**SPRING 2024**

Team Charter

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

**Tutorial no:** 17

**Tutor’s name:** Mohammed Kassira

**Group name:** Unbreakable Six

Team members:

| **Name** | **SID** |
| --- | --- |
| Ryan Chan | 24548669 |
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*Issue date: 2024-Aug-13*

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# Introduction

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 base guideline for team 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

**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, and expected outcomes, and considers any assumptions or constraints relevant to the project.

**Roles and responsibilities (Who)**

The roles and responsibilities section 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 (How)**

The document control section outlines how project documents are stored and managed. All documents are stored online via Google Drive, with regular backups to ensure data security. Responsibilities include managing document versions, ensuring quality assurance, and performing consistency checks. Updates are communicated to the team, and version control tools are used to track changes. The archiving process ensures that 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 outlines how the team will stay connected throughout the project. The primary platform for interactions, discussions, and file sharing is specified. In-person meetings are scheduled as needed, with regular check-ins and task tracking managed through Trello to ensure transparency and accountability. A contingency plan addresses communication breakdowns with follow-up protocols and escalation procedures. Meeting agendas and minutes are prepared and distributed promptly, with action items tracked 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 tasks associated with the project and the final report, detailing ownership and deadlines. The team is responsible for several key deliverables, each with specific ownership and deadlines.

The project includes several assessments, each critical to the overall success. For the final report, the title and associated deadlines are clearly defined. Each section of the report is divided and assigned to specific team members to ensure thorough coverage and timely completion. This structure helps maintain accountability and ensures that every aspect of the report is addressed comprehensively.

**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.

## Document update procedure

This team charter will be reviewed during each tutorial session throughout the semester to ensure it remains current. Documents are hosted on Google Drive, where the team collaborates and updates them as a group. This collaborative environment allows for real-time adjustments and ensures that all team members contribute to the document’s accuracy and relevance.

In addition to these scheduled reviews, the charter will be updated whenever significant changes occur, such as shifts in team roles, adjustments in responsibilities, or the identification of new risks.

The final submission copy will undergo a quality assurance process to ensure its completeness and accuracy. This process includes a thorough review and marking off as submission updates before it is finalised.

## Version Control

**Table 1**  
*Version history of the Team Charter*

| **Version** | **Release date** | **Comments** |
| --- | --- | --- |
| ***0.1*** | 2024-Aug-06 | Helen created the template |
| ***0.2*** | 2024-Aug-13 | The team Filled in team and personal SWOT |
| ***0.2a*** | 2024-Aug-14 | Krish filled out the Personal SWOT |
| ***0.3*** | 2024-Aug-18 | Eric updated personal and team SWOT, Document control and added Risks. |
| ***0.4*** | 2024-Aug-20 | The team added additional notes under each section during the tutorial and made amends to some sections. David added his personal SWOT. |
| ***0.5*** | 2024-Aug-21 | Claire updated the Outline section. Ryan added Meetings minutes for 20/08/2024. |
| ***0.6*** | 2024-Aug-22 | Anthony reviews Risk section and updated Personal SWOT |
| ***0.6a*** | 2024-Aug-22 | Ryan filled out document control and asked for a review of the section |
| ***0.7*** | 2024-Aug-23 | 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. Claire refined the Outline section. |
| ***0.8*** | 2024-Aug-23 | Anthony finalised the individual SWOT and Roles and Responsibilities tables and reordered the Risks Table in descending order of Priority Rank. |
| ***0.8a*** | 2024-Aug-23 | UTS Style guide and APA referencing preliminary check. Dates and Tables. |
| ***0.8b*** | 2024-Aug-23 | Krish finalising Individual SWOT, and Roles and Responsibilities tables. |
| ***0.9*** | 2024-Aug-23 | Anthony doing document font and margin reformatting and grammar correction. |
| ***1.0*** | 2024-Aug-23 | Final formatting, final review, All Team members have signed off on changes and approved for submission. |

# Team charter

## Why – the reason the team exists

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 **ACHIEV**E 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

**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** | **Name** | **Due Date** |
| --- | --- | --- |
| 1 | Project Charter | 2024-Sep-05 |
| 2 | Stakeholders and Risk Man | 2024-Sep-12 |
| 3 | Task List | 2024-Sep-19 |
| 4 | Charts | 2024-Oct-10 |
| 5 | Resourcing and Costs | 2024-Oct-17 |

* **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 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

**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, and version control, and ensures the 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, the process of report writing and report submission process, the team has streamlined all major tasks involved which will form the workflow going into each report. Please refer to Section 3 - Responsibilities for a more detailed and comprehensive list.

