**GROUP ASSIGNMENT PROJECT AGREEMENT**

**GSOE9820 T2 2019, UNSW**

GROUP No. \_\_\_\_\_\_\_\_

**1.Project overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title** |  | | | |
| **Start Date** |  | | **End Date** |  |
| **Project Managers** | | **Contact Details** | | |
|  | |  | | |
|  | |  | | |
| **Project Team Members** | | **Contact Details** | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |

**2.Project Description**

|  |  |
| --- | --- |
| **Project Purpose** |  |
| **Project Scope** |  |
| **Project weekly Deliverable(s)** |  |
|  |
|  |
|  |
| **Project Resources** | (*Scientific papers, magazines, internet researches, lecture notes, video instructions etc.)* |
|  |
|  |

|  |  |
| --- | --- |
| **Weekly Roles and Responsibilities** | |
| **Roles** | **Project Manager** |
| **Responsibilities** |  |
|  |
|  |
| **Time allocation** |  |
| **Roles** | **Project Team Member** |
| **Responsibilities** |  |
|  |
|  |
| **Time allocation** |  |

**3. Key success factors**

*(i.e. factors that are necessary condition for success of the project. How will success be measured?)*

**4. Risk identification**

*A risk is defined as anything that could potentially affect success of the project.*

*Examples:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk event** | **Likelihood** | **Impact** | **Mitigation/Prevention** |
| Project team members availability | Moderate | Discussion not developed fully;  Schedule impacted | Ensure all members are fully committed |

**5. Communication plan**

*Outline communication plan and meetings, (e.g. when to use emails, when and how often to communicate through Moodle or other teamwork platforms, when to communicate with your demonstrator and how, when to use SMS and social network and for which purposes).*

**6. Schedule**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Start Date** | **End Date** | **Responsibilities** |
|  |  |  | PM |
|  |  |  | ALL |
|  |  |  |  |
|  |  |  |  |

**7. Penalties**

*(What happens if a schedule is not met? What is a penalty if a team member did not deliver his/her task? Etc.)*

**8. Lessons learnt**

*Note all the changes you would like to implement based on your experience from previous week.*

**9. Agreements**

|  |  |
| --- | --- |
| Project Manager 1: |  |
| Signature and date: |  |
|  |  |
|  |  |

Signature and dates of project team members:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |

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