**SPRING 2024**

Team Charter

**Subject:** 31272 Project Management and the Professional

**Tutorial no:** 17

**Tutor’s name:** Mohammed Kassira

**Group Name:**

Team members:

| **Name** | **SID** |
| --- | --- |
| Ryan Chan | 24548669 |
| Eric Lin | 24944656 |
| Anthony He | 13869728 |
| Claire Mi | 24985830 |
| Krish Rishi Karnani | 24967097 |
| Woo Suk(David) Bae | 24640904 |

Issue date: 13/08/2024

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# Introduction

*What is this document.*

This document is a team charter that will serve as a binding agreement among all team members for group projects throughout the semester. It outlines the roles, responsibilities and expectations of each member and establishes a guideline for communication, risk management and accountability.

The charter will be regularly reviewed throughout the semester to ensure compliance and any necessary changes will be updated.

## Outline

*What’s included. When was it written*

The team charter includes the following sections:

**Team identification (Why/What)**

The team identification section defines the basic details including the group name, team members, tutorial, tutor, and the date of issue. It outlines the purpose and intent of the team, and the team's collective definition of success. Additionally, it specifies the scope of the team, expected outcomes, and considers any assumptions or constraints relevant to the project.

**Roles and responsibilities (Who)**

The roles and responsibilities section clearly defines the specific roles and responsibilities assigned to each team member for group projects. It also includes the contributions each member is able to bring to the team. Additionally, contact information, including the phone number and email address of each member, is provided for communication.

**Document control**

The document control section specifies how documents will be stored and managed. This includes the primary storage location where all project documents will be kept, the backup location and the frequency of backups.

It defines the responsibilities for document control, including who will manage and update the document versions, and who will ensure quality assurance.

Additionally, it outlines the tools and platforms used for version control, the process for managing updates, and the communication methods for informing the team about major updates. Consistency checks and quality assurance procedures are detail to maintain the integrity of the documents, and the archiving process is established to ensure copies of submitted documents are properly stored for future reference.

**Risk management**

The risks section outlines a list of potential risks that may arise among team members during group projects. Each risk is clearly defined, along with its potential cause or trigger, the person (likely) responsible, its priority ranking (PR) based on importance, the probability of occurrence, the potential impact if triggered, and a corresponding mitigation strategy. The risks are also graphed for easier reference in the future.

**Communication (Where/When)**

The communication section details how the team will maintain effective communication throughout the project. It specifies the primary communication platform used for social interaction, project discussions, and file sharing.

It outlines when in-person meetings are scheduled in further detail.

Communication procedures are established to ensure regular check-ins and clear task tracking via Trello, which promotes transparency and accountability.

This section also outlines a contingency plan for communication breakdowns, including follow-up protocols and escalation procedures.

Additionally, the operating procedures detail the preparation of meeting agendas, timely distribution of minutes, and tracking of action items to keep the team aligned and on schedule.

**SWOT analysis**

The SWOT section outlines the individual and team Strengths, Weaknesses, Opportunities, and Threats (SWOT). Each team member identifies what they personally bring to the group, including their unique strengths and weaknesses, as well as any opportunities from being a part of the group project and potential threats that might impact their contributions. Additionally, a collective team analysis is included, which evaluates the overall SWOTs that the team faces. This section helps the team to understand each other's dynamics better and to address any challenges.

**Responsibilities**

The responsibilities section outlines the various roles within the team and their respective functions…

**References**

The references section provides a comprehensive list of all sources cited or used throughout the document. Each reference is formatted according to the APA 7th citation style. The section ensures transparency and allows for further reading or verification of the information presented in the document.

**Meeting minutes**

The meeting minutes section provides a detailed record of each team meeting, including the date, time, location, and list of attendees. It includes the purpose of the meeting, the agenda items discussed, and key points from the discussions, such as updates on tasks, planning, and team collaboration. Actions and decisions are clearly documented during the meeting, along with any outcomes or next steps agreed upon. This section ensures transparency in team communication and helps track the progress of ongoing tasks and future meetings. Any additional relevant information or comments from the meeting are also included.

This document and all included sections was issued on the 13th August 2024 and will be used throughout the semester, regularly reviewed and updated as necessary.