| **R:** | Responsible for completing the task |
| --- | --- |
| **A:** | Accountable for the task’s completion and ensures standards are met |
| **S:** | Support the completion of the task |
| **C:** | Consulted on the task and provides advice and expertise |
| **I:** | Informed about the task progress, no action required |

**Table 2**  
*RASCI chart for team roles and responsibilities*

| **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** |

*Note.* Adapted from Miranda, D., & Watts, R. (2024, June 4). *What is a RACI chart? Everything you need to know about this project management tool*. Forbes Advisor.

| **Team Member 1** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
| Ryan Chan | 0433887070 | ryan.chan-1@student.uts.edu.au |
| **What do they bring to the team** | | |
| * **Hard worker:** Does not mind redoing things multiple times to get it right. Willing to put in the hours to get the desired outcome. * **Able to be reached at any time:** Will always have some form of communication which can be reached. * **Very flexible in opinion:** Always look for the positives or negatives in varying opinions and try to understand them. | | |
| **Team Role(s)** | | |
| Researcher, Communications | | |
| **Aims** | | |
| I aim to achieve a letter grade of HD and learn project management skills that can be used not only in my career but also within my personal life. | | |

| **Team Member 2** | | |
| --- | --- | --- |
| **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 skills in several key PMBOK knowledge areas:   * **Operational Efficiency:** Ability to streamline and integrate cafe operations for smooth daily functioning and high customer satisfaction. * **Cost Control:** Managing budgets and controlling expenses, ensuring profitability while maintaining quality service. * **Team Management:** Training, and leading a diverse team, fostering a collaborative and productive work environment. * **Effective Communication:** Ability to communicate clearly with staff, customers, and suppliers, resolving issues and enhancing overall quality. * **Risk Mitigation:** Experience in identifying potential risks and implementing strategies to manage operational disruptions and ensure continuous service. | | |
| **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 3** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
| Claire Mi | 0415858808 | claire.mi@student.uts.edu.au |
| **What do they bring to the team** | | |
| * **Attention to detail:** Have a keen eye and be able to pick up on minor details that others may miss. * **Personal communication skills:** Previous experience working in sales which requires strong personal communication skills. Capable of updating the team on completed work and any potential delays. * **Creative:** Enjoy working on creative works and have experience with various design tools including Canva, Figma, and Procreate. | | |
| **Team Role(s)** | | |
| Communications | | |
| **Aims** | | |
| To gain experience working within a project management environment by participating in group planning and execution of projects. | | |

| **Team Member 4** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
| Woo Suk (David) Bae | 0433221031 | WooSuk.Bae@student.uts.edu.au |
| **What do they bring to the team** | | |
| * **A supportive team member:** Provides supportive ideas on topics and feedback. * **An accurate researcher:** Has ability to perform research on various sources and platforms to obtain valid and accurate information. * **An honest evaluator:** Will make sure the overall quality of works including documenting, information, formatting, etc, is at a very high standard. | | |
| **Team Role(s)** | | |
| Quality Assurance, Researcher | | |
| **Aims** | | |
| To cooperate with team members well and come up with a very high quality of work. | | |

| **Team Member 5** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
| Anthony He | 0415809523 | anthony.z.he@student.uts.edu.au |
| **What do they bring to the team** | | |
| * **Problem Solving:** Ability to adapt to obstacles and unforeseen events by observing and identifying alternate routes that preserve the progress of the project. * **Quality Assurance Practises**: Experience in documenting and evaluating deliverables and products that need to meet the required specifications and standards. * **Resilience:** Maintaining constant engagement through hardships of the project to boost morale and hopefulness towards its completion. | | |
| **Team Role(s)** | | |
| Team Leader, Quality Assurance | | |
| **Aims** | | |
| **Leadership:** Taking this opportunity to improve communication and interpersonal skills to manage and organise the team to deliver their tasks within the necessary timeframe. This role proved challenging but will demonstrate abilities to utilise each team member efficiently. | | |

| **Team Member 6** | | |
| --- | --- | --- |
| **Name** | **Contact** | **Email** |
| Krish Rishi Karnani | 0474562471 | krishrishi.karnani@student.uts.edu.au |
| **What do they bring to the team** | | |
| With more than a year of experience leading and working with the UTS Cyber Security Society in total, I have been able to learn how to manage people and prioritise items as secretary.   * **Meeting Minutes:** Experience in writing agendas and meeting minutes with a relatively quick turnaround time. * **Leadership:** Able to pivot and garner support from other colleagues in achieving positive outcomes. * **Adaptive:** Ability to quickly adapt to feedback and embrace change. Takes constructive criticism/feedback onboard. * **Responsive:** Responds relatively quickly to messages and tries to provide substance to the matter. * **Coordination:** Experience in delegating tasks to other people based on their strengths/weaknesses and availability. | | |
| **Team Role(s)** | | |
| Quality Assurance | | |
| **Aims** | | |
| To go above and beyond to deliver positive results to the team. | | |

## Document control

**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, and it will be the third source of online backup. Each commit will document the relevant changes 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 all team members can perform them. 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 changes in the version.

