Remote Mental Health Management

[Note: Text enclosed in square brackets and displayed in blue italics (style=InfoBlue) is included to provide guidance to the author and should be deleted before publishing the document.]

# 1. Key milestones

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Iteration start | 20/07/2021 |
| Decide on a push communication method | 20/07/2021 |
| Hold a meeting to discuss assessment items | 26/07/2021 |
| Establish version control | 27/07/2021 |
| Create team charter | 30/07/2021 |
| Create iteration plan | 31/07/2021 |
| Create project proposal | 31/07/2021 |
| Iteration end | 31/07/2021 |

# 2. High-level objectives

* Objective: Decide on a push communication method

Outcome: WhatsApp was chosen as a push communication method

* Objective: Hold a meeting in order to discuss assessment tasks

Outcome: All team members in attendance in a WhatsApp group call

* Objective: Establish a repository for version control of the project

Outcome: GitHub repository was established

* Objective: Create team charter

Outcome: Team charter was created providing project summary, detailed information of each team members and their skills

* Objective: Create iteration plan

Outcome: Iteration plan was created providing objectives, responsibilities, and issues

* Objective: Create project proposal

Outcome: Project proposal was created providing project purpose, objectives, and plan

# 3. Evaluation criteria

* During week 1 class push communication method was chosen (WhatsApp)
* WhatsApp group call was held to discuss assessment items
* GitHub repository was created for version control of the project
* Team charter gives project summary, team members’ contact information, skills and knowledge
* Iteration plan gives project objectives, team responsibilities and issues
* Project proposal gives project purpose, goals, budget, and constraints

# 4. Work Item assignments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Item ID** | **Name or key words of description** | **Outcome** | **State** | **Assigned to (name)** | **Estimated Hours** | **Hours worked** |
| 1. | Decide on a push communication method | WhatsApp application has been chosen | Complete | Michael | 1 | 1 |
| 2. | Hold a meeting to discuss assessment items | Group call has been held to discuss assessment items | Complete | Dehemi | 2 | 2 |
| 3. | Establish version control | GitHub repository has been created | Complete | Gaury/ Sobana | 1 | 1 |
| 4. | Create team charter | Team charter has been created | Complete | All members | 4 | 4 |
| 5. | Create iteration plan | Iteration plan has been created | Complete | Temuulen | 2 | 2 |
| 6. | Create project proposal | Project proposal has been created | Complete | All members | 3 | 3 |

# 5. Issues

|  |  |  |
| --- | --- | --- |
| **Issue** | **Status** | **Notes** |
| Online communication response time | Solved | Without face to face meeting, online communication can be slow. However, during the weekends is where everyone had free time. |

# 6. Assessment

|  |  |
| --- | --- |
| Assessment target | First Iteration |
| Assessment date | 31/07/2021 |
| Participants | Temuulen, Michael, Dehemi, Gaury, Sobana |
| Project status | Green |

## Assessment against objectives

The assessment objectives have all been completed. We have established push communication method, held a meeting, created team charter, iteration plan, and project proposal.

## Work Items: Planned compared to actually completed

All of the work objectives have been completed accordingly. The first iteration of the project progressed smoothly and objectives were completed within expectation.