Paragraph explain the bullet points

## Document update procedure

*When will this document be reviewed and updated if needed?  
Weekly? When something changes?*

This team charter will be reviewed during the tutorials throughout the semester. Additionally it will be updated whenever significant changes occur, such as a shift in team roles, responsibilities, or when new risks are identified. This ensures that the charter remains relevant and will accurately reflect project requirements and the state of the current team.

## Version Control

| **Version** | **Release date** | **Comments** |
| --- | --- | --- |
| 0.1 | 06/08/2024 | Helen created the template |
| 0.2 | 13/08/2024 | The team Filled in team and personal SWOT |
| 0.2a | 14/08/2024 | Krish filled out the Personal SWOT |
| 0.3 | 18/08/2024 | Eric updated personal and team SWOT, Document control and added Risks. |
| 0.4 | 20/08/2024 | The team added additional notes under each section during the tutorial and made amends to some sections. David added his personal SWOT. |
| 0.5 | 21/08/2024 | Claire updated the Outline section. Ryan added Meetings minutes for 20/08/2024. |
| 0.6 | 22/08/2024 | Anthony reviews Risk section and updated Personal SWOT |
| 0.6a | 22/08/2024 | Ryan filled out document control and asked for a review of the section |
| 0.7 | 22/08/2024 | Eric updated Section 2.1, provided reference for Risk Matrix and RACI chart, provided Risk Matrix relevant to the group. Roles revision, due dates added. Clare refined the Outline section. |
| 0.8 |  |  |
| 0.9 |  |  |
| 1.0 |  |  |
|  |  |  |

# Team charter

## Why – the reason the team exists

*[What do you intend doing in this team. What do you define success to be?]*

// Needs review (Sorry Ryan I kinda rewrote this entire part - Erik)

All goods - ryan

**What We Intend to Do**

Our team intends to collaborate effectively to deliver a high-quality project that aligns with the objectives of the "Project Management for Professionals" course. We aim to apply the theories and practices learned in the course to achieve our project goals, focusing on strong teamwork, effective communication, and continuous improvement.

We will achieve this by:

* Setting clear and realistic goals using the **SMART** Goals framework.
* Adopting an **Agile** methodology to manage our work, ensuring flexibility and responsiveness to challenges.
* Regularly assessing our progress to stay on track and make adjustments as needed.

**We define SUCCESS as:**

* Achieving a **High Distinction** (HD) grade for our project, reflecting the quality and comprehensiveness of our work.
* Demonstrating strong teamwork, where each member contributes effectively and supports the overall group dynamic.
* Completing the project on time, with all deliverables meeting or exceeding course requirements.
* Gaining valuable project management skills that will benefit each team member in their future careers.

## What – scope

*[What’s in scope of the team – what are the expected outcomes of the team and their work over the entire tutorials. Assumptions Constraints*

*// following is just placeholder, thinking in context of group work and this subject please review***Objectives and Deliverables**

* **Project Goals**: The team's primary objectives are to complete and submit interim and final reports for the Project Management for Professionals (PMP) subject, ensuring that each report meets the required standards and deadlines.
* **Key Deliverables**: Deliverables include interim reports and the final report, each with specified sections and deadlines.

**In-Scope Activities**

* **Interim Reports**: The team will produce and submit five interim reports, each with assigned responsibilities and deadlines. These reports cover various aspects of the project and contribute to the overall assessment.
  + **Interim Report 1**: Project Charter (Due: 05/09/2024)
  + **Interim Report 2**: Stakeholders and Risk Management (Due: 12/09/2024)
  + **Interim Report 3**: Task List (Due: 19/09/2024)
  + **Interim Report 4**: Charts (Due: 10/10/2024)
  + **Interim Report 5**: Resourcing and Costs (Due: 17/10/2024)
* **Final Report**: The team will complete and submit the final report, which is divided into sections with specific ownership and deadlines. Refer to Section 3 of the Team Charter.

**Assumptions**

1. **Access to Resources**: It is assumed that all team members will have access to necessary resources, including research materials, software tools, and communication platforms.
2. **Availability of Team Members**: The team assumes that all members will be available for meetings, collaborative work, and review sessions as scheduled..
3. **Team Member Competence**: It is assumed that each team member has the necessary skills and knowledge to contribute effectively to their assigned tasks.