**Consistency and Quality Assurance**

* **Consistency Checks:** Regular reviews by all team members, with Krish and David as the main proofreaders to ensure the 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 the tag ‘submission’.

## Risks

**Table 3**  
*5x5 Risk Matrix with RIsk IDs for Risk Assessment*

|  |  |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | 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 |

*Note.* Adapted from Asana. (2022, October 9). *Risk Matrix Template: How to Assess Risk for Project Success*. Asana.

**Table 4**  
*Detailed Risk List with IDs, Descriptions, Triggers, Owners, Probabilities, Impacts, and Mitigation. Probability 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| R12 | 8 | Team members are unavailable due to other commitments. | Conflicting schedules or personal issues | Communications | 4 | 2 | Schedule meetings well in advance and accommodate flexible working hours |
| 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. |
| 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. |
| R06 | 3 | Medical complications or stress-related issues. | High stress levels, anxiety | Communications | 3 | 1 | Taking sufficient breaks conducting wellbeing checks, and offering support. |
| 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. |
| R11 | 2 | Technical issues with software or tools. | Software malfunctions or incompatibility | Quality Assurance | 1 | 2 | Perform backups, and have a technical support plan. |
| R05 | 1 | Lack of team cohesion or interpersonal conflicts. | Disagreements or differing opinions | Communications | 1 | 1 | Establish clear communication channels and conflict resolution processes. |
| 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. |

## Communications – where and when

**Primary Communication Platform**: Discord

**Channels**:

* **Social Channel**: Casual interaction and team bonding.
* **Project Work Channel**: Dedicated to discussing project-related matters.
* **Files Channel**: This is 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

| Team Member: **Krish Rishi Karnani** | |
| --- | --- |
| **STRENGTHS** | **WEAKNESSES** |
| **Outgoing:** Loves meeting new people and providing a sense of inclusion.  **Hardworking:** Will be able to produce a high standard on deliverables that I can say “I am proud of this piece of work”. | **Last minute:** Might tend to start work quite late, making revisions difficult.  **Proofreading:** Sometimes might not check minor details. |
| **OPPORTUNITIES** | **THREATS** |
| **Collaboration:** Being able to learn from one another and work together.  **Proactive:** Always been interested in equipping myself with new skills learnt outside of university. | **Sickness:** Might tend to fall sick easily. |

| Team Member: **Ryan Chan** | |
| --- | --- |
| **STRENGTHS** | **WEAKNESSES** |
| **Hard Worker**: Consistently puts in significant effort and time to complete tasks.  **Always Available**: Accessible at all times, ensuring responsiveness and quick communication.  **Flexible in Opinion**: Open to different viewpoints and adaptable to changing situations | **Lack of Attention to Detail**: May not always be meticulous, leading to occasional oversights.  **Organisational Challenges**: Struggles with maintaining structure and organisation in work.  **Inconsistent Sleep Schedule**: Tends to sleep in, which can affect punctuality and early availability. |
| **OPPORTUNITIES** | **THREATS** |
| **Project Management Skills**: Learning project management techniques that can be applied both professionally and personally. | **Life Events**: External life events or work-related issues that could impact focus and availability.  **Health Concerns**: Potential sickness or health issues that might interfere with responsibilities. |

| Team Member: **Eric Lin** | |
| --- | --- |
| **STRENGTHS** | **WEAKNESSES** |
| **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. | **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-prioritise sleep, affecting availability. |
| **OPPORTUNITIES** | **THREATS** |
| **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. | **Work Inflexibility**: Rigid work commitments might limit flexibility with university tasks.  **Availability Issues**: Potential periods of inaccessibility due to work. |

| Team Member: **Woo Suk (David) Bae** | |
| --- | --- |
| **STRENGTHS** | **WEAKNESSES** |
| **Actively Listens**: improves ideas through various approaches.  **Research Skills**: Capable of conducting thorough, reliable and accurate research from numerous sources.  **Engagement**: Tries to contribute frequently to discussions. | **Slow Reading Speed**: Takes longer to read through articles, reports, and other written information.  **Time Management**: Struggles with managing time effectively. |
| **OPPORTUNITIES** | **THREATS** |
| **Collaboration**: Engaging in the team project provides a valuable opportunity to build relationships and enhance team skills. | **Limited Contribution**: Having two jobs may limit the ability to contribute fully to the project.  **Late Availability**: May only be available late at night most days due to work commitments. |

