Team and Project Plan

PORTFOLIO TASK 1

Unit code: COS40005
Unit Name: Computing Technology Project A
Submission date:
<Please remove the instruction texts in the third brackets before submission.>

Student Name	Student Id	Description of contribution in team and project planning

ACKNOWLEDGMENT OF COUNTRY

<Please complete the statement>

Each team member identifies:

  the **Traditional Owners** of the land they lived on while completing this work (if living in Australia).

PART 1 TEAM CODE OF CONDUCT

1. TEAM PROFILE

[Add a brief description of each student's profile including technical skills (e.g. expert in a particular tool, experience with a framework, experience in relevant software etc.), soft skills (organization skills, project management experience), communication style (e.g. outspoken vs shy, confidence in English, preferred mode of communication etc.), teamwork experience (e.g. initiators vs responders, leaders, writers vs editors etc.) and any other relevant background knowledge skill that will be helpful for the team.]

[Complete the table with the summary of the above profiles.]

Table 1: Team Profile

Student name	Technical skills	Soft skills	Communication	Teamwork	Other

2. TEAM ROLE

[According to the profile, each student should sign up for a team role. The following table should list the team roles for each student and a justification as to why the team role is suitable for them.]

Table 2: Team Role

Student name	Team role	Justification

3. TEAMWORK ROADMAP

[Add a brief description of the weekly work pattern of the team (e.g., weekly meeting time and mode of the meeting, communication platform for meetings as well as informal communication, response time expectations, internal deadline within the team to complete weekly team submissions, planned process of revisions, etc.). Add how tasks will be estimated, assigned and monitored. List all tools used for communication, tracking, and storing, with a rationale for the selections. The team should set their own rules for

communication, expected behaviour, and alternate approaches when things do not go according to plan.]

4. DOCUMENT MANAGEMENT

[*Add a brief description of how shared documents are going to be version-controlled and managed.*]

5. RISK MITIGATION

Add a brief description of possible risks that may arise due to gaps in skills, unavailability of team members, or any other reasons. Describe the risk along with its impact on team and describe a mitigation plan for each identified risk. This should be presented as a risk registry that the team will visit throughout the project.]

PART 2 PROJECT OVERVIEW AND PLAN

1. PROBLEM STATEMENT

[*Add a high-level summary of the problem that needs to be solved in the project. Identify the aim, purpose and objectives of the project.*]

2. SCOPE

[*A clear statement on what is within the scope of the project and what is out of scope for this project.*]

3. STAKEHOLDER

[*Identify each stakeholder of the project (e.g. client, supervisor etc.)*]

4. HIGH-LEVEL REQUIREMENTS

[*Discuss the context of the software/system being developed. For example,*

- *is it an upgrade or a replacement of an existing product?*

- *Is it a new and complete system? Is it a prototype?*

- *Is it a component of a larger system or a library? A simple diagram showing how the software relates to other components will be helpful.*

This section should list the high-level requirements- including functional, non-functional, and any other type based on whatever is known at this stage.]

5. SOLUTION APPROACH

[*Describe the proposed solution approach/architecture of the system that will be developed. Also discuss additional solution approaches/architecture alternatives that have been explored but not chosen. Note that a lot of lower-level details may not be known at this stage, however, this section should provide a high-level architecture design. These can be supported by different diagrams if needed.*]

6. PRODUCT BACKLOG

[*Add a detailed list of tasks to be completed as part of the full project. This can be drawn from the requirement specification, broken down to specific items to be delivered for the full project. Each item should have a business value (indicating priority), information on whether this item is dependent on other items, and a tentative indication of which sprint it is going to be developed in. Team should refer to the sprint plans provided in the unit structure*

Plans should indicate what is expected to be completed as part of Alpha and beta release at the end of semester 1 and 2, respectively..]

7. QUALITY PLAN

[Describe the target quality expectation of the deliverables, steps to assure quality, planned testing etc.]