Group B Project Proposal

1. **Project Overview**

* **Project Name**: [Group B Project (Working Name)]
* **Project Manager**: [Bradley Miller]
* **Team Members**: [Eric Dam, Patrick Matshumba, Alberto Soto-Vargas, Bradley Miller]
* **Objective**: A brief description of the project’s main goals and deliverables.

1. **Project Scope**

* **Goals**: Outline the specific goals and objectives of the project.
* **Deliverables**: Detail the key outputs or products the team will deliver (e.g., reports, prototypes, software, marketing plan).

1. **Team Roles and Responsibilities**

* **Project Manager**: Oversees the project, ensures deadlines are met, and manages communication between stakeholders and the team.
* **Technical Lead**: Manages the technical aspects and provides guidance on development tasks.
* **Team Members**: Assign specific responsibilities (e.g., research, coding, testing, documentation, marketing, etc.) based on each member’s expertise.
* **Client/Stakeholder Liaison**: Serves as the point of contact for all communications with the client or stakeholders.

1. **Project Milestones and Timeline**

* **Milestone 1**: [Define specific milestones, such as project kickoff, initial research, or concept approval]
  + **Start Date**: [Date]
  + **End Date**: [Date]
* **Milestone 2**: [Example: First prototype or draft delivery]
  + **Start Date**: [Date]
  + **End Date**: [Date]
* **Milestone 3**: [Example: Final review and submission]
  + **Start Date**: [Date]
  + **End Date**: [Date]
* **Project Completion**: Final deliverable submission and presentation.

*A Gantt chart or timeline visualization can be helpful to track progress.*

1. **Tasks and Work Breakdown Structure (WBS)**

* Break down the project into smaller tasks and assign them to team members:
  + **Task 1**: [Task Name]
    - Assigned To: [Team Member]
    - Deadline: [Date]
  + **Task 2**: [Task Name]
    - Assigned To: [Team Member]
    - Deadline: [Date]
  + … Continue for all tasks.

1. **Resources Required**

* **Software/Tools**: List any required tools (e.g., project management software, development environments, collaboration tools).

1. **Communication Plan**

* **Team Meetings**: Frequency (e.g., daily stand-ups, weekly progress meetings).
* **Communication Channels**: Tools/platforms (e.g., Slack, Microsoft Teams, Zoom).
* **Reporting**: Who will be responsible for progress reports and who will receive them.

1. **Risk Management**

* **Risk Identification**: List potential risks (e.g., delays, technical challenges, budget overruns).
* **Risk Mitigation**: Develop strategies to minimize or handle each risk.
  + **Risk 1**: [Description]
    - **Mitigation**: [Solution/Plan]
  + **Risk 2**: [Description]
    - **Mitigation**: [Solution/Plan]

1. **Quality Assurance Plan**

* **Testing Procedures**: Outline how you’ll test and verify project outputs.
* **Review Points**: Set checkpoints for reviewing progress and ensuring the project meets quality standards.

1. **Final Deliverables and Project Closure**

* **Final Deliverables**: Clearly define what will be delivered at the end of the project (e.g., report, software, presentation).
* **Project Closure Activities**: Conduct a review meeting, gather feedback, and evaluate the team’s performance.