Plan to create artifacts for Final Project in CPR101N*??*, Blackboard Group *NN* **MS Team name** must include CPR101N*??*, Group *NN*

Link to MS Team:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Group Members | Week 11a | Week 11b | Week 12a | Week 12b | Week 13a | Week 13b | Final Submit |
| *Stephane* | Action: Formed our group.  Complete Activity 11:  Upload activity 11 document to blackboard. Approximate time: 2-3 hours. | Action:  Hire people who is going to run all those computers and server  (CTY and CNS Seneca students such as co-op) | Action:  Research cost of a server that resists to internal storage failures (RAID5) and intermittent power failures | Action:  After all those researches, we’ll start building the project proposal (budget, background, and others) | Action:  Have a meeting with all the staff and allocate the tasks of each of them | Action:  Add the WBS to the project proposal after consulting with  Andre to ensure everything has been done well | Action:  Decide who is going to submit the work on blackboard because only one person must submit the project |
| *Andre* | Action: Formed our group.  Complete Activity 11:  Upload activity 11 document to blackboard. Approximate time: 2-3 hours. | Action: Research Windows 10 PC’s that are affordable  Action: Research cost effective ways to backup files. | Action: Researched more about WBS structure.  Action: Began constructing the WBS.  Time Estimate: 4-5 hours.  Actual Time: 10-12 hours. | Action:  Consulted with Stephane on the WBS and added detailed notes on each job in red text.  Measurable: WBS created and submitted.  Time required: 10 hours | \*Action: Break down the sections of work to be done (WBS).  Measurable Result: Produce a document containing boxes with “jobs” and arrows with sub tasks in those jobs. | Action:  Add the WBS to the project proposal after consulting with Stephane. | \*Action:  Review the entire proposal to make sure enough detail is provided about decisions made and why.  Action: Sign the final assignment signoff below. |
| *[Person 3]* | \* | \* | \* | \* | \* | \* | \* |
| Group meetings | in class \* | per group's plan \* | in class \* | per group's plan \* | in class \* | per group's plan \* | per group's plan \* |

\* SMART goals to achieve the Triple Constraint of Cost/Resource vs Time/Schedule vs Scope/Quality. Each person's row has bullet points on their planned Specific action, how it is measured or recognized as completed, and Time (hours and delivery).

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| --- | --- | --- | --- | --- |
| **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. | Does everyone have the resources they need soon enough to complete their work by the milestone date?  Can it be done in the time available? | How many hours will the task take?  When will the product of the specific action be delivered *(modify column headings above with your delivery dates)*?  Who declares it DONE? |

**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** |
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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/>