**Constraints**

1. **Time Limitations**: The team must adhere to deadlines for each report and assessment, which may limit the time available for research, drafting, and revision.
2. **Assessment Criteria**: The team must meet the specific criteria and standards set by the course for each assessment, which may require additional revisions and adjustments.

## Who – roles and responsibilities, contact details

*[Who are the team members – what do they bring to the team eg knowledge of one of the PM areas, what are their aims (eg pass, HD as a matter of course, actually want to learn the content, have to do the course. Contact details so that the team can communicate. Roles: eg team leader, document control, QA]*

**Roles**

**Team Leader:** Oversees the project, coordinates activities, manages risk assessment, and ensures that objectives are met. Acts as the primary point of contact for the team and stakeholders.

**Document Controller:** Manages document storage, version control, and ensures accuracy and accessibility of project documents. Keeps track of document updates and maintains version history.

**Quality Assurance:** Ensures that deliverables meet required standards and guidelines. Conducts reviews and checks for consistency and quality.

**Researcher:** Conducts research, gathers necessary information, and provides insights to support the project. Helps in compiling data and findings relevant to the project.

**Communications:** Manages internal and external communications, ensures effective information flow within the team, and handles task coordination. Keeps everyone informed and ensures deadlines are met.

*Note: Each of our team members may have multiple roles*

**RASCI Chart**

Given the nature of assessments and the process of writing and submission process the team has condensed major tasks involved which will form the workflow going into each report. Please refer to Section 3 - Responsibilities for a more detailed look.

| **Project Tasks** | **Team Leader** | **Document Controller** | **Quality Assurance** | **Researcher** | **Comms.** |
| --- | --- | --- | --- | --- | --- |
| **Research** | I | I | I | R | S |
| **Drafting** | A | S | C | R | I |
| **Proofreading** | I | S | R | I | I |
| **Quality Assurance** | I | S | A | I | I |
| **Final Review** | A | S | R | C | I |
| **Submission** | A | S | I | I | R |
| **Task Coordination** | C | I | I | I | R |
| **Document Control** | C | A | I | I | I |

| **Team Member 1** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
| Eric Lin | 0466092887 | eric.lin@student.uts.edu.au |
| **What do they bring to the team** | | |
| With over a decade of experience as a Cafe Manager and trainer, I offer extensive skills in several key PMBOK knowledge areas. My background includes:   * **Integration Management:** Proven ability to integrate various functions and manage overall operations smoothly. * **Scope Management:** Experience in defining and controlling the scope of daily operations and projects. * **Project Time Management:** Skilled in scheduling, task management, and meeting deadlines under pressure. * **Cost Management:** Expertise in budgeting, cost control, and financial oversight. * **Quality Management:** Strong focus on maintaining high standards and training staff to meet quality expectations. * **Human Resource Management:** Competence in recruiting, training, and managing teams effectively. * **Communication Management:** Effective communication with staff, customers, and suppliers, ensuring clear and efficient exchanges. * **Risk Management:** Experience in handling unexpected issues and mitigating risks. * **Procurement Management:** Knowledge in managing inventory and supplier relationships. * **Stakeholder Management:** Ability to manage and address the needs of various stakeholders. | | |
| **Team Role(s)** | | |
| Team Leader (2IC), Document Controller, Researcher | | |
| **Aims** | | |
| **Academic:** To achieve a High Distinction but also content with a Distinction. The focus is gauging oneself and demonstrating acquired management skills throughout this subject.  **Learning:** Understanding how project management is handled on a larger scale, perhaps gaining insights into more advanced techniques or how more complex challenges are resolved and the documentation involved. | | |

| **Team Member 2** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
| Ryan Chan | 0433887070 | ryan.chan-1@student.uts.edu.au |
| **What do they bring to the team** | | |
|  | | |
| **Team Role(s)** | | |
| Researcher, Communications | | |
| **Aims** | | |
|  | | |

| **Team Member 3** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
| Claire Mi | 0415858808 | claire.mi@student.uts.edu.au |
| **What do they bring to the team** | | |
|  | | |
| **Team Role(s)** | | |
| Communications | | |
| **Aims** | | |
|  | | |

