SYSTEM DEVELOMENT PROJECT – TEAM LOGBOOK & JOURNAL

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| **RED TEAM’S PROFILE:** | | |
| Team Members: | Email: | Contact #: |
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**CHECKLIST FOR DELIVERABLE #1 – Project Planning:**

* **Front matter (Total 10 marks):**
  + Cover Page:
    - (1 mark) project title,
    - (1 mark) date,
    - (1 mark) team name,
    - (1 mark) names of all team members,
    - (1 mark) name of client/sponsor organization, (if available)
    - (1 mark) client contact name(s), (if available)
  + (2 marks) Statement of Previous Works
  + (2 marks) Table of Contents.
  + (5 marks) Executive Overview
* **Identified a client/sponsor** (Total 10 marks):
  + (3 marks)Brief description of client/sponsor & potential user(s) to be served by proposed system.
  + (3 marks) Include computer skills/literacy for client/sponsor & potential user(s).
  + (4 marks) Description/statement of business problemto be solved by the implementation project.
* (1 mark for each one contacted, up to ten) **Brief description of different potential clients that was contacted, & why are they unsuitable/did not want assistance.**
* **Brief description of how your team is to be organized (Total 22 marks):**
  + (2 marks) Regular team meetings (when and where, include a sample agenda)
  + (1 mark) Online repositories (which ones?)
  + (2 marks) Communications strategy (how team members are going to communicate with each other, what policies you have established).
  + (2 marks) When and how will you meet synchronously?
  + (13 marks) Areas of responsibility
  + (6 marks) Client contact
* **(7 marks) Reports (who will make sure that the reports are prepared properly, and on time, for each deliverable).**
* **Contact information (Total 2 marks):**
  + (1 mark) Email addresses for each team member.
  + (1 mark) Cell or other telephone number for each member.
* **Project Plan, in the form of a Gantt chart (Total 11 marks):**
  + (2 marks) the task name and explanation,
  + (2 marks) estimated work time,
  + (2 marks) start and completion dates,
  + (2 marks) sequence and parallel nature of project steps, and
  + (2 marks) resource assignments for each step.
  + (1 mark) Include a PDF of the project plan as part of the deliverable.
* **Formatting (Total 7 marks):**
  + (3 marks) Make sure the entire report is correctly spelled/grammatically correct.
  + (3 marks) Make sure the entire report is well formatted (appropriate headers and footers, suitable headings and sub-headings, consistent page numbers, etc.)
  + (1 mark) Submit one PDF for the entire deliverable.

**[1ST MEETING – INSERT DATE]**

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| ------------------------------------ TEAM MEETING AGENDA ------------------------------------ | | | | | | |
| **Type of Meeting: [GENERAL] or [CLIENT MEETING]** *choose one* | | | | | | |
| **Discussion Topics:** | | | **Status:** | | **Time Allocated:** | |
| * [Topic 1] | | | *IN PROGRESS* | | *? mins* | |
| * [Topic 2] | | | *DONE* | | *? mins* | |
| * [Topic 3] | | | *TO START* | | *? mins* | |
| * [Topic 4] | | |  | | *? mins* | |
| * [Topic 5] | | |  | | *? mins* | |
|  | | | Total Mins: **[TEXT]** | | | |
|  | | |  | | | |
|  | Person calling meeting: **[TEXT]** | Location: **Virtual (MS Teams)** | | Start Time: **[TEXT]** | |  |
|  | In Attendance: **Everyone** | Members Absent:**None** | | End Time: **[TEXT]** | |  |

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| ------------------------------------- TEAM DECISIONS / EVENTS ------------------------------------ |
| **Discussion Topics #1** *–* [topic name]; |
| * Decisions: * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * Event: * [Details] * [Details] * [Details] * [Details] |
| **Discussion Topics #2** *–* [topic name]; |
| * Decisions: * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * Event: * [Details] * [Details] * [Details] * [Details] |
| **Discussion Topics #3** *–* [topic name]; |
| * Decisions: * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * Event: * [Details] * [Details] * [Details] * [Details] |
| **Discussion Topics #4** *–* [topic name]; |
| * Decisions: * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * Event: * [Details] * [Details] * [Details] * [Details] |
| **Discussion Topics #5** *–* [topic name]; |
| * Decisions: * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * [Details]  *Team Vote Needed? Yes/No Topic Facilitated by: [name] Tentative Deadline: [date]* * Event: * [Details] * [Details] * [Details] |

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| --------------------------------------- TEAM PLAN OF ACTION -------------------------------------- |
| **Action Item(s):** |
| * [Text]  *Assigned to: [NAME] Suggested Deadline: [DATE]* * [Text]  *Assigned to: [NAME] Suggested Deadline: [DATE]* * [Text]  *Assigned to: [NAME] Suggested Deadline: [DATE]* * [Text]  *Assigned to: [NAME] Suggested Deadline: [DATE]* |
| **Next Team Meeting(s) will be scheduled on:** |
| * [Date] |
| **Overall Team Goals for next meeting…** |
| * To follow up progress (see action items); * To finish deliverable 1 as early as possible. |

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| ------------------------------------------ CLIENT COMMENTS ----------------------------------------- |
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| **[ENTRY DATE]:** [TEXT]  *What to write: Any comments made by the client regarding project?* |

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| -------------------------------------------- MISCALLANEOUS ------------------------------------------ |
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| **Resources:** [TEXT]  **Special Notes:** [TEXT] |