# ABC’s Inventory Management System

## Team Charter

## FELLOWSHIP OF THE: Using technology to make doing business easy.

## Team members and contact details

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone number** | **Email address** |
| Hieu Hanh Tran | 0424886789 | tran.hanh3012@gmail.com |
| Shirish Maharjan | 0426708769 | 001shirish@gmail.com |
| Arik Maharjan | 0416471850 | arikmaharjan@yahoo.com |

## Team Mission and Objectives or Goals

Our mission is to save business’ cost and time using technology. In this project we will be developing a system which will make inventory management in stores and warehouse much easier for ABC by digitizing it.

ABC is a clothing brand selling men’s clothing in NSW. We have realized the high level of demands in managing stock allocation and transfer between stores and warehouse for the company because of its growth. Technology has never been used for this and hence the whole system needs to be built from scratch.

The specific goals and or outcomes that we are hoping to achieve over the life of the team include:

* + Interview store managers and warehouse managers to identify the current process of stock allocation and transfers. More information about the business as a whole is also to be gathered interviewing staffs from various departments. This Survey needs to be completed and presented to the team by 5th March 2018.
  + Conduct discussions and brain storming sessions among team members to discuss ideas, assign tasks during various iterations and present the results of the research conducted. Various documents including the Project Vision, Initial Requirement Model, Proposed Architecture, Risk List, Master Test Plan, Initial Project Plan, Technical Competency Demonstrator, and the inception Phase Project Status Assessment should be presented to the project manager by 1st April 2018.
  + Revisions on the presented documents are to be conducted on every iteration. Revised Project Vision, Revised Requirement Model, Final Architecture, Revised Risk List, Revise Master Test Plan, Executable Architecture, Evidence of Testing, Revised Project Plan, and Elaboration Phase Project Status Assessment should be presented to the Project Manager by 1st June 2018.
  + After all the documentations have been reviewed and accepted by the Project Manager, team members are to conduct the construction phase of the project. This includes development of the system and testing. The final product needs to be presented to the Project Manager by 1st Nov 2018.
  + The final product after getting tested and approved by the project manager is to be presented to the sponsor by 6th November 2018.
  + Complete all task with high standards and within the timeframe.
  + Develop outstanding communication skills.
  + Conduct the project as a team and understand the value of teamwork.
  + Help team members and learn from them to improve technical skills as well as professional knowledge during the course of the project.

## Potential Barriers

* + Disorganization of team members.
  + Members not meeting deadlines.
  + Inefficient task scheduling and delegation.
  + Personal, time constraints, technological problems.
  + Poor communication within the team.
  + Insufficient business and technical knowledge.
  + Conflict of ideas between team members.

## Team Member Skill Inventory

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| Name | Skills and Knowledge | Roles and Responsibilities | What skill do I want to improve? |
| Shirish Maharjan | * Interpersonal skills * Social intelligence * Open-mindedness * Motivational * Presentation skills * Problem solving * Data Analytics * Delegation * Programming * Software design | * Manages the project and team members. (Project Manager) * Assisting with the business case. (Business Analyst) * Validate the requirements and deliverables that describe the product or service that project will produce | * Technical skills like programming, software design and project management. |
| Hieu Hanh Tran | * Programming * Software design * Debugging * Data Analytics * Database design and management * Network design * Data security | * Developing and coding the system. (Software Developer) * Database design representative. (Database Administrator) * Develops solution by preparing and evaluating alternative workflow solutions. (System Analyst) | * Interpersonal skills such as self-confidence, relationship management, and showing appreciation. |
| Arik Maharjan | * Communication skill * Social media experience * Interpersonal skill * Customer support * Troubleshooting * Documentation * Programming * Software Design | * Communications coordinator (Marketing Manager) * Writing and executing test scripts and writing the bug reports. (Tester) * Develop intuitive, usable, and engaging interactions and visual designs for system. (Designer) | * Conceptual skills like analysis, critical thinking, leadership and problem solving. |

## Roles

All the works are equally divided to the team members. And all team members will get their turn to handle each sectors of the works, that means each team member will complete a certain part of the task and change their roles with the next one. While that person will leave the work incomplete, the next team member will get assigned by taking that roles and continuing it further. Hence, all the team members will get assigned with new roles every month so that everyone will have chance to experience each role as well as improving the roles that a team member is not confident at.For example: if a team member is assigned as a project manager at the beginning of the project, after a month another team member will take his or her place as a project manager replacing that team member’s job with other work.

The roles that a team members are assigned are as follows:

