

Appendix C

Student name	Charles Mossop
Student ID number	s378673
Assessment number	2 of 3
Assessment title	Determine the project team and duties
Unit codes and titles	ICTPMG501 – Manage ICT projects (Releases 1)

PART C: You will select your project team and allocate their duties in accordance with the project plan. Consultation with potential team members or other students is required.

Appendix C must be used to document the evidence required for assessment.

1. Based on the work breakdown in Appendix B, identify human resource requirements:

- How many staff are required?
- What skills, qualifications and experience will they need?
- What job roles will be required?

How many staff are required?	4
What skills, qualifications and experience will they need?	Front end and back end experience. Experience working with databases, ICT skills. Expertise in analysing and testing and communication skills.
What job roles will be required?	Web Developer, Business analyst, Test analyst, Database/backend developer.

2. Assess potential team members:

- Which team members are suitable – why?
- Which team members are unsuitable – why?
- Which team members are available for the duration of the project?
- What amount and type of training will be required – why?
- What amount and type of support will be required – why?

To complete this part of the assessment, you will need to review team member profiles provided by your trainer/ assessor or consider the suitability of other students. Base your assessment on criteria that relate to human resource and project solution requirements (project scope).

Add additional lines if required.

Potential team members	Role	Suitable		Available		Explain why each person is suitable/ unsuitable
Names		Yes	No	Yes	No	For example, no experience – at least two years is required

Julieta Petran	Full stack Web developer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Julieta's experience in both frontend and backend development makes her ideal to lead the development of the project.
Toygar Viteri	Toygar Viteri	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toygar's expertise in communication, stakeholder analysis, and business process modelling will ensure that the project aligns with business requirements.
Anna todero	Test analyst	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anna's eight years of experience make her highly qualified to manage all testing phases, including regression testing, UAT, and bug tracking. She can ensure the system functions properly and meets all requirements.
Venetia Blaha	Database Developer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	She can develop and maintain data integrity across systems, ensuring smooth data migration and performance
Maximiliano Rider	Front end developer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maximiliano is a front-end developer, but this project requires full stack capabilities or a backend focus in addition to front-end development. Since Julieta Petran can cover both, Maximiliano's skills were redundant.
Raja Langley	Back-end Web Developer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Raja's back-end expertise is valuable, but Venetia Bláha has broader database and backend skills, making Raja less necessary for this project. Julieta also has backend experience to cover the essential aspects.
Zaynab Rinne	Business Analyst	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zaynab's part-time availability is less ideal compared to Toygar Viteri, who is available full-time. Given that the business analysis role is critical throughout the entire project, full-time availability is preferable.
Otso Jonsson	Test Analyst	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Otso has only three years of experience compared to Anna Todaro's eight years. Anna's deeper experience makes her more suitable to handle complex testing, including UAT and regression testing.
Orietta Knopf	Salesforce Developer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Orietta's availability of only 16 hours per week may not be sufficient for the Salesforce integration tasks. Additionally, her skillset is very specific to Salesforce
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Identify training and support requirements – include the amount and type and explain why training and support is required.

Julieta Petran: Salesforce Integration training (1-2 weeks), ongoing Salesforce API support.
 Togar Viteri: Agile project management training (1 week), project management tool support.
 Anna Todaro: Automated testing tools training (1 week), ongoing test documentation updates.
 Venetia Blaha: Cloud database management training (1 week), database security support.

Training and support are required to fill knowledge gaps in specific areas (Salesforce, Agile, cloud database management) and to ensure team members are up to date on tools and methodologies relevant to the project. This ensures smooth implementation, reduces errors, and enhances team efficiency.

3. Allocate roles and responsibilities

This should cover the key tasks you assigned in the WBS. Refer to the WBS by task number.

Names	Roles and responsibilities
Julieta Petran	<ul style="list-style-type: none"> - Lead system design and architecture (WBS 3.1, 3.2) - Frontend and backend development (WBS 4.1, 4.2) - Implement security (WBS 4.4) - Oversee final deployment (WBS 6.3)
Toggar Viteri	<ul style="list-style-type: none"> - Lead requirements gathering and documentation (WBS 2.1, 2.3, 2.4) - Liaison with stakeholders - Manage User Acceptance Testing (UAT) (WBS 5.3)
Anna Todaro	<ul style="list-style-type: none"> - Lead testing phases (unit, integration, security) (WBS 5.1, 5.2, 5.4) - Document test cases and manage test logs - Collaborate with developers to resolve bugs
Venetia Bláha	<ul style="list-style-type: none"> - Design database and data model (WBS 3.3) - Lead Salesforce integration (WBS 4.3) - Oversee data migration (WBS 6.2)

4.

Establish team values and behavioural standards by referring to the project scope and consulting with other students:

- What will team members need to know – why?

Team members need to know the importance of clear communication, accountability, and quality standards to ensure project success. Open communication helps keep everyone aligned, while accountability ensures that each person takes responsibility for their tasks. High-quality work is crucial to meeting the project's goals, and adaptability is necessary to handle challenges or changes in scope. Respectful collaboration and professionalism are key to fostering a positive team environment, enabling the project to progress smoothly.

- Who have you delegated to complete each task? – explain your reasoning (e.g. skillset, experience, availability etc.)

I have delegated Julieta Petran to handle system design, development, and security due to her full stack expertise. Toygar Viteri will lead stakeholder communication and requirements gathering, as well as coordinate UAT, given his strong business analysis skills and full-time availability.

Anna Todaro is responsible for testing, as her extensive experience ensures the system will be thoroughly tested.

Venetia Bláha will manage database design, Salesforce integration, and data migration, leveraging her 10 years of experience in database development. Each team member is assigned based on their specific skills, experience, and availability.

- How should team members behave – why?

Team members should behave with professionalism, maintaining open communication, accountability, and respect for each other's roles and responsibilities. Collaboration is key, as everyone needs to contribute ideas and feedback to ensure the project progresses smoothly. Accountability ensures tasks are completed on time and at a high standard, while adaptability is essential to manage any challenges or changes. Respect fosters a positive working environment, where each team member feels valued and motivated. These behaviors ensure efficient teamwork, high-quality results, and alignment with the project's goals.

- Outline the key team and organisational values the team should uphold, e.g. honesty, transparency, communication etc.

Honesty: Team members should be open and truthful about progress, challenges, and expectations to foster trust within the team.

Transparency: Clear communication regarding task status, decisions, and project developments should be maintained to keep everyone aligned and informed.

Collaboration: Team members should actively contribute and support one another, sharing knowledge and working together towards the project's goals.

Accountability: Each person must take ownership of their responsibilities and deliver work to the best of their ability, meeting deadlines and quality standards.

Respect: Everyone's ideas, time, and efforts should be valued, creating a positive and professional environment where team members feel appreciated.

Adaptability: The team should be flexible and open to change, able to adjust plans and processes when necessary to meet project demands.

5. Submit this documentation to relevant person and/or Trainer/Assessor and respond to the feedback.

Submit the following documents as evidence for assessment:

- one completed Appendix C