**Project Plan, Team Charter**

**Pay-a-Bit**

**Bitcoin Bay Corp.**

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| --- | --- |
| Industry Partner | Bitcoin Bay Corp. |
| Primary Instructor | Anjana Shah |
| Team Member | Darshan Shah |
| Team Member | Neel Patel |
| Team Member | Jaydeep Khambholja |
| Team Member | Akaash Arora |
| Team Member |  |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
|  |  |

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | Developing a WordPress plugin that enables merchant to accept cryptocurrencies on their website. |
| Corporate Goals Addressed | Stable plugin that works properly. |
| Planned Start Date | September 2018 |
| Planned End Date | March 2019 |

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

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Instructor | Anjana Shah | ashah@georgebrown.ca | 10 October 2018 |
| Stakeholder | Edward Buchi | edward@bitcoinbay.ca | 10 October 2018 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. Scope**

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

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Bitcoin | Other cryptocurrencies |
| Merchant dashboard | Conversion to fiat currencies |
| Auto-generated receipts | Transaction refunds |
| Transaction status | Different platforms (like shopify, squarespace etc.) |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Stable Plugin | Plugin should work without any problems, should process payment successfully. |
| Personalised dashboard | Merchant would be able to keep record of sale via Bitcoin. |
| Well-formed UX design | Simple and elegant user experience. |
| “Read Me” File & videos | It is a detailed description of the plugin install process and troubleshooting. |

**5. Assumptions**

* Project team members will adhere to the Communications Plan.
* Fulfillment tasks by team members.
* Willingness of merchant to accept cryptocurrencies.

**6. Dependencies**

* Number of Team Members Unknowledgeable of process.
* Customers Knowledge about the plugin.
* Project Team Availability

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Time to verify transection. | M | H | Try to minimise the verification time. |
| Educating about use of wallet | L | M | Intro videos to educate people. |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Weekly progress | Stakeholders | Weekly |
| Development (Source Code) | Team Members | Weekly |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Stakeholders | To evaluate and measure quality of progress. | Stakeholders and Team | Weekly |
| Team Meetings | To plan and develop | Team Members | Thrice a week |

**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 | Documentation | 1 Week | Time availability |
| B | Mock ups | 2 Weeks | Design Satisfaction |
| C | Software Development (Back-end) | 6 Weeks | - |
| D | UX Design development | 4 Weeks | - |
| E | Testing and Deployment | 3 Weeks | Proper functioning |

**10. Gantt Chart**

|  |  |  |  |
| --- | --- | --- | --- |
| Tasks | Start Date | Duration | End Date |
| Documentation | 25/9 | 2 weeks | 9/10 |
| Mock ups | 2/10 | 1 weeks | 9/10 |
| Software Development (Back-end) | 16/10 | 6 weeks | TBD |
| UX Design development | 20/11 | 4 weeks | TBD |
| Testing and Deployment | 5/2/19 | 3 weeks | 29/3/19 |

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Meeting with stakeholders | 10 Sept. 2018 | D, N, J, A |
| Sprint-1(Project Summary and vision) | 8 October 2018 | D, N, J, A |
| Creating a workflow | 9 October 2018 | D, J |
| Presentation | 10 October 2018 | N, D |
| Sprint-2() | 9 October 2018 | D, N, J, A |

D = Darshan, N = Neel, J = Jaydeep, A = Akaash

**12. RAM – Responsibility Assignment Matrix**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Member | | | |
|  | Darshan | Neel | Akaash | Jaydeep |
| Documentation | P | S |  |  |
| Wireframes | S |  |  | P |
| Merchant registration process | P | S | S |  |
| Merchant Dashboard |  |  | S | P |
| Testing | P | S |  |  |
| Auto receipt generator | P | S | S | S |
| Deployment | P |  | S |  |

P = Primary, S = Secondary

**13. Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Team Leader | Darshan Shah | D.S. | 9 October 2018 |
| Team Member | Jaydeep Khambholja | J.K. | 9 October 2018 |
| Team Member | Akaash Arora | A.A. | 9 October 2018 |
|  |  |  |  |

**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 the decision-making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. Purpose

Our main goal is to develop “Pay-a-Bit” (cryptocurrency processing payment plugin) as a part of Capstone project. We collaborate to learn and teach new things to shape a better future as a developers.

2. Background

We’ve been working together as a team for 2 years now and we are friends before we are colleagues. We are compatible with each other. Delivering tasks on time while sticking together is our strength.

3. Scope

Our main focus would be to deploy the plugin with stability and without bugs or any problems and within the time limits. Try to complete tasks on time and help each other to achieve goals. Also, to make the plugin as user-friendly and easy to use as possible.

4. Team composition

Darshan Shah – Team Leader

Neel Patel – Team Member

Akaash Arora – Team Member

Jaydeep Khambholja – Team Member

5. Team empowerment

Darshan would have authority to finalize every decision as a team leader. However, the other member also has power to vote and then the power goes to votes to finalize decision.

6. Team operations

Our team works together all week to ensure deliverables. We have weekly meetings with the stakeholders to measure and evaluate the process. As a team, we would help each other for any difficult task.

7. Team Performance Assessment

In every team meeting we go through what we did last week? Were the tasks finished? What we can do to improve efficiency? We use private peer evaluation forms to get anonymous feedback.

8. Signature Page

Neel Patel

Akaash Arora

Darshan Shah

Jaydeep Khambholja

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