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| Role | Description |
| Project Manager | * Actively Planning * Making Schedules and dividing task * Making sure everyone is working in accordance with the schedule * Conducting Meetings * Making sure the overall work of the team is of high standard * Leading the team * Reviewing final version of products and posting it to the submission document * Documentation * Programming (includes debugging and testing) |
| Developer | * Making sure codes are of appropriate standard * Making sure each team member is on schedule with their coding task * Reviewing code * Make sure there is proper collaboration of codes * Make sure the product is of high standard * Documentation * Programming (includes debugging and testing) |
| Documentation and Marketing | * Making sure all the documentations are of appropriate standard * Preparing reports for each iteration * Preparing reports for meetings with the Sponsor * Making sure team members are on schedule with their documentation tasks * Reviewing documentations if required * Documentation * Programming (includes debugging and testing) |
| Business Analyst | * Assisting with the business case * Planning and monitoring * Eliciting requirements * Translating and simplifying requirements. * Requirements analysis |
| Subject Matter Expert | * Validate the requirements and deliverables that describe the product or service that project will produce * Provide input for design and construction of test cases and scenarios, and may also validate executed test results. * Provide input into and create and execute user documentation and training material |
| Database Administrator | * Monitor performance and manage parameters in order to provide fast responses to front-end users. * Map out the conceptual design for a planned database. * Develop, manage and test back-up and recovery plans. * Consider both back-end organisation of data and front-end accessibility for end-users. |
| Designer | * Develop intuitive, usable, and engaging interactions and visual designs for system. * Break any design problem done into viable actionable chunks and solve them with clarity and precision. * Collaborate with cross-functional teams throughout the design process. |
| System Analyst | * Defines application problem by conferring with clients; evaluating procedures and processes. * Develops solution by preparing and evaluating alternative workflow solutions. * Ensures operation by training client personnel; providing support. |
| Tester | * Monitoring applications and software systems. * Writing and executing test scripts. * Running manual and automated tests. * Writing bug reports. * Reviewing documentation. * Designing test to mitigate risk. |

## As above table shows the different roles that are set to each individual, we will be rotating the roles with each other within this project’s timeframe.

## Team Rules & Expectations

The following are the rules and regulation that will strictly be followed throughout the duration of the project (New rules may be added later if necessary):

* If a team member does not contribute to a team assignment or does not finish the assigned tasks within the due date without genuine reason, their position in the team will be discussed and if worse comes to worse their name will be left off the final posting of the project.
* The deadline for the tasks will be assigned every Wednesday and will be due the next Monday.
* Team members must check in with the team and the team GitHub repository every day or every other day, so that everyone stays up to date on the project.
* Every team member must clarify their issues with conducting their task before the acceptable date so that enough time is on hand to solve the issue.
* Before attending the online meeting every Monday, team members must finish their tasks completely so that the works can be reviewed and changed if necessary.
* Every team member must upload their work and work in progress on GitHub so that their work can be assessed and reviewed while on progress.
* Meeting minutes must be written during every meeting session and must be uploaded on the GitHub repository for future reference.
* Team member must attend every meeting session unless they present a genuine reason for not being able to attend the meeting.
* Team members must stay committed throughout the duration of the team assignment and provide genuine feedback about the assignment. Posting such as “I don’t have time to review. This is fine – fix whatever you want then feel free to post the final” is not acceptable. Late reviews such as posting reviews on Sundays when final posting is due Monday is not acceptable. Reviews are best to be posted as soon as works have been posted on GitHub by a team member.
* It is advised that team members select ‘Watching’ on the repository. This way you will be sent an email every time someone makes changes to the repository. Team members are also advised to send a text message on Telegram every time they have posted something on their branch on GitHub. This gives team members an idea on what is being done by each team member for their tasks.
* Final documents after being reviewed will be posted on one drive shared document.
* If any changes need to be made, it will be made, and a new updated version will be posted on one drive. No versions on one drive are to be deleted by any team member.
* Assignment submissions are to be made on a different one drive shared folder.
* Use telegram for interactive communication, Gmail for push communication and CSU video conferencing tool for online meetings.
* Use untimely phone calls only as a final mode of communication when there is an issue.
* Positive strong communication between everyone is a must so that everyone is on the same page and up to date.
* Documents will be shared and stored using One Drive.
* Remain professional.
* Every member is expected to participate in the overall work of the team.
* Physical and verbal violence and insult will not be tolerated. If done so, the team member will be reported, and necessary action will be conducted.
* All decisions will be taken by the team. If something cannot be agreed upon, democratic voting will take place for decision making.
* Emergency meeting is to be held if any other issues occur and decision needs to be made.
* The roles of the team members will be rotated every month so that each member gets the full experience of being involved in a project.

## Conflict Resolution Mechanisms

Potential conflict sources:

* Team members not meeting their obligations to the team.
* Difference in perceptions of quality work or necessary content.
* Difference in beliefs.
* Work and other personal obligation.

## Conflict resolution:

* Within a team, issues will be discussed, and decisions will be made. Only as a last resort instructor will be consulted. As professional teammates, we believe we will be able to resolve any potential conflict.
* To avoid some complications or misunderstandings, team members will stay updated with all the postings within the group.
* Empathetic and humble behavior will be encouraged.
* Team members will encourage each other in times of difficulties and help each other on tasks if confusions arise.
* Once agreed upon, the rules and regulations will strictly be implemented.
* Making sure that everyone is at a good understanding of the assignment when doing them. Everyone will be expected to stay professional and not prejudge immaturely.
* Blame game will be avoided. Instead of dwelling on spoilt milk, dealing with the problem and fixing it to succeed the project as a whole will be encouraged.

## Penalties:

Even if the conflict between a team member or team members is not dealt with after the serious counselling, then the present project manager has right to take some action against it. Some of the consequences are as follows:

* Team member is given final chance to confess himself/ herself and resolve the problem by own.
* The project manager has right to remove the team member’s name from the group project.
* All the work done by the team member will be adjourn and shall be continued by new or existing member without any name of that team member.
* Any contracts involving or linked to the team member will be cancelled.

## Sign Off

I have participated in the development of this charter and agree to it.

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| Shirish Maharjan | Hieu Hanh Tran | Arik Maharjan |

Date: