**Project Plan, Team Charter**

**JC Consulting**

|  |  |
| --- | --- |
| Industry Partner | JC Consulting |
| Primary Instructor | Anjana Shah |
| Team Member | Quan Trinh |
| Team Member | Tam Dang |
| Team Member | Christopher Santin |
| Team Member | Hao Bui |

Document Revision History

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

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | Website and app that targets user’s tag matching, profile and resume analyzing to find lists of potential candidates for various positions |
| Corporate Goals Addressed | Ability to both store and update candidate and company profiles in a way that allows for the easy matching of hopeful employees and the businesses that are looking to hire them. |
| Planned Start Date | September 5, 2018 |
| Planned End Date | March 31, 2018 |

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

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Primary Instructor | Anjana Shah | ashah@georgebrown.ca |  |
| Project Supervisor | Tyler Krimmel | tkrimmel@georgebrown.ca |  |
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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 |
| User account | AI analyzing and documenting information |
| User authentication/authorization | Linking external source |
| Tag matching | Google APIs |
| User Database | Core AI |
| User Profile | Complex interface |
| Email notification | Messages system |
| Evaluate Job Description | Create lists of potential workers |
| Create Correct Description of the jobs | Candidate status |
| Privileged users |  |
| Result notification |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| JC Consulting Website | Website & interface for JC Consulting users (both candidates and clients) so they can access services. |
| Candidate Database | Database of candidates, their resumes/skills, current availability. |
| Client Database | Database of clients, current positions they are looking to fill. |
| Candidate Applications | Add and update resumes, job applications, and skill settings. |
| Client Applications | Create and manage job postings and requirements. |
| Matching application | Set matching candidates by JC Consulting |

**5. Assumptions**

* Candidate refers to and individual applying to work under JC consulting. Client refers to a company or institution looking to hire an employee through JC Consulting.
* The team might be advised and requested to change if there are any feature or operation that doesn’t meet the need or defined requirements
* The team will be focusing on the candidate part of the database work and related applications, as another team will be handling the client side.
* The project might change as any updates in the technologies, new information or issues are revealed
* Project participants are advised to strictly stick to the deadline
* Late submission or any problem arising during the processes might cause delays in project timeline
* Project flow will be ensured by project manager and coordinator
* Any changes during the process might affect the project timeline
* Testing will be involved in all phases of the project
* Project members will meet with the BA team regularly
* Project members will meet and coordinate with the client side team
* Project members are skilled to handle tasks they are assigned with
* Project members fully understand all the terms, concepts and models created

**6. Dependencies**

* Application is dependent on the database and site work being complete.
* Client database and applications are dependent on other team’s work.

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Estimated Project Schedule | **M:** Over 4 months | **H** | Created comprehensive project timeline with frequent baseline reviews |
| Team Members Lack Business Experience | **L**: Team well versed in business operations impacted by technology | **L** | Project Manager and consultant to identify knowledge gaps and provide training, as necessary |
| Consultant Project Deliverables unclear | **M:** Lack of consistent contact with supervisor/contact | **H** | Using previous meetings as guidelines and keeping contact/supervisor in contact. |
| Timeline Estimates Unrealistic | **M:** Timeline assumes no derailment or issues arising between various teams meeting | **M** | Timeline reviewed monthly by three groups (Project Manager and Steering Committee) to prevent undetected timeline departures |
| Absence of Commitment Level/Attitude of Management | **M:** Understands value & supports project, contact/supervisor not consistent with contact | **H** | Frequently seek feedback to ensure continued support, otherwise rely on previous meetings |
| Absence of Commitment Level/Attitude of Other Teams | **L:** Understands value & supports project | **L** | Frequently discuss issues with other teams, be aware of setbacks or difficulties. |
| Project Team Availability | **M:** Team is active with several classes and jobs. | **M** | Continuous review of project momentum by all levels. Consultant to identify any impacts caused by unavailability. If necessary, increase commitment by participants to full time status |
| Physical Location of Team prevents effective management | **M:** Team is dispersed among several sites. | **H** | Use of Intranet project website, comprehensive Communications Plan |
| Introduced design of other team’s components might contradict our own | **M:**  Teams are in contact but difficult to time meetings around all schedules | **M** | Maintain contact and scheduled meetings with other teams to ensure work is similar enough to be integrated. |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Scrum Reports | Project Supervisor, Primary Instructor | Weekly or Biweekly, as necessary. |
| Project Plan | Project Supervisor, Primary Instructor | Once, possibly further if changes required. |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Scrum Meetings | Establish current state of work and next tasks | Team members | Weekly or Biweekly, as necessary. |
| Project Meetings | Coordinate tasks and documentation between two CPA groups and BA team | Team members, Client CPA team, BA team | Biweekly, as necessary. |

