**Project Plan, Team Charter**

**CultureConnect**

**FHQAR**

|  |  |
| --- | --- |
| Industry Partner | FHQAR |
| Primary Instructor | Anjana Shah |
| Team Member | Ryan Haberle -101094993 |
| Team Member | Duy Hao Bui – 101104656 |
| Team Member | Anthony Caldwell – 101085288 |
| Team Member | Qian Wang – 100961367 |
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Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 1 | Oct\9\18 |

**Table of Contents**

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | 1. Create a platform that allows user to exchange messages with people from a specific country/culture via messages 2. Create a wiki for user to find country specific information 3. A discussion board where user can post questions and get answers from other user 4. A Calendar system associated with country and personal account showcasing events and meetups. |
| Corporate Goals Addressed | The goal of the company is to find a way for people to open their horizons and exlore different cultures. We are starting off with China, Vietnam, and Canada in the hopes to expand this platform to other countries as well. |
| Planned Start Date | September 4th 2018 |
| Planned End Date | March 2018 |

**2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Team Member | Ryan Haberle -101094993 | Ryan.haberle@georgebrown.ca | Oct/9/18 |
| Team Member | Duy Hao Bui – 101104656 | [Duyhao.bui@georgebrown.ca](mailto:Duyhao.bui@georgebrown.ca) | Oct/9/18 |
| Team Member | Anthony Caldwell – 101085288 | [Anthony.Caldwell@georgebrown.ca](mailto:Anthony.Caldwell@georgebrown.ca) | Oct/9/18 |
| Team Member | Qian Wang – 100961367 | [Qian.Wang@georgebrown.ca](mailto:Qian.Wang@georgebrown.ca) | Oct/9/18 |
| Team Leader(stakeholder) | Youquan Liu – 101078710 | Youquan.liu@georgebrown.ca | Oct/9/18 |

**3. Scope**

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

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| The Culture Forum will have at least 3 main sections of wiki separated by country: China, Vietnam, Canada. This feature might be adjusted by the end of the scope based on how many countries will be listed on initiation as well as how they will be presented. | Other countries other than China, Vietnam and Canada. Although it is our intention to include information on other countries. Our resources are limited at this time. |
| A registration system that allows users to input basic personal information as well as their country of origin and countries of interest. This information will be publicly displayed that the user can contact individuals directly using our messaging function. This feature might be altered based on the basic information required for registration. | The registration system will capture information such as personal preference, work experiences etc. These information are not being utilized at the moment. Future potential features may include job and skill trade discussion, job boards in foreign countries. |
| A discussion board that allows user to post threads and comment on other public posts | A instant messaging system that allows users to chat with multiple users simultaneously. |
| A cultural event list and event calendar for user meetups | For future features, we would like to be organize and post official meet ups. At this point, meets ups are being posted by users only. |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| A platform to exchange messages | Registered user of this platform can send private messages to target user on this platform. |
| A wiki | A wiki of China, Vietnam and Canada to include information on culture, history, landmarks, and local recommendations. |
| A discussion board | A discussion board categorized by country that allows registered user to create threads and reply to threads create by other users. |
| A Calendar system | A calendar system that is connected to personal account which will show events/meetups that is in close proximity to the country of interest or country of resident. |

**5. Assumptions**

This project makes the following assumptions;

* Users would not publish something related to antisocial behavior or racist language.
* User will use this website in good faith and not maliciously abuse the features.
* All content posted on forums is family friendly and that these activities do not pose a risk to anyone using the application.
* Is going to be used by people who do not have any accessibility problems.
* Users have an ability to properly using a laptop, desktop or mobile phone to log in the website.
* Users can use English or is able to use a tool to translate the language.
* People are willing to learn something new about the different culture and communicate with strangers online
* Users will come to the site to find events and host events.
* Organizations will use the service to host and promote their events.
* users hosting events will follow local laws and cultural connect will assume no liability if anything goes wrong.

**6. Dependencies**

The following are the internal and external dependencies that will have to be acknowledged and addressed;

1. The server that host this platform will be stable and accessible from all countries.
2. The content of this platform will be monitored 24/7
3. All content posted on this platform are free of copyright issues.

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| User registration exceeds server capacity | High | Low | Server expansion to accommodate the extra registration |
| User does not follow registration instruction and inputted incorrect information. | Low | Medium | Provide step by step registration to each user. Each field will contain limitation of the type of data accepted. |
| Additional features not compatible with existing ones | High | Medium | Test new features offline prior to publishing on the server. |
| Project not delivered on time | High | Low | By agile management of this project, deadlines are planned and adjusted according to project progress. |

**8. Communication**

**Reporting >>>To discuss**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Progress Report | Internal Project Staff | After each phase |
| User registration report | Staff and user | Refreshed daily. |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
|  | Discuses the idea of project with stakeholder and establish the main tasks | All team members | Once a week |
|  | Decide the template and looking | Internal Project front-end staff | One time |
|  | The structure of pages and plan updated | All staff | Once per two weeks |
|  | Data base established plan | Internal Project back-end staff | Once a week |
|  | Assemble parts together | All staff | One time |
|  | The issues during the test and debugging | Staff | Once per two weeks |

