# General Organization

## Project Manager

Karla Hernandez is the Project Manager for team Aegle. Karla was selected as a Project Manager by the Project Director Cdr. Mike O'Dell and approved by every team member. Karla is a Software Engineering Student at the University of Texas at Arlington. The project manager is in charge of guiding the team, making sure that everyone successfully accomplishes all the tasks in a timely manner. Also, the project manager is the main point of contact with the project sponsor as well as scheduling team meetings and setting the agendas to make sure the purpose of the meeting has been accomplished. The Project Manager has more than one year of industry experience working in teams, which provided her with experience on managing and leading a group as well as organizing a team and conflict resolution. The Team agreed on selecting the Outreach Storage System as the project to develop.

## Project Oversight

The team has agreed on keeping an internal calendar, having all tasks due one week before the official syllabus dictates, so that the team has more time available to have the documents reviewed by several people before officially submitting them. The tasks are broken down into the smallest possible working units, providing the team the ability to easily understand each one of them. Tasks will be delegated according to the individual's strengths. For documentation, the team is using Google Drive, but in the process of migrating to GitHub, to enable version control of each document. The team has a group chat, which enables real time communication among all the team members, where every concern or topic is discussed or the time for a meeting is established.

## Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Roles** | **Responsibilities** |
| Karla Hernandez | Team Lead | Ensure that tasks are completed on time.  Ensure that team stays on focus.  Ensure that risks are successfully handled.  Main contact with Sponsor and Change Control management.  Conflict Solver. |
| Architecture Lead | Software System Architecture Design  Software Sub System Architecture Design. |
| Joseph Finnegan | Software Manager | Manage Development Lifecycle of the Web Application. |
| Test Lead | Design a Test Plan for the project.  Keep track of any bug resolution. |
| Server Lead | Choose the best Server based on the project needs.  Set up the Server.  Maintain the Server as required. |
| Joe Martinez | Document Master | Integrate the documents.  Review the documents to ensure consistence.  Make final modifications. |
| Database Lead | Plan the Database Design.  Crate the Database structure. |
| Carlos Torres | Project Planner | Create Project Plan.  Tasks Breakdown into smallest working units.  Assign Tasks to team members. |
| Hardware Lead | Create Hardware Design of the Project.  Integration of Hardware Components. |
| Dr. Tiernan Carter | Project Sponsor | Set Requirements.  Provide Feedback. |
| Cdr. Mike O’Dell | Project Director | Supervises the Project.  Verifies Status of the team. |

**Table 1-1**:Roles and Responsibilities

## Project Constraints

The team has identified several project constraints that could potentially affect the project development. These constraints are:

* **Limited Time:** The project has to be delivered in approximately 6 months from now, leaving approximately 3 more months for extra planning and the rest for implementation
* **Limited Budget:** The project has a limited budget of $800 dollars, which could potentially affect the design of the system due to RFID readers being high in cost, so the team has to be very careful to choose the correct type of reader.
* **Lack of Knowledge:** The team does not have experience with RFID technology, so this constraint could potentially affect the project by preventing the team of taking the best decisions possible regarding this technology.

## Project Assumptions

The team has defined some assumptions that are required in order for the Outreach Storage System to be successful. The assumptions are listed below:

### Team meetings.

The team is required to gather at least twice a week to provide updates on the tasks or about any concern that might arise related to the project. Each team member will be responsible for completing the assigned tasks according to the project plan. Team members have to attend all possible meetings, or ask for updates if they were unable to attend.

### Communication.

The main mean of communication between team members is trough “What’s App”, a real time group chat application. Regarding the communication with the project sponsor, email is the preferred channel; but also the team has established weekly meetings to update the sponsor and ask any questions related to the project. The team will use email or office hours to contact the Project Director regarding any activities during the project.

### Technology.

The team assumes that the system will have a working Internet connection that will be in charge of sending the storage data to the Server. It is also assumed that the interface model between the hardware and the server application will include minimal coding skills in case a predefined API does not exist. Other assumption is that the server will have the necessary hardware and software requirements needed to host the Outreach Storage System.

### Individual Effort.

Individual Effort is a key driver for the project successful completion. Each team member is required to provide quality work to the project and completing the tasks in a timely manner as the project plan dictates.

## Preliminary Schedule and Cost Estimates

The following table shows the major project deliverables, along with the due dates and the cost represented in hours.

|  |  |  |
| --- | --- | --- |
| **Preliminary Project Schedule** | | |
| **Project Milestone** | **Due Date** | **Cost (Hours)** |
| SRS Initial Draft | 10/08/2014 | 47 |
| Project Charter Initial Draft | 10/15/2014 | 36 |
| Project Plan Initial Draft | 10/15/2014 | 8 |
| SRS Baseline | 11/07/2014 | 49 |
| Architecture Design Specification Initial Draft | 12/01/2014 | 58 |
| Baseline Project Charter | 12/03/2014 | 27 |
| Baseline Project Plan | 12/03/2014 | 10 |
| Architecture Design Baseline | 12/08/2014 | 73 |

**Table 1-2**:Preliminary Project Schedule