| **Team Member 4** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
|  |  |  |
| **What do they bring to the team** | | |
|  | | |
| **Team Role(s)** | | |
|  | | |
| **Aims** | | |
|  | | |

| **Team Member 5** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
|  |  |  |
| **What do they bring to the team** | | |
|  | | |
| **Team Role(s)** | | |
|  | | |
| **Aims** | | |
|  | | |

| **Team Member 6** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
|  |  |  |
| **What do they bring to the team** | | |
|  | | |
| **Team Role(s)** | | |
|  | | |
| **Aims** | | |
|  | | |

| **Team members** | **Roles** | **Responsibilities** | **Aims** | **Contact information** |
| --- | --- | --- | --- | --- |
| Anthony | Team leader | Oversees project progress, coordinates meetings |  |  |
| Eric | Document Control | Manages document versions, ensures proper documentation |  |  |
| Krish, David | Quality Assurance | Reviews quality of work, ensures standards are met |  | krishrishi.karnani@student.uts.edu.au |
| Ryan, Eric, David | Researcher | Gathers and analyses data relevant to the project | Learn from each other, achieve a high distinction grade | ryan.chan-1@student.uts.edu.au |
| Claire | Communications | Handles team communications, |  | claire.mi@student.uts.edu.au |

## Document control

*[Where are you storing your information? Eg on teams, on Canvas on OneDrive, google docs, who is responsible to ensure document is managed and updated*

*How will you manage updates?*

*Are you using Version control or a configuration management system?  
Who will check for consistency?  
How will you document decisions and the reasons for those decisions?  
  
NOTE: even if you are using google docs or similar, you need to keep a copy of what you have handed in / sent to the client.*

// needs review (help with version control if more information can be added)

// Erik reviewed (just cut down on some stuff and expanded on some points to make it less bullet pointy.

**Storage and Management**

* **Primary Storage Location:** The Project files will be hosted on **Google Drive**, this includes research, assessment briefs, all projected documents, sorted and stored within their relevant subfolders.
* **Backup Location:** As the teams are connecting via UTS Student account these files will also reside on OneDrive which will serve as a source of backup. Local copies are also stored on the Project Leader’s computer.
* **Frequency of Backup:** Weekly or after major changes to documents

**Document Control Responsibilities**

* **Document Controller:** Eric is responsible for managing and updating all documents, ensuring that the latest versions are accessible and that changes are tracked.
* **Quality Assurance:** Krish and David will review the quality of work, ensuring consistent formatting, language, and adherence to project guidelines.

**Version Control**

* **Tools Used:** Google Docs built-in version history, supplemented by a Version Control Table in our Document Update Procedure.
* **Platform for Version Control:** GitHub will be utilised to track each major version change as well as the third source of backup online. Each commit will document the relevant changes present in Section 1.3 - Version Control.
* **Communication of Updates:** Major updates will be communicated via Discord in the *important* channel.

**Managing Updates**

* **Update Process:** Edits will be made in the appropriate Google Docs within designated subfolders and this can be performed by all team members. The Document Controller and Quality Assurance will review the changes to ensure they meet our standards.
* **Documentation of Major Updates:** A brief description of major updates will be communicated in the important chat and Section 1.3 - Version Control will be updated to reflect the version change.

**Consistency and Quality Assurance**

* **Consistency Checks:** Regular reviews by all team members, with Krish and David as the main proofreaders to ensure integrity and accuracy of all content within the team’s documents
* **Documenting Decisions:** All potential changes or need for change will be documented in an internal spreadsheet, with columns for “Error Caught,” “Reason,” and “Actioned?”. Here the Quality Assurance will notify the relevant team member responsible for the flagged section.

**Archiving and Client copies**

* **Copies of Submitted Documents:** Stored in a dedicated folder on Google Drive to ensure access to previous versions if needed. On Github each submission copy will be committed with a tag ‘submission’.

