## horizontal line



**GBC Event Management System**

**Project Plan, Team Charter**

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| --- | --- |
| Industry Partner |  |
| Primary Instructor | Anjana Shah |
| Team Member | Viacheslav Nepomniashchyi |
| Team Member | Katiuscia Novaes de Sa |
| Team Member | Aregawi Gebremicaeal |
| Team Member | Hussein Khalifa |
| Team Member |  |

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Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 1.0 | Oct 6th, 2019 |

**Table of Contents**

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | • Create a web system that facilitates events information, creation and registration, and meets the requirements of the users involved;  • Control in the creation and management of associated events  training activities by teachers;  • System with a code of easy maintenance;  • Enable students to register in extra curricular courses and events at the college in a safe, fast and effective way. |
| Corporate Goals Addressed | The goal of the company is to present to students an information system that improve the current process of information and access to events, as well as management creation and control of events related to training activities. |
| Planned Start Date | Sep 20th, 2019 |
| Planned End Date | March 27th,2020 |

**2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Project Manager/Developer | Viacheslav Nepomniashchyi | Viacheslav.  Nepomniashchyi  @georgebrow.ca | Oct 6th, 2019 |
| Developer | Katiuscia Novaes de Sa | katiuscia.novaesdesa@georgebrow.ca | Oct 6th, 2019 |
| Developer | Aregawi Gebremicaeal | Aregawi. Gebremicaeal  @georgebrow.ca | Oct 6th, 2019 |
| Developer/Tester | Hussein Khalifa | Hussein.Khalifa  @georgebrow.ca | Oct 6th, 2019 |
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**3. Scope**

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| The current process of control and validation of training activities is  relatively simple, but requiring efficient information management. To this end, we identified the need having four different levels of access and their respective  responsibilities. They are: ‘Student’, ‘Teacher’, ‘Secretary’ and ‘Administrator’. |  |
| A tool for students to search for events, make registration for teacher-created events, reports about events already registered and provide feedback; |  |
| A tool for teacher to create events and analysis of registered students; |  |
| A tool for the secretary to manage information for all users (except Administrator), manage events, the presence of the students at events, validate registration and change the rules of training activities as needed; |  |
| A tool for administrator to have full access within the system. |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| A platform to create and register for events | Registered in the platform can view and register for events. |
| A calendar system | A calendar that is connected to user account which will show events based on student criteria. |
| Students feedback | Registered students can post events feedback, helping management to improve. |
|  |  |
|  |  |

**5. Assumptions**

1. It is assumed that students have access to a computer or smartphone to use GBC Event Management System.
2. It is assumed that users are registered as George Brown students who have login credentials to George Brown email.
3. It assumed that users accessing services are registered in George Brown course.
4. User have ability to use laptop, desktop or mobile phone to log in the website.
5. User will come to the site to find events and register themselves.
6. User would not publish racist language, antisocial behavior or something related.

**6. Dependencies**

The following are the internal and external dependencies that will have to be acknowledged and addressed;

1. Local host will be the server that host this platform, it will be stable and accessible with student login.
2. The content of this platform will be monitored.

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| User does not follow registration instruction or input incorrect information | Low | Medium | Provide steps of registration to users, and limit of type of data accepted. |
| User registration exceeds server capacity | High | Low | Server expansion to accommodate extra registrations. |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| User registration report | Staff and user | Refreshed daily |
| Events held report | Staff | Updated after each event |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Initial | Discuss the idea of project and stablish main task | All the members | Weekly |
| Production phase | Decide template and design | All the members | One time |
| Production phase | Project structure of pages, plan update | All the members | Biweekly |
| Production phase | Database established plan | All the members | Weekly |
| Final phase | Assembly parts and project delivery | All the members | One time |

**9. Task Listing (WBS- Work Breakdown Structure)**

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A | Initial and detailed requirements. | 5 days | - |
| B | Planning System and function design. | 15 days | A |
| C | Research and development. | 60 days | B |
| D | Internal test, Integration test, Report generation. | 3 days | B,C |
| E | Software installment, System integration, Training. | 2 days | B,C,D |

**10. Gantt Chart**

Create a detailed Gantt Chart from your Task Listing (Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls) – Below is an example:

A pdf file has been uploaded.

