

Team and Project Plan (Due Week 4)

Start Assignment

- Due Sep 26 by 23:59
- Points 100
- Submitting a file upload
- File Types pdf
- Attempts 0
- Allowed Attempts 4

This is a group task.

In this task, you will need to describe your team in detail with member profiles, roles assigned to each member, a detailed plan of working in the team and plans for team management.

The assignment is divided in two parts

Part 1:


- Team code of conduct: describing team profile, role assignment, team management plan including communication, repository and document management and assessment of risks and making mitigation plans.

Part 2:

- Project plan: High-level overview of project specification, plans for solution approach, and product backlog.

Prerequisite: Form your team and discuss all the aspects with the team members

Type: Group submission

COS40005 EAT40005 Team and Project Plan.docx (<https://swinburnesarawak.instructure.com/courses/2111/files/1577785?wrap=1>) 
(https://swinburnesarawak.instructure.com/courses/2111/files/1577785/download?download_frd=1)

Instructions: Complete the attached template with relevant text, remove all instruction text (in third brackets), revise, and submit a pdf file.

Rubric: See below

Academic Integrity: Work deemed to be largely similar to other student work or previously published work will not be marked. Turnitin similarity scores over 25-30% will be checked by convenor.

Late Penalties: 10% of achieved mark per day. Note: These may be applied after results are released.

Team and project plan rubric

Criteria	Ratings			Pts
Cover page	0 pts Satisfactory Cover page contains a title, task number, unit details and submission date	0 pts Unsatisfactory Cover page is missing information		0 pts
Acknowledgement	0 pts Satisfactory Statement is complete and appropriate	0 pts Unsatisfactory Statement is either incomplete or inappropriate		0 pts
Contribution	10 to >7.5 pts Good Contribution statement for individual indicates sufficient contribution to submission, and indicates balanced share of work	7.5 to >3.5 pts Satisfactory Contribution statement for individual indicates sufficient contribution to submission, however does not indicate balanced share of work	3.5 to >0 pts Unsatisfactory Contribution statement for INDIVIDUAL student is missing or indicates insufficient contribution to submission. Score may be negative for NON/LOW CONTRIBUTING STUDENT.	10 pts
Team profile	5 to >3.0 pts Good A good description of skills and background knowledge. Honest about strengths and weaknesses. The table is complete.	3 to >1.0 pts Satisfactory Contains high-level description of skills and background knowledge. Not a full picture of strengths and weaknesses. The table is complete.	1 to >0 pts Unsatisfactory No or missing information, table is incomplete.	5 pts
Team role	5 to >3.0 pts Good Justification provided for team role assignments	3 to >1.0 pts Satisfactory Team roles are assigned, not always well justified.	1 to >0 pts Unsatisfactory No or missing information on assignments	5 pts

Criteria	Ratings			Pts
Teamwork plan	10 to >7.5 pts Good Detailed description of work process and communication protocols to be followed with a timeline. If any tools are to be used, those are listed and well justified.	7.5 to >3.5 pts Satisfactory Very generic description of work process and communication.	3.5 to >0 pts Unsatisfactory No or insufficient description.	10 pts
Document management plan	5 to >3.0 pts Good Describes process and tools with justification	3 to >1.0 pts Satisfactory Describes process and/or tools without enough justification	1 to >0 pts Unsatisfactory No or insufficient information	5 pts
Risk management plan	10 to >7.5 pts Good Common team-related risks are identified and a mitigation plan is described in detail	7.5 to >3.5 pts Satisfactory Some risk are identified with some mitigation plans - missing common/obvious risks	3.5 to >0 pts Need improvement No or insufficient information	10 pts
Problem Statement	5 to >3.0 pts Good The problem is understood well from the response, the aim, purpose and objectives are clear.	3 to >1.25 pts Satisfactory The problem is understood well from the response. However, the aim, purpose and objectives are not very clear.	1.25 to >0 pts Need improvement It is a very high-level summary, gives the initial idea, but the problem is not well understood; either problem statement or the aim, purpose, and objectives are not clear.	5 pts
Scope		3 to >1.0 pts Satisfactory It is very clear what is within the scope; however, what is outside of the scope is		5 pts

Criteria	Ratings			Pts
	5 to >3.0 pts Good	not very clear.	1 to >0 pts Need improvement	
Stakeholder	A clear description of what is inside and outside of the scope. 5 to >3.0 pts Good Listed all internal and external stakeholders with respective descriptions	3 to >1.0 pts Satisfactory Listed all internal and external stakeholders - without any descriptions	Not full in-scope list nor full out of scope list 1 to >0 pts Need improvement Listed some stakeholders with some descriptions, some are missing	5 pts
Requirements	10 to >7.5 pts Good Listed each requirement that can known at this stage, Deep insight into requirement collections (more than obvious ones). Requirements contain more than functional requirements only.	7.5 to >3.5 pts Satisfactory All obvious requirements are listed, some more requirements than the functional ones only. Deep insight is missing in requirement collection.	3.5 to >0 pts Need improvement Very high level requirements, no deep insight at all.	10 pts
Solution approach	10 to >7.5 pts Good The level of detail known at this stage had been presented in full with supporting attributes where necessary. It is evident that alternative approaches have been reviewed and compared in detail.	7.5 to >3.5 pts Unsatisfactory The solution approach is clear from the description. However, supporting attributes are missing. Little evidence of research on alternative approaches.	3.5 to >0 pts Need improvement Not a clear direction for the solution approach, very high level overview	10 pts
Product backlog	10 to >7.5 pts Good Backlog contains all deliverable items with business value dependency and sprint allocations. Excellent insight in listing backlog items	7.5 to >3.5 pts Satisfactory backlog contains all major items with business value, dependency and tentative sprint allocations	3.5 to >0 pts Need improvement Backlog is incomplete, missing information on business value, dependency and sprint allocations.	10 pts

Criteria	Ratings			Pts
Quality Plan	10 to >7.5 pts Good The quality expectations are clearly described with measurable attributes. The testing and other QA activities are logical to achieve the quality expectation (can be given as definition of done)	7.5 to >3.5 pts Satisfactory The quality expectations are described however, not with measurable attributes at all instances. The testing and other QA activities are logical to achieve the quality expectation	3.5 to >0 pts Need improvement The quality expectations are very high level and do not reflect any specific measurements; the testing plan is also incomplete	10 pts
Total Points: 100				