

# 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)

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

### 1.5 Week 10 – Functional Code Milestone

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

### 1.6 Week 12 – Integrated Code Milestone

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

### 1.7 Week 13 – Final Submission

- **Artifacts Due:**
  - **Comprehensive PM Portfolio** including all artifacts
  - **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.