| Team Member: **Anthony He** | |
| --- | --- |
| **STRENGTHS** | **WEAKNESSES** |
| **Constructive Feedback**: in a way that is supportive and encouraging.  **Detail-Oriented**: ensuring that specifications are clear before moving forward.  **Responsive**: Quick and prompt replies both online and in person. | **Task Overextension**: Struggles to know when to stop working on a task, which can lead to delays and impact deadlines.  **Indecisiveness**: can hinder team workflow and may result in the need to restart tasks.  **Restlessness**: reduced focus and ability to pay attention to details. |
| **OPPORTUNITIES** | **THREATS** |
| **Confidence Building**: within a group setting, which can enhance communication skills.  **Skill Diversification**: Expanding involvement in projects outside of Information Technology to develop expertise in other fields.  **Networking**: Building new partnerships and friendships through maintaining a good reputation for quality work. | **Outside Commitments**: such as work, may interfere with the ability to deliver project tasks on time.  **Learning Curve**: new skills or adapting to new technology could require time to master.  **Team Performance**: If the current team underperforms, there is a risk of leaving to join another team with a better track record. |

| Team Member: **Claire Mi** | |
| --- | --- |
| **STRENGTHS** | **WEAKNESSES** |
| **Attention to Detail:** Highly attentive to minor details that others may overlook.  **Communication:** Keeps the team informed about completed tasks, potential delays, and progress.  **Design Skills:** Brings a creative approach and strong design skills to the team. | **Inconsistent Proofreading**: Sometimes skips proofreading long written paragraphs, which can lead to overlooked errors.  **Punctuality**: Occasionally runs late for team meetings and classes, which can affect coordination and timing |
| **OPPORTUNITIES** | **THREATS** |
| **Experience**: Gaining valuable experience working in a team-based, project management environment. | **Work-Life Balance**: Struggles with balancing university and work could impact performance.  **Scheduling Conflicts**: Often only able to work on group assessments at times that may not align with group members. |

### Team SWOT

| **STRENGTHS** | **WEAKNESSES** |
| --- | --- |
| **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*.* | **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** | **THREATS** |
| **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. | **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

**Table 5**  
*Interim report task list with responsibilities and deadlines*

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

**Table 6**  
*Final Report Sections with Descriptions and Responsibilities and deadlines.*

| **Section number** | **Marks** | **Section** **Name** | **Person** | **Due date** |
| --- | --- | --- | --- | --- |
|  |  | **Final Report –sections (draft)** |  | 2024-Nov-02 |
| 1a | 10 | Exec Summary and | David | 2024-Nov-02 |
| 1b | 10 | Business Overview | Anthony | 2024-Oct-31 |
| 2A | 10 | Stakeholder management | Krish | 2024-Sept-08 |
| 2B | 10 | Communication plan | Eric | 2024-Oct-31 |
| 2C | 20 | System development approaches (SDLC) and integration with Project management approach (PLC). | Ryan | 2024-Oct-31 |
| 2D | 10 | Risk management (impact on project only) | Anthony | 2024-Oct-31 |
| 2E | 20 | Project progress monitoring, scope management and change control strategy and governance. | Krish | 2024-Sept-08 |
| 2F | 10 | Quality management strategy and initial planning | Ryan | 2024-Oct-31 |
| 3A | 20 | High-level work breakdown structure of the project (100 – 150 tasks) | Eric | 2024-Oct-31 |
| 3B | 20 | NDD - and AON | Eric | 2024-Oct-31 |
| 3C | 20 | Gantt | Claire | 2024-Oct-31 |
| 3D | 20 | Key project milestones and critical path dependencies | David | 2024-Oct-31 |
| 3F | 20 | Best estimate of time and Validation of proposed budget | Anthony | 2024-Oct-31 |
| 3G | 20 | Human resourcing estimate (to populate WBS) | Eric | 2024-Oct-31 |
| 4 | 10 | Conclusion | Eric | 2024-Nov-02 |
| 5 | 20 | Slide deck – presentation to customer | Claire | 2024-Nov-02 |

# 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. Discuss what’s required in the upcoming Project Charter |
| **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. * **Updating David**: Getting David set up and welcomed into the team |
| **Actions/Decisions:**   * Addition of another member into our group was done, all file sharing and access required was given including Discord link and Google Drive. * 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 |