**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 | Collect national cultural information such as Chinese Spring Festival, Maple Syrup Festival (Canada), Vietnamese New Year | 1-2 days | Google. Magazine. |
| B | Event calendar (people can reservation event) | 1-2 days | Php, SQL |
| C | Establish a platform for exchanging messages | 2-4 days |  |
| D | Create a discussion board | 2-4 days | C# or Java |
| E | Quality Assurance ( Code Quality, Page Content) | 4 weeks | Using Chrome Extension to check . |

**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 |  |
| A | √ | √ | √ |  |  |  |  |  |  |  | Completed |
| B |  |  |  | √ | √ |  |  |  |  |  | Not completed |
| C |  |  |  |  | √ | √ |  |  |  |  | Not completed |
| D |  |  |  |  |  |  |  |  |  |  | Not completed |
| E |  |  | √ | √ | √ | √ |  |  |  |  | Not completed |

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Submit sprint 2 | Oct 9\18 |  |
| Presentation #1 | Oct 10/18 |  |
| **Beta testing** | April 10\18 |  |

**12. RAM – Responsibility Assignment Matrix**

Create a RAM from your Task Listing. A sample is shown below:

|  |  |
| --- | --- |
| Project Name: | CultureConnect |
| Project Manager: | FHQRA Inc. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tasks** | **YouQuan** | **Qian** | **Duy** | **Ryan** | **Anthony** |
| **Collect National Culture information** | P |  | S | P |  |
| **Design/Develop Event Calendar** |  | P | P |  | P |
| **Establish Platform for messaging** | S |  | S |  | P |
| **Create Discussion Board** |  | P |  | P | S |
| **Quality Assurance** | P | S |  | S |  |
| **Testing** | S | S | P | S | S |

**13. Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Team member | Ryan Haberle | Ryan Haberle | Oct/19/18 |
| Team member | Duy Hao Bui | Duy Hao Bui | Oct/19/18 |
| Team member | Anthony Caldwell | Anthony Caldwell | Oct/19/18 |
| Team member | Qian Wang | Qian Wang | Oct/19/18 |
| Team leader(stakeholder) | Youquan Liu | Youquan Liu | Oct/19/18 |
|  |  |  |  |

Ryan Haberle -101094993​ – Oct/9/18

Duy Hao Bui – 101104656 – OCT/9/18

Anthony Caldwell – 101085288 – Oct/9/2018

Qian Wang – 100961367 -Oct/9/2018

Youquan Liu – 101078710 - Oct/9/2018

**TEAM CHARTER**

**Purpose**

The Team has been formed to complete that Culture Connect Website as a part of Course Comp – 3059. We are committed to working as a team in a fair and effective manner, taking time to help each other learn.

**Background**

Culture connect is a website that is meant to connect many different people of different cultures. It is designed for any one who likes to explore new things, meet friends or even share about their own heritage.

**Organisational Structure**

Our team’s organisational structure consists of team leader(also acting as our stakeholder) directing the team in the direction the project is supposed to go. The team works more as a flatarchy where information doesn’t only flow one way, everyone has an equal say and is as valuable as the next member of the team.

**Users**

The users of the platform can be anyone, from a teenager to the elderly. It is a platform meant to connect people, their culture and to share what they feel is most important to them. Whether the user is an explorer of cultures or they just want to make a friend, the user base is open to anyone.

**Scope**

The Culture Forum will have at least 3 main sections of wiki separated by country: China, Vietnam, Canada. This feature might be adjusted by the end of the scope based on how many countries will be listed on initiation as well as how they will be presented.

There will be a registration system that allows users to input basic personal information as well as their country of origin and countries of interest. This information will be publicly displayed that the user can contact individuals directly using our messaging function. This feature might be altered based on the basic information required for registration.

There will also be a discussion board that allows user to post threads and comment on other public posts, along with a cultural event list and event calendar for user meetups.

**Mission**

The main goal of culture connect is to connect users with users of other cultures, so they may experience a different view of life. Our hope is that it will bring people together and help users of different cultures understand how others live that may be different from theirs.

(State the scope, mission, and objectives for the project and the team's role in achieving it. This is similar to preparing a mission need statement. Define the high level goals the team must accomplish.)

**Team composition**

The team is made up of:

1 Team leader

1 Stake Holder

4 Team members.

Our team meets for 2-4 hours a week to discuss the project and work. Each team member including the team leader Is responsible for making sure the work is done.

It is not only the team leaders job to show leadership qualities, the whole team is

accountable for the project. Each member is allowed an equal say in the meetings and each persons voice is worth the same value when voting on an idea.

**Team empowerment**

As stated previously, each member is as responsible as the next member in insuring the project is going smooth and on track. If one member of the team fails, the whole team fails. Every member is accountable in monitoring and managing the success of the project.

**Team operations**

Our team works in a very diplomatic way. Our team leader(also our stakeholder) is open to suggestion and members on the team will vote on ideas. Our main operating rules are:

1. Respect each others time.
2. Everyone’s voice has the same value.
3. Every team member is responsible for the success of the team.
4. Every team member is expected to do their share of the work.

(Describe team operational plans. This includes, for example, such activities as the team's decision-making processes, how changes in membership occur should the need arise, plans to establish "ground" or operating rules, relationships with other organizational entities or teams, logistical support, etc.)

**Team Performance Assessment**

- Members Attend each team meetings

- Finish assigned tasks

- Project is on schedule.

- stakeholders are happy with their project\investment.

- Team is happy\morale is high.

**Signatures**

Ryan Haberle -101094993​ – Oct/9/18

Duy Hao Bui – 101104656 – OCT/9/18

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