Timeframe

To assist in the planning, development, and management of the Chatbot not only as an idea but also as a tangible product the following timeframe has been established to help measure and track the progress of individual team members, the group as a whole, and the progression of the T2M chatbot.

The purpose of this timeframe is to compliment and support the overall plan in order to bring the I.T. project into fruition. This is not only to demonstrate the team’s skills and talents but also to further support progression of the project and further their understanding of the I.T. industry and current I.T. trends. This is to further the development of the plan and the prototype, itself along with any other artefacts produced in production.

This will be demonstrated via the team members ability to work successfully as a team, whilst collaborating and completing relevant research tasks with the goal of producing a professional report to support the group’s pitch to prospective mentors and investors.

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| Week | Task/ Item Milestone | Assignee |
| Week 1 | (14-18/10/19)  Further development of project idea description & first draft/assignment preparation:   * Website design - (Complete) * Team Profile - (Complete) * Interview Questions - (Complete) * Group Mission Statement - (Complete) * Psychologist Questions - (Complete)   (11/10/19)  Review Progress of A2/Project idea concept  Review individual member progress and delegation   * Project Idea Selection - (Complete) * Skill Set & Data Analysis - (Complete) | Group  Lachlan S  Group  Carla J  Carla J  Adrianna M  Group  Group  Aaron B  Adrianna M |
| Week 2 | (21-25/10/19)  Finalisation of first draft preparations.  Completion and Submission of Assignment 2 - (Complete)  Address outline and ideas for Assignment 3 and begin making preparations. | Group  Group  Group |
| Week 3 | (28/10/19-01/11/19)  Review and discuss assignment 3, 4, & 5 outline and requirements.   * Discuss Project Description for A3 in further detail * Discuss and consider delegation of tasks if any for A4, A5 * Set timeframe and deadlines for A3, A4, A5 * Submit storyboard/script and PowerPoint components of A5 | Group  Group  Aaron B, Sean M,  Group  Andrew B, Carla J & Adrianna M |
| Week 4 | (04-08/11/19)  Begin work on underlying tasks for A3:   * Overview - Topic * Overview - Motivation * Landscape and Aim * Plans & Progress * Roles * Scopes & Limits * Tools & Tech * Testing * Timeframe * Risks - Andrew B * Group Processes & Communication * Skills & Jobs | Group  Aaron B  Aaron B  Sean M  Aaron B & Sean M  Adrianna M  Lachlan S  Aaron B  Andrew B  Carla J  Andrew B  Lachlan S  Adrianna |
| Week 5 | (11-15/11/19)  Finalisation of first draft for assignment 3, 4, & 5  Make final preparations for submission of A3, A4, A5 | Group  Group |
| Week 6 | (18-22/11/19)  Submission of A3, A4, & A5 (Start of 10 weeks)  Upload relevant tasks/elements to GitHub repository per each team member:   * Team Profile - Recycled * Team Profile - Group Processes * Team Profile - Career Plans * Overview - Topic * Overview - Motivation * Landscape and Aim * Plans & Progress * Roles * Scopes & Limits * Tools & Tech * Testing * Timeframe * Risks * Group Processes & Communication * Skills & Jobs | Group    Group  -  Carla J  Adrianna M  Aaron B  Aaron B  Sean M  Aaron B & Sean M  Adrianna M  Lachlan S  Aaron B  Andrew B  Carla J  Andrew B  Lachlan S  Adrianna M |
| Week 7 | (25-29/11/19)  Conduct Market Research:  Review project idea overview and clearly determine motivation, the problem being addressed by the idea and how it will be solved by product/service/chatbot  Conduct survey of people/youth effected by mental health issues (potential customers) - review results, assess competition/market need (Research needs to be kept to help secure potential funding)  Create & Develop a ‘Growth Strategy’  Use social media such as Twitter, YouTube, FaceBook, Instagram to advertise | Aaron B, Andrew B, Lachlan S, & Sean M |
| Week 8 | (02-06/12/19)  Decide/Confirm branding  Identity for idea etc. (Conveys experience of chatbot and problem is aims to solve).  Research possible affiliates to the branding chosen.  Secure website domain and associated marketing materials and requirements.  Internalise elevator pitch so all team members know exactly what to say to anyone enquiring about the chatbot/software. | Group |
| Week 9 | (09-13/12/19)  Secure intellectual property  Ensure no copycat breaches have occurred (even inadvertently), no non-compete agreements etc.  File patent/trademark/copyright.  Establish new company and trustee entities  Research & Establish Start-up Cost Assumptions/Estimations:   * Bond/Rent * Property Insurance * Any Liability Insurance * Utilities * Renovations & Fit-out Fees * Licensing & Legal Fees * Technology & Software Costs * Payroll/Salaries * Accountancy & Consultation Fees * Operating Supplies * Estimate profits & revenue | Carla J & Arianna M |
| Week 10 | (16-20/12/19)  Incorporate further  Establish appropriate company/business structure for preferred tax liabilities and structure.  Equity compensation when capital is raised.  Where to incorporate (different states entail different tax requirements/exemptions).  Delaware-based corporation have favourable corporate law practices.  C Corporations more favourable to venture capitalists  Assess Tax Exemption Eligibility (if any). | Carla J & Arianna M |
| Week 11 | (23-27/12/19)  Choose a co-founder (if needed)  Consider track record and compatibility with original founder’s teams skill set and ensure they are complimentary to the end goal/concept. | Group |
| Week 12 | (30/12/19-03/01/20)  Write/Establish business plan  Write/Establish Mission Statement  Clearly define principal members  Utilise market research  Create and clearly define approach to establishing the business/company | Carla J & Arianna M |
| Week 13 | (06-10/01/20)  Decide/Determine a workplace/base  Location and environment will affect the start-up | Group |
| Week 14 | (13-17/01/20)  Find a mentor/business coach appropriate to concept/industry/and goals wanting to be achieved.  Determine when and how to hire additional staff/team members:  User Experience/Design manager - Hire  Digital Marketing - Hire  Threat Ops/Ethical Hacker - Hire  Chief Financial Officer (CFO) - Hire | Group & Co-founder (if one is obtained) |
| Week 15 | (20-31/01/20)  Apply for an accelerator program/government grant  Find an appropriate start-up assistance program  Raise Capital - determine how much is to be raised and how this will affect the start up.  How will it be raised angel investor, venture capitalist firm, Shark?  Practice the pitch. | Carla J & Arianna M |