## Risks

*[Risks eg work, conflict resolution and how you will resolve it, values, ethics, other courses.*

*For each known risk give a unique identifier, a task number association (if any), risk priority (importance 1 down to 3 based on probability x impact), description, trigger event, risk owner, probability of it occurring (low/med/high), potential impact and the strategy to mitigate and manage the risk if it happens)*

|  |  |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | 1 Negligible | 2 Minor | 3 Moderate | 4 Major | 5 Catastrophic |
| 5  Very Likely | | **5** | **10** | **15** | **20** | **25** |
|  |  |  |  |  |
| 4 Probable | | **4** | **8** | **12** | **16** | **20** |
|  | R12 | R13 |  | R01 |
| 3 Possible | | **3** | **6** | **9** | **12** | **15** |
| R06 | R02 | R04, R10 | R15 |  |
| 2 Not likely | | **2** | **4** | **6** | **8** | **10** |
|  | R09 |  |  |  |
| 1 Very unlikely | | **1** | **2** | **3** | **4** | **5** |
| R05, R14 | R03, R11 |  | R08 | R07 |

***Priority Rank (PR)*** *- High to Low in order of importance*

| ***Risk Id*** | ***PR*** | ***Risk Description*** | ***Trigger*** | ***Owner*** | ***P*** | ***I*** | ***Mitigation Response*** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| R01 | 20 | Errors or inaccuracies in data analysis or report writing. | Misinterpretation of data or analysis mistakes | Researcher | 4 | 5 | Implement review and validation processes to ensure accuracy. |
| R02 | 6 | Delays in receiving feedback from professors or mentors. | Slow response times or scheduling conflicts | Communications | 3 | 2 | Establish early communication and set deadlines for feedback. |
| R03 | 2 | Changes in project requirements or scope. | New guidelines or feedback from faculty | Team Leader | 1 | 2 | Adapt to changes promptly and communicate updates to the team. |
| R04 | 9 | Insufficient team engagement or motivation. | Lack of interest or conflicting priorities | Team Leader | 3 | 3 | Foster a positive team environment and set clear, motivating goals. |
| R05 | 1 | Lack of team cohesion or interpersonal conflicts. | Disagreements or differing opinions | Communications | 1 | 1 | Establish clear communication channels and conflict resolution processes. |
| R06 | 3 | Medical complications or stress-related issues. | High stress levels, anxiety | Communications | 3 | 1 | Taking sufficient breaks conducting wellbeing checks, and offering support. |
| R07 | 5 | Missed deadlines or late project submissions | Internet issues, system outages | Document Controller | 1 | 5 | Have backup plans, such as using alternative internet connections. |
| R08 | 4 | Loss of key documents or data. | Accidental deletion or corruption | Document Controller | 1 | 4 | Regularly backup all project files and use version control |
| R09 | 4 | Over-reliance on one team member for critical tasks. | Key member responsible for crucial tasks | Team Leader | 2 | 2 | Distribute tasks evenly and ensure all members are cross-trained. |
| R10 | 9 | Lack of access to relevant academic materials. | Unavailability of sources or tools needed | Researcher | 3 | 3 | Identify and secure necessary resources early, and have alternatives or substitutes available. |
| R11 | 2 | Technical issues with software or tools. | Software malfunctions or incompatibility | Quality Assurance | 1 | 2 | Perform backups, and have a technical support plan. |
| R12 | 8 | Unavailability of team members due to other commitments. | Conflicting schedules or personal issues | Communications | 4 | 2 | Schedule meetings well in advance and accommodate flexible working hours |
| R13 | 12 | Inconsistent quality of work across team members. | Varying levels of commitment or skill | Quality Assurance | 4 | 3 | Set quality standards and conduct regular reviews of team submissions. |
| R14 | 1 | Team member unenrolled from the subject | Personal or external influences | Team Leader | 1 | 1 | Plan for potential departures by having a flexible task allocation and backup members. |
| R15 | 12 | Team members fail to complete assigned tasks. | Poor planning, miscommunication | Team Leader | 3 | 4 | Clearly define roles, set clear deadlines, and regularly check progress. |

## Communications – where and when

*[When, where, will the team work together, how are meetings and communications carried out eg. only in tutorial, via discord, via teams  
  
What happens when communications don’t happen – should be documented, preferably in the risks section of the document.*

*How are you going to operate as a group: Accountability, Agendas, Minutes, Tracking of action items*

**Primary Communication Platform**: Discord

**Channels**:

* **Social Channel**: Casual interaction and team bonding.
* **Project Work Channel**: Dedicated to discussing project-related matters.
* **Files Channel**: For quick sharing of project-related documents and files.