**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 | JC Consulting Website | | Two weeks |  |
| B | Candidate Database | Two weeks | |  |
| C | Candidate Applications | Three weeks | | A, B |
| D | Matching Application | Three weeks | | A, B, C |
| E | Testing | Eight weeks | | A, B, C, D |

**10. Gantt Chart**

Create a Gantt Chart from your Task Listing – Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Weeks | | | | | | | | | | Complete |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| A | X | X |  |  |  |  |  |  |  |  | Week 2 |
| B |  | X | X |  |  |  |  |  |  |  | Week 3 |
| C |  |  |  | X | X | X |  |  |  |  | Week 7 |
| D |  |  |  |  |  |  | X | X | X |  | Week 9 |
| E |  |  | X | X | X | X | X | X | X | X | Week 10 |
|  |  |  |  |  |  |  |  |  |  |  |  |

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Website set up and ready for added applications. | Week 2 |  |
| Database built and functional. | Week 3 |  |
| Candidate applications built. | Week 6 |  |
| Matching application finished and matched to Client applications and database. | Week 9 |  |
| Testing finished, product ready. | Week 10 |  |

**12. RAM – Responsibility Assignment Matrix**

Project Name: JC Consulting Project

Project Manager: Tyler Krimmel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Chris | Quan | Tam | Hao |
| Assess Requirements | S | S | S | S |
| Build Website | S | P | S | S |
| Build Candidate Database |  | S |  | P |
| Build Candidate Application | P |  | S |  |
| Build Matching Application | S |  | P |  |
| Testing | P | S | S | S |

P: Primary

S: Secondary

**13. Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Primary Instructor | Anjanah Shah |  |  |
| Project Supervisor | Tyler Krimmel |  |  |
| Developer/Lead | Chris Santin | Chris Santin | Oct. 10, 2018 |
| Developer | Quan Trinh | Quan Trinh Trung | Oct. 10, 2018 |
| Developer | Tam Dang | Tam Dang | Oct. 10, 2018 |
| Developer | Hao Bui | Hao Bui | Jan. 18, 2018 |

**TEAM CHARTER**

1. Purpose

The purpose of forming this team is to help establish JC Consulting’s initial (online) presence. The team is focused on building a website and an associated database and applications, primarily focused on one half of the userbase (the Candidates) while another group focuses on the other. When complete, both halves will be linked together through a matching application.

2. Background

The team is supporting JC Consulting, an upcoming consulting firm. The team is one of three set up as temporary workers to establish the firm’s initial presence. The customers of JC Consulting are going to be both individuals looking for the firm to connect them to employers and employers looking to find talented employees for new positions or projects.

3. Scope

The scope of this project is to have a working website, database, and applications (one linking to another database) that functionally allows for JC Consulting to allow customers to apply for jobs or to find potential employees. They will do this by allowing users to sign up for the website based on their needs, and then match applicable job candidates with postings. Currently this will be done mostly manually with little machine assistance but later scopes could include more advanced machine intelligence.

4. Team composition

The team is composed of the three members stated at the head of this document. All three members are considered core members. All three can be considered part time members due to other commitments (classes and outside jobs). Christopher Santin is the team lead and is responsible for the majority of communications outside of the team, all three members are responsible for the required deliverables. It is expected that three months (October, November, December) will be dedicated to preparing the necessary documentation and organization to begin work on the project proper and the next four months (January through March) will involve the actual creation and implementation of the project.

5. Team empowerment

This team is in its third year (fifth term) at George Brown College, and has already completed many major projects and assignments in this time. It was accepted by JC Consulting, an actual established company, to work on a real world project with importance and ramifications outside of just the group. The team will need to cooperate with two other teams (one programming, one analyst) in order to keep this project coordinated, including a few key deliverables that by necessity must be overseen by more than one group. The team requires the authority to handle and control every aspect of the project they are solely dedicated towards – namely the Candidate database and applications.

6. Team operations

This team plans to operate based around, at the very least, weekly meetings to keep up to date with current and upcoming tasks. This will enable the team to react dynamically to changes in project scope or schedule as well as accommodate for any setbacks. This will also allow the team to make decisions via discussion and, if necessary, a majority vote. Changes in membership will be handled through discussion with the primary instructor and work will be added to or divided up amongst the new or remaining members respectively.

This team will have a working relationship with two other teams, another programming team for the duration of the project and a business analyst team until December. These teams will organize meetings based around the schedule of each of the teams and provide necessary support and coordination with each other.

7. Team Performance Assessment

The team will need to successfully build the Candidate database and related applications, as well as the website it will be based around. Additionally, the application to provide matches for Candidates will need to be built. Success will be measured by whether or not these goals are reached, and progress will be measured by taking stock in meetings and matching progress with our stated timeline goals.

8. Signature Page

Chris Santin

​Tam Dang

Quan Trinh