



GROUP ASSIGNMENT PROJECT AGREEMENT

GSOE9820 T2 2019, UNSW

GROUP No. 1

1. Project overview

Project Title	Project topic selection.		
Start Date	20/06/2019	End Date	26/06/2019
Project Managers		Contact Details	
Zhiyu Tao		tzy634867556@gmail.com	
Hongjie Cui		Z5174523@ad.unsw.edu.au	
Project Team Members		Contact Details	
Minyuan Yang		Z5144141@ad.unsw.edu.au	
Zhe Zhang		Zzjoshua11@gmail.com	
Liu Tian		Skyler151096@gmail.com	
Haokang Deng		Z3456357@ad.unsw.edu.au	
Hang Su		Z5109206@ad.edu.unsw.au	
YU FU		initialfy19960401@gmail.com	

2. Project Description

Project Purpose	Study the way of evaluating and choosing project by using financial criteria (NPV)
Project Scope	Among the 6 project proposals
Project weekly Deliverable(s)	Evaluations of 6 project proposals.
	Allocation of project parts to every team member.
	Log of every meeting and progress for each member.
Project Resources	1. Week 3 lecture notes and PPT
	2. Textbook 'Project Management' by ERIK W.LARSON, CLIFFORD F.GRAY(7 TH EDITION)
	3. A. Frini and S. BenAmor, "A TOPSIS multi-criteria multi-period approach for selecting projects in sustainable development context," <i>2015 International</i>

	<i>Conference on Industrial Engineering and Operations Management (IEOM),</i> Dubai, 2015, pp. 1-9.
--	--

Weekly Roles and Responsibilities	
Roles	Project Manager
Responsibilities	Monitor team performance and make sure the project is on progress.
	Arrange meeting time.
	Allocate work to team members, collect and modify finished deliverables.
Time allocation	20/06/2019-26/06/2019
Roles	Project Team Member
Responsibilities	Arrange meeting: booking room, contact team members, ensure meeting is holding on time.
	Research, search data about six proposals, summarise reference .
	Make notes during meeting, record critical point from group discussion along with findings and complete individual deliverables.
Time allocation	20/06/2019-26/06/2019

3. Key success factors

- Clear division of project objectives;
- All deliverables are finished on time or ahead of time.

4. Risk identification

Risk event	Likelihood	Impact	Mitigation/Prevention
Schedule conflict	Moderate	Deliverables not finished on time; less teamwork.	Flexible task distribution& meeting timetable; more communication.

5. Communication plan

The group meeting is setting on the afternoon at 2:00 p.m. every Thursday. Group meeting is the discussion of performance of distributed assignment and the distribution of new tasks. The important files must be transported on Moodle while all the members can communicate through WeChat for everyone's convenience.

Members are required to report any situations and questions about the distributed tasks through WeChat whenever the questions show up. The reason why using WeChat is that it is the most widely used social network for all the team members.

6. Schedule

Can be represented as a table with deliverables and appropriate dates or a Gantt chart

Deliverables	Start Date	End Date	Responsibilities
Introduce the detail of six project proposals to all group members.	20/06/2019	20/06/2019	PM
Assign the tasks to different team members.	20/06/2019	20/06/2019	PM
Discuss the project scope, about the project objectives, deliverables.	20/06/2019	20/06/2019	PM
Discuss about the details and select one project proposal with the highest score.	21/06/2019	24/06/2019	ALL
Finish the project selection and submit the evaluation form.	24/06/2019	26/06/2019	ALL

7. Penalties

1. More tasks would be assigned to the one who do not deliver the task on time.
2. Those who do not complete the task need to pay the bill for the dinner party.
3. Those who are often absent from the group meeting (twice a week) need to bring snacks for other team members in next group meeting.
4. Less mark on peer assessment.

8. Lessons learnt

We could build-up positive, supportive working relationships among all team members. As a team, we need have clear goals, plan and have well-defined roles within the group and consensus among team members after discussion. Each member could timely hand off from team members to others to ensure the project keeps moving in the right direction.

9. Agreements

Project Manager 1:

Signature and date:

ZHIZU TAO

Project Manager 2:

Signature and date:

Hongjie Cui

Signature and dates of project team members:

1. Hong Lu
2. YU PU
3. Houkang
4. LIU TIAN
5. 张哲
6. 杨旻远

You may use electronic signatures and circulate it, submit this charter with everyone's approval.