**Project Plan, Team Charter**

**Breadmin**

**Forno Cultura**

|  |  |
| --- | --- |
| Industry Partner | Jan Streekstra |
| Primary Instructor | Anjana Shah |
| Team Member | Sean Price |
| Team Member | Nooran El-Sherrif |
| Team Member | Dylan Roberts |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 0.1 | October 12, 2017 |

**Table of Contents**

Contents

# 1. Executive Summary

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | This team has been formed to complete our capstone assignment as part of course T127. Our overall objectives are to master and present the mastery of the technologies used in our application for our final report and presentation. |
| Corporate Goals Addressed | The main goals described by the project stakeholder are securing correct and concise order information, streamlining the order to production scheme, collaboration between user roles through some form of information sharing, and reduction of cognitive load on bakers/laborers. |
| Planned Start Date | September 20, 2017 |
| Planned End Date | March 30, 2017 |

# 2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 3. Scope

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

|  |  |
| --- | --- |
| In Scope | Out of Scope |
|  |  |
|  |  |
|  |  |
|  |  |

# 4. Deliverables

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# 5. Assumptions

This project makes the following assumptions;

# 6. Dependencies

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

# 7. Risk Management

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
|  |  |  |  |
|  |  |  |  |

# 8. Communication

Reporting

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
|  |  |  |
|  |  |  |

Meetings

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
|  |  |  |  |
|  |  |  |  |

# 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 |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

# 10. Milestones

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 11. RAM – Responsibility Assignment Matrix

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



**12. Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**TEAM CHARTER**

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally, it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. Purpose

The individuals of our team were chosen for outstanding effort and insights during previous projects. The team consists of excellent communicators and quick adopters of new working environments and technologies, which will surely prove useful while we implement technologies new to each of us.

2. Background

The purpose of our project is to streamline the production and management duties of smaller-scale bakeries. Many bakeries operate in an arena of small profit margins; a boost in efficiency to production and the ordering process would provide an increase to profit margins by reducing labor costs and utilizing equipment that may otherwise be idle. The project will take into account the number of products that have been ordered, the prep time needed by ingredients in those recipes, as well as the equipment/stations available and suggest a production schedule based on those parameters. This functionality will be the core feature in a suite also providing basic production analytics and order placing/tracking.

Our team will be working in an entirely external capacity during the design phase and then working closely with the client in the implementation phase to receive feedback and improved upon our product in the next phase. The users of our project are employees in managerial roles as well as order takers (in this case, receptionists).

3. Scope

The scope if this project is solely in the realm of large quantity order taking/tracking and production management. Inventory and financial aspects of the business have been currently deemed out of scope, though could be implemented in later versions of the application. Assistance to and the utilization of the production team is the main mission of this project. Any other features outside of the main mission will be ranked with a lower priority unless we are given instruction otherwise by the stakeholder.

4. Team composition

Due to the small team size, each individual will be considered a core member. Sean will be responsible for organizing the team, liaison between the team and the stakeholder, as well as server functionality, back-end and UI/front-end. Nooran will be responsible for documentation, database architecture, and security. Dylan will be responsible for both back-end and front-end architecture.

We will do our best to float between these roles and provide support where needed. Ideally, each team member will spend an equal amount of time on this project.

5. Team empowerment

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

6. Team operations

Attendance at weekly meetings is mandatory. If a team member cannot attend to a schedule meeting, we will reschedule a meeting as soon as possible. We agree to listen to concerns and ideas of our fellow team members and agree democratically on their importance to the project.

7. Team Performance Assessment

The team will re-cap performance in our weekly meeting so that we may dissect the reasons for or short-comings as well as our success. We will decide if we are on track to meet our goals for the week and use those as markers for our success. If we are behind, we will allocate additional time this week to provide focus to areas where it is needed.

​

8. Signature Page

(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

Sean Price,

