**Software Engineering**

Standard Operating Procedures V1.0



**Dedication | Trust | Respect**

***Message from the Organizer***

In the following pages you will find the Team/Group Work Plan’s expected standards and requirements along with any other relevant and important information on how to effectively operate as a member of the team/group.   
  
It is the goal of the Team/Group Work Plan to increase the efficiency and overall effectiveness of the team/group to best produce an ideal and beneficial product/outcome.

**Software Engineering Team/Group Members**

**Scrum Master** - Yashwanth Vemula - [vemulay@kean.edu](mailto:vemulay@kean.edu) - (732) 789-8969

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***Preface***

This Standard Operating Procedure aims to provide the reader with a thorough insight into the Team/Group Work Plan’s standards, policies, and manners of operation. This Standard Operating Procedure [SOP] contains information on the Plan’s Code of Ethics, Team/Group Structure, Member Responsibilities, Communication Procedures, Rules & Regulation Policies, and Important Documentation. By reviewing these materials along with the documents provided any individual will be able to ascertain the standards expected and provided by the document organizer of the Team/Group Work Plan.

***Important Disclaimer***

This Document was written for use solely with the Team/Group Work Plan and Software Engineering Semester project in mind. This document may not be distributed or copied. This document has no official relation to any actual legal or business documentation.

**Company Statements**

*Listed below are the core statement values of the company.*

***Mission Statement***

It is the mission of our group to bring its clients outstanding service in all areas of service we provide in a timely manner. We will install any necessary hardware and software needed to make the service we are providing to work in an efficient and effective manner. We will assist our customers with any and all issues they may encounter with any product and/or service we may provide them.

***Objective Statement***

It is the mission of the company to use dedication, teamwork, and communication to effectively and productively complete the assigned tasks to complete the project assigned to them in a timely manner for the company & customer's benefit. Our goal is to deliver customer satisfaction throughout our business with the company. We provide them with ongoing support along with any necessary training.

***Competitive Strategy***

We as a group will remain effectively competitive with its competition by providing excellent service via a timely manner using unique software and/or hardware as often as possible for our Client.

**Charter Statement**

| Project Title: RMM Tool | | | |
| --- | --- | --- | --- |
| Project Start Date:September 27, 2022 Projected Finish Date: December, 2022 | | | |
| Budget Information: $1,000 (subject to change) | | | |
| Project Manager: Yashwanth Vemula – (732)789-8969 | | | |
| **Project Objectives:**   * Scripts of Python * Setup Log Files * Setup Domains * Setup Web Servers * Setup Computer Network * Setup VMware (Digital Ocean) * Setup RMM Tactical | | | |
| **Success Criteria:**  Project plan is completed on time with input and agreement from all stakeholders. Milestones for the project are met in a timely manner and under budget. Computers, network & related equipment and software are tested and operate efficiently. Project is completed on time and under budget. Stakeholders are happy with the project. | | | |
| **Approach:**  Main Objective:  Weekly meetings will take place with core team members and Client.  Prior to concluding the project, the system will be tested and verified to perform as specified in the plans.  Steps Taken:   * Discover what Equipment and Services are needed * Put together plan/proposal * Discuss plan and steps to be taken with Client * Begin plan by Sep 27, 2022 * Setup Testing Environment * Setup Web Servers * Setup Computer Connections * Test Network Connections * Test Full System Connections * Create Instruction Usage System/Instruction Set/Training * Hand Over System to BitFoundry | | | |
| **Roles and Responsibilities** | | | |
| Name and Signature | Role | Position | Contact Information |
| Yashwanth Vemula | Team Leader | Manager | vemulay@kean.edu - (732) 789-8969 |
| Damien Lee | Python Programmer | Member | [liwen@kean.edu](mailto:liwen@kean.edu) - (908) 613-2589 |
| Daniel Gneco | Documenter/ Programmer | Member | [gnecod@kean.edu](mailto:gnecod@kean.edu) - (908) 721-8463 |
| Chris Menza | Client Liaison/ Programmer | Member | lochardk@kean.edu - (908) 422-8751 |
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|  |  |  |  |
| **Comments:** (Handwritten or typed comments from above stakeholders, if applicable) | | | |

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# **Title I - Code of Ethics & Conduct**

## 1.1 - Respectful

All members of the team/group shall remain respectful of all personnel at all times regardless of any proceeding or current prejudice(s).

## 1.2 - Trustworthy

All members shall be both trustful of others capabilities and capable of entrusting your own capabilities to others.

## 1.3 - Responsible

All members shall be responsible for their own work, deadlines, and assets.

## 1.4 - Fairness

All group/team members shall be treated with equal degree of fairness to ensure each individual has equal opportunity.

## 1.5 - Kind

All members shall be kind to all other members of the group/team and treat them as they wish to be treated themselves.

## 1.6 - Good Citizen

All members shall behave in a publicly and legally acceptable manner.

## 1.7 - University Standards

All members shall follow all university standards and policies at all times to ensure group/team member safety and security.

# **Title IV - Communication Procedures**

## 4.1 - Communication Relay

Group/team communications shall be relayed through either, 4.1.i or 4.1.ii, for assigned work, meetings, etc.

### 4.1.i - Text Message Chat

Text messages are to be used for the purpose of group quick communications.

### 4.1.ii - Discord Platform

Discord shall be used for file sharing, link sharing, image sharing, large message having and group meeting voice communication.

### 4.1.iii - Email/Google Drive

Email and Google Drive shall be used for file transferring and sharing purposes.

# Title V - Rules & Regulations Policies

## **5.1**