Project Management

The purpose of this document is to ensure that our work is organised, that every group member knows about the details of each phase, that our schedules are synchronised and that our work is consistent.

Our aim will be to create and supply a satisfactory system in accordance with the requirements set by the customer, Miles Roman of Yuconz. We will be completing the work in stages (or sprints) that last for two weeks each.

Frequency of meetings:

We will meet face to face once a week to clarify our aims, review our Gantt chart and keep track of our progress. This will happen every Tuesday at 9am in CC02 for one hour. Minutes will be taken and uploaded by one agreed member to Gitlab by the end of the day.

Communication methods:

We will communicate via our Facebook group when we are working remotely or organising meetings. In the event that a group member(s) has no internet access, we will contact by phone. Every Tuesday we will meet in person - more face to face meetings may be proposed as needed (this will be discussed in the Facebook group/or mobile). If a group member will be inaccessible, it is expected that the rest of the group will be informed prior to the period of absence. If the member is unreachable for an extended period without plausible reason and communication, the module convenor may be contacted.

Progress tracking:

We will review the minutes from the last session and update the Gantt chart with our progress. Tasks will be assigned to each group member to be done in time for the next meeting. If a task has taken longer than anticipated, the Gantt chart and the project will be updated accordingly.

Synchronisation:

In the event that a new group member joins, they will be shown the project management documents to familiarise them with the process. Each task will be detailed enough for the member to grasp in a relatively short period of time. The member will be added to the group chat and the Gantt chart will be updated. If a group member leaves, remaining members will come to an agreement about how the work will be distributed between us. The Gantt chart will be updated to reflect the changes in workload.