Damian Stenzel 718761

Nureen Khan 674169

Maggie-May Hosking 841942

Lindsay John Arendse 800648

Jason Chalom 711985

Point Blank Consultants

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| Milestone 0: Project Set up  Group 10: Point Blank |

# Project Scope

## Product scope purpose

## Project Vision

The project vision for the SSS system is to help students’ bridge the gap between high school and university. Our vision is to collaboratively initiate methods of empowerment, It is our responsibility to students to disseminate holistic paradigms so that they may endeavor to succeed.

## Constraints

The proposed solution will be in a traditional desktop application because of budgetary and environmental constraints.

## Assumptions

* **Time** – Client and users are available for interaction.
* **Time** – Deliverables can be reviewed and approved on schedule.
* **Cost** – A realistic budget has been approved.
* **Risk** – Significant risks associated with each constraint has been identified.
* **Resources** – Client and users responses will be timely.

**Technology** – The technology will be specific for that company

# Team Profile

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| --- | --- | --- | --- | --- |
|  | POINT BLANK | | | |
| Members | Student Number | Roles | Contact Details | |
|  |  | | Cell Phone | Email |
| Damian Stenzel | 718761 | Project Manager | 0834694902 | [718761@students.wits.ac.za](mailto:718761@students.wits.ac.za) |
| Nureen Khan | 674169 | Analysis & Design Lead | 0846629381 | [674169@students.wits.ac.za](mailto:674169@students.wits.ac.za) |
| Maggie-May Hosking | 841942 | HCI & Reporting Lead | 0739779749 | [841942@students.wits.ac.za](mailto:841942@students.wits.ac.za) |
| LJ Arendse | 800648 | Technical Lead | 0735282436 | [800648@students.wits.ac.za](mailto:800648@students.wits.ac.za) |
| Jason Chalom | 711985 | Quality Assurance Lead | 0715492870 | [711985@students.wits.ac.za](mailto:711985@students.wits.ac.za) |

# Project Charter

## Team Objectives:

Team Point Blank strives to be the best, never missing the targets we set for ourselves.

Our main objective for this semester is to develop an information system that best represents and satisfies the need of our client.

We intend to work smarter and harder and produce a system of the highest quality. We will be open minded and ambitious when tackling each task, constantly looking for better ways to achieve excellence.

Communication is a top priority for Point Blank, for we feel that all ideas and processes well communicated will lead to great success.

All failures are lessons learned and all successes are goals achieved.

## Code of Conduct:

1. Attend all agreed upon meetings, if you are unable to attend the meeting you must inform the entire group prior to the agreed upon time.
2. Complete all delegated work on time.
3. Project manager is responsible to ensure all deadlines are met.
4. Each member should conduct themselves in a professional manner.
5. All ideas should be valued and taken into consideration, with each member respecting each other’s opinions and ideas.
6. Members should be punctual to all meetings and presentations.
7. Appropriate clothing should be worn to formal presentations.
8. The onus is on each individual to complete all work for other courses and the members of this group will not be liable for failure in any regard.
9. If there are any discrepancies it will be voted on and the majority vote will prevail.
10. If work is not completed you will receive half the mark received by the group.

## Work Strategy:

* Project Manager : Damian Stenzel
* Analysis & Design Lead : Nureen Khan
* HCI & Reporting Lead : Maggie-May Hosking
* Technical Lead : LJ Arendse
* Quality Assurance Lead : Jason Chalom

The project manager will delegate work appropriately and fairly bearing in mind the capabilities of each member.

All tasks are to be attempted and assistance will be offered freely by all team members.

“Smarter” working is encouraged by members, thus offering solutions and assistance wherever possible will contribute to better overall performance.

## Quality Assurance:

The person who has been chosen for quality assurance for each milestone by the project manager will be responsible for making sure that the deliverables for that specific milestone is up to the standard which the group has agreed up is acceptable to submit. This means that the deliverable must meet the requirements set out for the respective milestone. The deliverables should also not be the bare minimum. They should be professionally presented and the content should be of high value. This person must then advise the member who produced that specific piece of work on what is wrong with it and also help fix and prepare it – if some piece of work is found not to be up to standard.

* Team members are to adhere to a working schedule.
* During allocated times the team should discuss progress, problems or ideas concerning the project and all relevant information should be documented.
* Constant communication amongst group members is essential for ensuring only the highest quality of work is produced.
* ALL project content MUST be understood by ALL team members, this is to ensure that all members are on the same working level.
* Task allocation should be fair and appropriate for each team member. Team member’s strengths and weaknesses should be taking into consideration before task distribution.
* There should be an effective, safe system in place to store information and documents regarding the project for the review and referral as needed.
* All work produced by team members should be consistent with our high priority goals and criteria.
* Team members should work together as much as possible to tackle and solve problems that may arise along the way.

## Conflict Management:

Conflict will be handled amicably. We will address any problems professionally and will collectively resolve any issues.

## Usage of Consultation Vouchers:

As a group we have decided to allocate a voucher to each milestone. Given that we do not have many vouchers it was agreed upon by all members that all work should be attempted first and then, should we find ourselves in need of some guidance we will at this point consult with the appropriate lecturer. We will approach each consultation with sufficient preparation i.e. we will have documented our problems and formulated our questions so as not to waste time. In the event that seeking additional help is completely justified, will we utilize a second voucher, however we do believe that with sufficient preparation we will be able to gain maximum benefit from a single consultation.

# Team Sign-Off:

As the members of team Point Blank, Damian Stenzel, Nureen Khan, Maggie-May Hosking, LJ Arendse and Jason Chalom we hereby certify that we all individually understand, acknowledge and abide by the Team Project Charter consisting of Team Objectives, Code of Conduct, Work Strategy and Quality Assurance Criteria. We understand the expectations of the charter as well as the consequences should any one of us not oblige. As a team we agree to follow and commit to all the components of the Team Project Charter to the best of our abilities during and up to the point of completion of the project.

