

Roles and Responsibilities

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Charlotte Hutchinson

CO600: JustHealth
Supervisor: Yang He

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Roles and Responsibilities

Charlotte Hutchinson (ch446) - Project Manager

Tasked with overseeing the whole project and ensuring all work is kept up to date and all deadlines are met. Responsible for ensuring that risks are reviewed in project team meetings on a regular basis. Keeps meeting minutes up to date and ensures that at the start of each meeting we have an agenda set.

Rich Logan (rl260) - Technical Manager

Oversees the whole technical process and all technical work that is completed. Looks into the bigger picture of the technical product and ensures all technical work is going to plan. The technical manager works to combine the team's technical knowledge to the overall goal of the project.

Balances the technical processes and teams along with using his technical skills to provide the necessary environment for project success

Ben McGregor (bim4) - Design and Quality Assurance Manager

Oversees the design process for the JustHealth platform, ensures that mock-up designs are submitted to the group prior to implementation and that full consultation is received on the designs. The design manager is responsible for ensuring user experience of the application is kept as paramount in decision making processes.

Responsible for management of all quality assurance functions and ensures that QA process is documented and communicated to ensure agreed quality levels for the application. Works with the test manager to ensure that all quality standards are met with the tests and signs off all documents once they have met the required standard.

Stephen Tate (sjt43) - Security, Risk and Test Manager

The Security and Risk manager is responsible for ensuring that the work that is produced is secure from the viewpoint of all stakeholders of the project. Including the identification and appropriate mitigation of vulnerabilities. As well as this, they are responsible for the identification, tracking and appropriate follow up of all risks to the project.

The test manager is responsible for verifying all test cases are complete and test the desired functionality completely. Also, they are responsible to ensure that all tests are performed correctly and accurately. The test manager must verify and sign all test cases before any functionality can be added into a version of software that is suitable for release.

Note: In the event that the Test Manager carries out the testing, both the technical and project managers will be required to sign the test cases too.

References:

Udemy (2014) *Technical Manager Job Description* (Online) Available at: <https://www.udemy.com/blog/technical-manager-job-description/> (Last accessed: 27 September 2014)

Cornell (2010) *QA Team Roles and Responsibilities* (Online) Available at: <https://confluence.cornell.edu/display/KFS/QA+Team+Roles+and+Responsibilities> (Last accessed: 27 September 2014)