**Meeting Schedule (in-person)**:

* **Frequency**: Weekly, right after the team’s tutorial timeslot at Tuesday 8pm.
* **Purpose**: To discuss project progress, assign tasks, and document meeting minutes.
* **Documentation**: Meeting minutes are recorded to capture discussions and action items.

**Communication Procedures**

* **Regular Meetings**: Weekly meetings will be held to ensure consistent progress tracking and task assignment.
* **Action Items**: Assigned during meetings, tracked using Trello to monitor completion status.

**Accountability**

* **Meeting Minutes**: Recorded at each meeting, including what was discussed, decisions made, and action items assigned. These are recorded in Section 5 of our Team Charter.
* **Task Tracking**: Managed through Trello to ensure accountability and transparency on task progress. Detailed list can also be seen in Section 3: Responsibilities.

**Contingency for Communication Issues**

* **Documentation of Issues**: Instances of communication breakdown or missed updates will be documented for clarity and accountability.
* **Mitigation Strategies**:
  + **Follow-Up**: In case of missed communications, a follow-up will be conducted through Discord or direct messages.
  + **Escalation**: Persistent issues will be escalated to the Project Lead for resolution.

**Operating Procedures**

* **Agendas**: Agendas for each meeting will be prepared and shared beforehand to ensure focused discussions.
* **Minutes**: Meeting minutes will be recorded and distributed to all team members within 24 hours of the meeting.
* **Tracking Action Items**: Action items will be tracked in Trello, with deadlines and responsible team members clearly assigned.

## SWOT

### Individual SWOT

*What does each of you bring to the team. Strengths, Weaknesses, Opportunities and Threats,*  
*Name: Krish Rishi Karnani*

| ***STRENGTHS***   * *Loves meeting new people* * *Works relatively hard* * *Likes to do upskill outside of uni* | ***WEAKNESSES***   * *Proofreading long pieces of writing* * *Saying no* * *Making sure I do enough work* |
| --- | --- |
| ***OPPORTUNITIES***   * *Being able to learn from one another* | ***THREATS***   * *Networking events // CCEC? What’s the acronym for this? Probs want to be specific* |

*Name:Ryan Chan*

| ***STRENGTHS***   * *Hard worker sometimes* * *Able to be reached at anytime* * *Very flexible in opinion* | ***WEAKNESSES***   * *Not always meticulous* * *Not always organised* * *Sleeps in* |
| --- | --- |
| ***OPPORTUNITIES***   * *Learning project management which could be applied in my outside life* | ***THREATS***   * *Life events/work* * *Sickness* |

Team Member: **Eric Lin**

| ***STRENGTHS***   * **Organised and Meticulous**: Maintains a structured approach, ensuring tasks are completed with attention to detail. * **Resourceful**: Effectively utilises available resources to solve problems. * **Proactive:** Starts work early, allowing time for revisions. * **Solution-Oriented:** Quickly drafts solutions to facilitate progress. | ***WEAKNESSES***   * **Over-Checking**: Double and triple-checks work, which can lead to inefficiencies. * **Scope Management**: Sometimes struggles to keep tasks within the intended scope. * **Sleep Schedule**: May over-prioritize sleep, affecting availability. |
| --- | --- |
| ***OPPORTUNITIES***   * **Team Trust**: First-time fully relying on the team, promoting collaboration and shared responsibility. * **Skill Development**: Frequently listed as it highlights the chance to improve or acquire new skills through the project. | ***THREATS***   * **Work Inflexibility**: Rigid work commitments might limit flexibility with university tasks. * **Availability Issues**: Potential periods of inaccessibility due to work. * **Increased On-Call Duties**: More frequent work commitments this semester could impact availability and focus. |

*Name: Anthony He*

| ***STRENGTHS***   * *Honest* * *Critical* * *Attentive* | ***WEAKNESSES***   * *Lack of time management* |
| --- | --- |
| ***OPPORTUNITIES***   * *Building confidence in a group setting to improve communication skills outside this project.* * *Expanding to other projects outside the team not in the Information Technology field to develop other expertise.* * *Develop new partnerships and friendships by having a good reputation from self-work.* | ***THREATS*** |

