Plan to create artifacts for Final Project in CPR101N*GG*, Blackboard Group *13*

Link to MS Team: https://teams.microsoft.com/l/channel/19%3aa3033740e33f4d2abc1496af0961f798%40thread.tacv2/General?groupId=703b2987-b932-4a3b-b7ca-e750c6e1b272&tenantId=eb34f74a-58e7-4a8b-9e59-433e4c412757

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| Group Members | Week 11a | Week 11b | Week 11c | Week 12a | Week 13a | Week 13b |
| *Hassanain Mahdi* | Discussed the tasks and goals of the project. We shared responsibilities among the members of the group. We chose the direction of development of the project.. | Сlaimed responsibility for preparing the proposal for the client.  By this time, I should present my ideas and sketches. Find the examples of similar cases. | Make a list of questions which are needed for completing his part. Based on received information about budget and WBS, complete the proposal by the end of next day. | Upload the deliverable 2.  Write his own version of the script and concept of the training module and share it. | Represent final proposes for the final version of the training mode video. | Collect all files of the project. Submit the whole project. |
| Mykyta Ryzhan | Discussed the tasks and goals of the project. We shared responsibilities among the members of the group. We chose the direction of development of the project.. | Took responsibility for budgeting the project.  Must provide a list of things that are necessary for the project (computers, keyboards, computer mouses, etc.). | The budget part which includes a list of neceser facilities, prices for work,links on them, total amount, should be done by this meeting. Explain this part to other members. | Write his own version of the script and concept of the training module and share it. | Should have final version of the training mode video and explain it to other members. |  |
| Anshal Koirala | Discussed the tasks and goals of the project. We shared responsibilities among the members of the group. We chose the direction of development of the project. Submit the plan. | Took responsibility for compiling WBS.  He will try to find similar cases, re-read the theory that was given over the course. Assume time for this job. | The WBS should be done by this meeting based on the server which we should choose during the previous meeting. | Write his own version of the script and concept of the training module and share it. | Represent final proposes for the final version of the training mode video. | . |
| Group meetings | Because of quarantine, we had an online meeting via Whatsapp and ms team. And we worked on a file plan in google documents. | We will have online meeting via ms team.  Should represent links related to each task. Choose the Advanced Tower Server and the way to provide software to the client`s system(MS Office and operating system). | Everyone should approve this part of the work or propose changes.  Meeting will be online. Use MS team and Google Docs. | Meeting will be online. Decide who will record the video tutorial and what tools will we use for this. | meeting will be online. have to approve the final version of training mode to submit. | meeting will be online. |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)* |

**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.

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| --- | --- | --- |
| **Registered Student Name** | **UserID@mySeneca.ca** | **Student Number** |
| Hassanain Mahdi | hmahdi8@myseneca.ca | 104-283-189 |
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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**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 [Acknowledging and Resolving Conflicts in Product Management](http://www.dummies.com/careers/project-management/acknowledging-resolving-conflicts-product-management/)