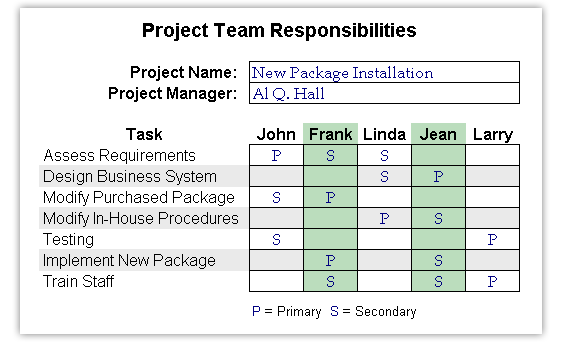
|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Period | | | | | | | | | | Completed |
|  | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates |  |
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**11. Milestones**

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| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Project acceptance | Sep 20th, 2019 | All the members |
| Project requirements | Sep 25th, 2019 | All the members |
| Software design | Oct 10th, 2019 | All the members |
| Software development | Jan 10th, 2019 | All the members |
| System integration and testing | Jan 13th, 2019 | All the members |
| User acceptance | March 20th,2019 | Owner |
| Software implementation | March 27th, 2019 | All the members |

**12. RAM – Responsibility Assignment Matrix**

Create a RAM from your Task Listing. A sample is shown below:



**13. Approval**

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Project Manager/Developer | Viacheslav Nepomniashchyi |  | Oct 6th, 2019 |
| Developer | Katiuscia Novaes de Sa |  | Oct 6th, 2019 |
| Developer | Aregawi Gebremicaeal |  | Oct 6th, 2019 |
| Developer | Hussein Khalifa |  | Oct 6th, 2019 |
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**TEAM CHARTER**

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally, it facilitates stakeholder buy in by including key members in decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. **Purpose**

(Describe the purpose for forming the team and the anticipated outcomes.)

The purpose of forming this team is to provide a framework that helps to increase the ability of team members to participate in planning, problem-solving, and decision-making. Precisely, anticipated outcomes are:

* A better understanding of decisions
* More support for and participation in implementation plans
* Increased contribution to problem-solving and decision making
* More ownership of decisions, processes, and changes
* More ability and willingness to participate in performance evaluation and improvement
* Encourage collaboration rather than competition

2. **Background**

(Summarize the program or project the team is supporting, state how the team fits within the organizational structure, identify who are the users/customers of the program/project including external customers and stakeholders, sand describe special circumstances surrounding the project.)

The web-based application manages the George Brown College community’s events in one place. Will be available for all current and graduated students’ cross programs.

The event’s category may be sport, art, political, proficient, education and culture.

Event Management System will manage the event online, but the event depends on face to face communication George Brown College community’s event participant; which give them chance to enlarge their network, and exchange skills and experience.

3**. Scope**

(State the scope, mission, and objectives for the project and the team's role in achieving it. This is similar to preparing a mission need statement. Define the high level goals the team must accomplish.)

The GBC event management web-based application is going to be designed to manage the George Brown College community’s events in one place. The web system is expected to be user friendly for event participants as well as event organizers. Team members\ developers will be sharing different tasks upon developing this software. The software will be easily maintainable and upgradable according to the number of users.

4. **Team composition**

(Identify the functional areas represented, the number of members from each, state who are core [essential] members versus support or advisory members and full or part time designation, and the anticipated time/resources commitments involved over the anticipated duration of the team.)

The composition of this team that consists four members is heterogenous in terms of skill, knowledge and age. This team also has a fulltime advisor guiding the team to complete the project based on the anticipated timetable.

5. **Team empowerment**

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

1. Asking for input
2. Asking for their ideas and insights
3. Reinforcing with positive feedback.
4. Stretching each team member's capabilities
5. Mentoring team members
6. Encouraging open communication
7. Demonstrating trust of team members

6. **Team operations**

(Describe team operational plans. This includes, for example, such activities as the team's decision-making processes, how changes in membership occur should the need arise, plans to establish "ground" or operating rules, handling absence or non-performance, code repository, communication amongst team members, relationships with other organizational entities or teams, logistical support, etc.)

The success of our project completion relies on effective communication and understanding every process. The team therefore has selected communication channels easy for all members to access and use. Team members are communicating via email, WhatsApp, text messages, GitHub, file-exchange on black board and so on. The Team members have a good intercommunication and are open to listen and discuss for any soft and hard skills presented from individuals to accomplish the ongoing project efficiently. The team is strategic and organized to make process and changes. The team makes decisions and put solutions when members are absent or fail behind to conduct their tasks in case of less performance or different factor. In addition, the team is ready to share logistical support to/from other organizational entities or teams.

7. **Team Performance Assessment**

(Document key areas of performance needed for team success along with means of measuring progress.)

* Self-evaluations, self-monitoring, and self-regulation
* Peer evaluations allow team members to assess each others’ strengths and weakness and collectively discuss how team performance can be improved
* Establishing a clear baseline.
* Quantifying what success means to a team
* Taking note of any positive or negative outliers
* Assessing individual level of involvement.

8. **Signature Page**

(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

All the following team members have adherently agreed to the above contents.

1. Katiuscia Novaes de Sa

​2. Viacheslav Nepomniashchyi

3. Aregawi Gebremicaeal

4. Hussein Khalifa