*Name: Claire Mi*

| ***STRENGTHS***   * *Attention to detail, able to pick up on minor details that may be missed* * *Communication skills; update team on completed work, delays etc.* * *Creative, good design skills* | ***WEAKNESSES***   * *Sometimes skips proof-reading long written paragraphs* * *Runs a bit late for team meetings/class* |
| --- | --- |
| ***OPPORTUNITIES***   * *Gaining experience working in a project management team based environment* | ***THREATS***   * *Balancing uni/work life balance* * *Often only be able to work on parts of group assessments during times that may not align with proposed group deadline* |

*Name: Woo Suk (David) Bae*

| ***STRENGTHS***   * *Likes to listen to others’ opinions and try to improve them in various ways* * *Ability to perform research from numerous sources for accurate information* * *Try to chime in as often as possible* | ***WEAKNESSES***   * *A bit slow reading speed, such as articles, reports, or other written information* * *Time management* |
| --- | --- |
| ***OPPORTUNITIES***   * *Team project is always a good opportunity to build relationships and build cooperating skills* | ***THREATS***   * *Might not be able to contribute the most, since having two jobs. Cost of living crisis in Sydney…* * *Might be available at late night most of the days after work* |

### Team SWOT

| ***STRENGTHS (internal positive)***   * **Previous Collaboration**: Team members have worked together before, understanding each other’s skills. * **Harmonious Relationships**: No existing conflicts, fostering a cooperative environment. * **Diverse Skill Sets**: Team strengths cover research, design, and management. * **Adaptability**: Ability to quickly adapt and collaborate under pressure*.* | ***WEAKNESSES (internal negative)***   * **Over-Reliance on Trust**: Sometimes assume tasks are completed without verifying. * **Control Imbalance**: Some members may take too much control, limiting input from others. * **Ethical Disagreements**: Conflicts may arise over differing ethical viewpoints. |
| --- | --- |
| ***OPPORTUNITIES (external positive)***   * **Project Management Experience**: Gain practical experience in a simulated project environment. * **Academic Support**: Access guidance and feedback from professors and mentors. * **Practical Application**: Apply project management principles in a real-world team setting. * **Peer Learning**: Learn from and collaborate with peers also studying project management. | ***THREATS (external negative)***   * **Scheduling Conflicts**: Extracurricular activities and clashing timetables may disrupt deadlines. * **Time Constraints**: Competing commitments could impact the quality of this project. * **Different Sleep Schedules**: Varied sleep patterns might complicate coordination. * **External Distractions**: Other obligations could reduce focus on the project. |

# Responsibilities

*Who is responsible for what sections of the interim and final reports..   
Note: Interim reports can be further subdivided into team lead, Quality controller, Document owner and researcher, minute keeper etc.   
One person per section (except for each interim reports – all should work on each report)*

*For the final report, each student needs to own at least 2 sections, at least 1 of which needs to be a 20 mark section. All sections need to have an owner.*

*For the interim report, all students need to be involved but there still needs to be a leader.*

| **Section number** | **Marks** | **Section** **Name** | **Person** | **Due date** |
| --- | --- | --- | --- | --- |
| Int1 | 3 | Interim report 1 (Project charter) | Ryan | 05/09/2024 |
| Int2 | 3 | Interim report 2 | David | 12/09/2024 |
| Int3 | 3 | Interim report 3 | Krish | 19/09/2024 |
| Int4 | 3 | Interim report 4 | Claire | 10/10/2024 |
| Int5 | 3 | Interim report 5 | Eric, Anthony | 17/10/2024 |

*For the final report, each student needs to own at least 2 sections, at least 1 of which needs to be a 20 mark section. All sections need to have an owner.*

