Plan to create artifacts for Final Group Project **MS Teams name:** CPR101*???*, Bb group *NN*

Link to MS Team:

This is your group's management plan and Work Breakdown Structure (WBS) to create the assignment's artifacts. Although the assignment for this course is academic, if you were part of an IT consulting company, it would be the *same* assignment. Consider the Structure and Case study documents. What needs to be done to understand the client's problem and their needs, develop a solution, and create a scope statement describing the actual work that would be done for the client? The project WBS and budget inform the solution, scope, and steps to monitor progress.

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Group Members | *[Person 1]* | *[Person 2]* | *[Person 3]* | *[Person 4]* | Group |
| Week 11a at class time | *task* | *task* | *task* | *task* | *create MS Team, Deliverable #1: create plan with SMART goals and assign tasks* |
| Week 11b per group's plan |  |  |  |  | refine plan, update DONE items with actual hours |
| Week 12a at class time |  |  |  |  | update plan, Deliverable #2: define and draft artifacts |
| Week 12b per group's plan |  |  |  |  | refine plan, update what was done with hours. Deliverable #2: edit artifacts and request review |
| Week 13a at class time |  |  |  |  | update plan, Deliverable #2 & #3: revise artifacts and request last review |
| Week 13b per group's plan |  |  |  |  | update plan: what was done with hours. Deliverable #2 & #3: final revision of artifacts |
| Final Submission to Blackboard |  |  |  |  | Submit final version of artifacts from Teams to Blackboard. Backup Teams files. |

Use SMART goals to achieve the Triple Constraint of Cost/Resource vs Time/Schedule vs Scope/Quality. Each table cell has bullet points on that person's Specific action, how it is measured or recognized as completed, and Time (estimated hours and delivery). Click the check box to mark the task as done.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specific action** | **Measurable** | Agreed upon | Realistic | **Time-based** |
| Who does What to produce the Plan, Proposal, WBS, Budget, Training Module? | …result of the Specific action.  What is the definition of *done*? What will you deliver that someone can see, read, use?  How will you know it has the minimum acceptable quality? | Everyone understands what everyone else is doing to avoid both duplication of effort and omission of details. Interactions and dependencies between individuals is recognized and negotiated. | Can it be done in the time available? Does everyone have the resources they need soon enough to complete their work by the milestone date? Think Critical Path: One person's end date may be another's start date. | How many hours will the task take?  When will the product of the specific action be delivered? *(e.g. modify column headings above with your delivery dates)* |
| **TO DO**: |  |  |  |  |
| **TO DO**: |  |  |  |  |
| **TO DO**: |  |  |  |  |
| **TO DO**: |  |  |  |  |
| **DOING**: |  |  |  |  |
| **DONE**: |  |  |  |  |
| **HUNG UP**: |  |  |  |  |

*Each person is their project manager…*

**TO DO**: **Specific** objectives and tasks which were **Agreed** upon

**DOING**: an objective or task according to a **Time based** target – hours of effort completed by a due date & time

**DONE**: an objective or task **Measured** as completed

**HUNG UP**: no longer doing something because it became **unRealistic.** *Tell the team right away.*

**Final Assignment Signoff**

We declare that the submitted assignment is our own work in accordance with Seneca Academic Policy. This assignment was neither received from nor distributed to other students. Any ideas, images, or text in this assignment which were obtained from outside sources (such as web sites) has been clearly quoted, cited, and referenced.

|  |  |  |
| --- | --- | --- |
| **Registered Student Name** | **UserID@mySeneca.ca** | **Student Number** |
|  |  |  |
|  |  |  |
|  |  |  |

Notes

**All group members must “sign off”** on the Assignment, just like a real-world project.

**Only one member of the group needs to submit the final assignment through Blackboard.   
The submission link is under Course Documents, "Final Group Project and Submission".   
Details are in the last row of the Milestones table.**

All members of the assignment group will receive the same mark unless a Group Problem Report is filed with your instructor.

**Group Problem Report**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I/We the undersigned:**   |  |  | | --- | --- | | **Student Name** | **Student Signature** | |  |  | |  |  | |  |  |   agree that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                             **Name of Problem Group Member**  **Nature of the problem:**   |  | | --- | |  |   **Attempts to correct the situation:**   |  |  | | --- | --- | | **Date** | **What did you  do to correct the problem?** | |  |  | |  |  | |

See <http://www.dummies.com/careers/project-management/acknowledging-resolving-conflicts-product-management/>