

Assignment 1: PM Deliverables (30%)

You will act as the project management team supporting the **Design & Development project teams (class with Gil Barros)**. Your role is to plan, track, and facilitate their progress using industry-standard Agile practices. Over the term, you will create and refine a series of project management artifacts that align with the key delivery milestones.

Deliverables & Deadlines

1.1 Week 3 – Project Foundations

- **Artifacts Due:**
 - **Project Brief** (goals, objectives, stakeholders)
 - **Stakeholder Map** (influence & communication needs)
 - **Initial Backlog** (high-level epics & user stories)
 - **Initial Risk Register** (early identified risks)

1.2 Week 5 – Sprint Planning & Roadmap

- **Artifacts Due:**
 - **Project Roadmap** (high-level timeline through Week 12)
 - ♣ The expectation is that this is kept up to date and may be checked any class without warning.
 - **Work Breakdown Structure (WBS)** for low-fi prototype
 - **MoSCoW Prioritization** (Must/Should/Could/Won't)
 - **RACI Matrix** (roles: PM, Design Lead, Dev Lead)

1.3 Week 6 – Low-Fi Prototype Milestone

- **Checkpoint:** Low-fi prototypes delivered in Design & Development course
- **Artifacts Due:**
 - **Sprint Report (Weeks 4–6)** (velocity, blockers, summary of accomplishments)
 - **Updated Backlog** (refined stories based on low-fi feedback)

1.4 Week 8 – Hi-Fi Prototype Milestone

- **Artifacts Due:**
 - **Refined Roadmap** (adjusted for updated scope)

- o **Risk Mitigation Plan** (with status updates)
- o **QA/Testing Strategy** (for upcoming functional prototype)

1.5 Week 10 – Functional Code Milestone

- **Artifacts Due:**
 - o **Burndown Chart or Progress Tracking Report** (velocity tracking)
 - o **Sprint Report (Weeks 7–10)**
 - o **Change Management Log** (any scope or requirement shifts)

1.6 Week 12 – Integrated Code Milestone

- **Artifacts Due:**
 - o **Final Risk & Issue Log**
 - o **Final QA Report** (testing results from functional integration)
 - o **Retrospective Summary** (team lessons learned, next steps for final presentation)

1.7 Week 13 – Final Submission

- **Artifacts Due:**
 - o **Comprehensive PM Portfolio** including all artifacts
 - o **Final Presentation:** Summarize your PM contributions, key challenges, and project outcomes

Evaluation Criteria

- **Timeliness & Completeness** (on-time delivery of completed artifacts) – 20%
- **Artifact Quality & Professionalism** (clarity, accuracy, relevance) – 40%
- **Collaboration & Support** (engagement with design/dev team) – 20%
- **Reflection & Adaptability** (ability to pivot with feedback) – 20%

Notes:

- PM artifacts must **directly support the Design & Development deliverables**.
- Agile practices (sprints, stand-ups, retrospectives) will be used throughout.
- Collaboration with the Design & Development team is **mandatory** for successful completion.