| **Section number** | **Marks** | **Section** **Name** | **Person** | **Due date** |
| --- | --- | --- | --- | --- |
|  |  | **Final Report –sections (draft)** |  | 02/11/2024 |
| 1a | 10 | Exec Summary and | David | 02/11/2024 |
| 1b | 10 | Business Overview | Anthony | 31/10/2024 |
| 2A | 10 | Stakeholder management | Krish | 31/10/2024 |
| 2B | 10 | Communication plan | Eric | 31/10/2024 |
| 2C | 20 | System development approaches (SDLC) and integration with Project management approach (PLC). | Ryan | 31/10/2024 |
| 2D | 10 | Risk management (impact on project only) | Anthony | 31/10/2024 |
| 2E | 20 | Project progress monitoring, scope management and change control strategy and governance. | Krish | 31/10/2024 |
| 2F | 10 | Quality management strategy and initial planning | Ryan | 31/10/2024 |
| 3A | 20 | High-level work breakdown structure of the project (100 – 150 tasks) | Eric | 31/10/2024 |
| 3B | 20 | NDD - and AON | Eric | 31/10/2024 |
| 3C | 20 | Gantt | Claire | 31/10/2024 |
| 3D | 20 | Key project milestones and critical path dependencies | David | 31/10/2024 |
| 3F | 20 | Best estimate of time and Validation of proposed budget | Anthony | 31/10/2024 |
| 3G | 20 | Human resourcing estimate (to populate WBS) | Eric | 31/10/2024 |
| 4 | 10 | Conclusion | Eric | 02/11/2024 |
| 5 | 20 | Slide deck – presentation to customer | Claire | 02/11/2024 |

# References

Asana. (2022, October 9). *Risk Matrix Template: How to Assess Risk for Project Success • Asana*. Asana. <https://asana.com/resources/risk-matrix-template>

Landau, P. (2023, April 27). *The 10 Project Management Knowledge Areas*. ProjectManager. <https://www.projectmanager.com/blog/10-project-management-knowledge-areas>

Miranda, D., & Watts, R. (2024, June 4). *What Is A RACI Chart?* *Everything You Need To Know About This Project Management Tool*. Forbes Advisor. <https://www.forbes.com/advisor/business/raci-chart/>

# Meeting minutes

| **Day/Date/Time:** 13/08/2024, 8:00 PM |
| --- |
| **Location:** In person meeting at the UTS Campus after the tutorial |
| **Attendees:** Eric, Claire, Anthony, Ryan |
| **Purpose:** Review of the tutorial lesson and requirements for the next week’s tutorial. |
| **Agenda:**   1. Catch up on tutorial requirements. 2. Discuss additions and improvements to the team charter. 3. Review personal availability for future meetings. |
| **Discussion:**   * **Catch Krish up on what’s required**: Reviewed the tutorial tasks and requirements for those who missed the session. * **Team Charter**: Discussed what needs to be added and improved in the team charter, including individual contributions. * **Personal Availabilities**: Briefly discussed each team member's availability to plan future meetings. |
| **Actions/Decisions:**   * Krish will be updated separately on the tutorial requirements. * Each team member will draft their section for the team charter if they have the time as it’s not due yet. * A follow-up meeting is tentatively planned for next tutorial |
| **Outcome:** As this was the first meeting, there are no outcomes to gauge yet. |
| **Next Steps:**   * Schedule a follow-up meeting once availability is confirmed. * Finalise the team charter draft for submission in the next tutorial. |
| **Any Other Relevant Information/Comments:** N/A |

| **Day/Date/Time:** 20/08/2024, 8:00 PM |
| --- |
| **Location:** In person meeting at the UTS Campus after the tutorial |
| **Attendees:** Eric, Claire, Anthony, Ryan,Krish,David |
| **Purpose:** Review of the tutorial lesson and requirements for the next week’s tutorial. |
| **Agenda:**   1. Catch up on tutorial requirements. 2. Discuss additions and improvements to the team charter. 3. Review personal availability for future meetings. |
| **Discussion:**   * **Project Charter:** Discussed and asked questions about Governance sections * **Team Charter**: Discussed what needs to be added and improved in the team charter, including individual contributions. * **Personal Availabilities**: Briefly discussed each team member's availability to plan future meetings. |
| **Actions/Decisions:**   * Addition of another member into our group was done * Further discussion online and meeting about finalising the team charter would be done before submission date |
| **Outcome:**   * Have a fully reviewed finalised version of the team charter completed * Assign at least 20 points to each person in the responsibilities section |
| **Next Steps:**   * Schedule a follow-up meeting once availability is confirmed. * Finalise the team charter draft for submission before the 23/08/2024 |
| **Any Other Relevant Information/Comments:** N/A |