21 Project will be reviewed and tested. * 12\08\21 Project will be submitted. | | | |
| **Project Group (Including Roles and Responsibilities for each member):**   * Chang Woo: Project Manager - To lead the group into correct path and execute the project. Assure the group is motivated and help each member with anything. * Israa: Data Analyst- Collects, cleans, and interprets data sets. Analyze members information and data. * Chris: Quality Assurance, Researcher - Make sure all requirements are met for each deliverable. Double check the work to make sure it is up to par. | | | |
| **Open Issues, Assumptions, Risks, or Obstacles:**   * Video editing might be an issue, to collaborate all 3 different videos into one. * Not finding enough resources to be able to accurately describe each process. * Time difference between group members can be an issue. * Group attempted to use MS Teams for the communication method, it did not work well, the group had to change it to Zoom. * Due dates might be challenging because group members are all full-time students. | | | |
| **Project Start Date**  September 13th, 2021 | | Project End Date December 8th, 2021 | |
| Document Prepared ByIsraa, Chris, Chang Woo | | **Date Prepared**  September 16th, 2021 | |
| **Group Signatures**   |  |  |  | | --- | --- | --- | | **Name** | **Signature** | **Date Signed** | | **Israa Jeddeeni** | **IJ** | **09\16\21** | | **Christopher Paez** | **CP** | **09\16\21** | | **Chang Woo Shin** | **CWC** | **09\16\21** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | |