COMP214 – PROJECT MANAGEMENT

PROJECT CHARTER – DODGERS

**BUSINESS INFORMATION SYSTEMS**

**SASKATCHEWAN POLYTECHNIC**

Joy Okereke

Namra Patel

Shivalika Soni

Thanh Nhan Nguyen

Wei Huang

**November 21, 2023**

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# **Project Charter – Dodge Mania by Dodgers**

## **Project authorization and introduction**

This Charter formally authorizes a project to use Gamemaker to develop a 2D game called Dodge Mania. A project plan will be developed and submitted to the Project Sponsors for approval. Commencement of project activities will begin upon approval of the project plan and the resources to execute it by the Project Sponsor.

## **Project team and stakeholders**

**Project Team**

|  |  |  |
| --- | --- | --- |
| **Name** | **Primary Role** | **Contact Information** |
| Joy Okereke | Project Leader, Programmer | E: okereke1743@saskpolytech.ca  C: (306) 715-7921 |
| Thanh Nhan Nguyen | Programmer, Media Assistant | E: nguyen7753@saskpolytech.ca C: (306) 216-5893 |
| Wei Huang | Programmer, Analyst | E: huang4727@saskpolytech.ca C: (306) 580-9711 |
| Shivalika Soni | Media Manager, Project Assistant | E: soni5418@saskpolytech.ca  C: (306) 510-0733 |
| Namra Patel | Analyst, Media Assistant | E: patel4738@saskpolytech.ca C: (306) 526-8641 |

**Other Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Name** | **Primary Role** | **Contact Information** |
| Hannah Kopytko | Sponsor | E: kopytko7457@saskpolytech.ca C: (306) 691-8279 |
| Michael Vance | Sponsor | E: vance6486@saskpolytech.ca  C: (306) 775-7613 |

## **Attendance and participation guidelines**

**The team will follow the attendance and participation guidelines:**

* Team members must attend scheduled classes, with one 15-minute break.
* Members should send an email to the sponsors, and team members, in case of late coming to the classes.
* For every online scheduled or urgent meeting, all members must be there.
* If a member cannot attend the class or is behind their assigned tasks, they must send a Group email or contact via provided contact information, to the group leader and other members.
* Acceptable absent reasons: health-related issues, extreme weather conditions, legal appointment, or emergency.
* Out-of-class meetings will be decided during regular meetups, for example, team-building activities.
* Each member is responsible for managing their hours on the Homework Hours List Sheet on the SharePoint site.

## **Communication Plan**

### Communications Summary

The project team needs to follow the guidelines indicated as below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for communication** | **Preferred time** | **Means** | **Frequency** |
| Absence and late | As soon as possible | Email and Text | When it is necessary |
| Daily scrum meetings | Class Schedules | In-person meeting | Every class schedules |
| Weekly Catch-up meeting | Scheduled date | Virtual Meeting1 | Once a week at 10h40 – Wednesday  (When Wei is back to school) |
| Report on assigned tasks | Weekly Catch-up meeting | Virtual meeting 2 In-person meeting | As scheduled or when it is necessary |
| Team building | Scheduled date | Virtual meeting 2 In-person meeting | As scheduled |
| Unexpected or urgent requests | As soon as possible | Email, Text, and In-person | When it is urgent and necessary |

**Note:**

1. Email: should be sent to group mail ([2023-comp214-dodgers\_GRP@saskpolytech.ca](mailto:2023-comp214-dodgers_GRP@saskpolytech.ca))
2. Text:Send text to project leader or proper team member.
3. Virtual meeting1: a Zoom meeting will be scheduled weekly until the project ends.
4. Virtual meeting 2: Use the same Zoom meeting as Virtual meeting1
5. Meeting note: all meeting sessions are required to recap and note in detail on the [SharePoint Notebook.](https://saskpolytech.sharepoint.com/:o:/r/sites/2023-comp214-dodgers_GRP/SiteAssets/2023-COMP214-Dodgers_GRP%20Notebook?d=wda5d897e16aa40bca26f8413b1a466ce&csf=1&web=1&e=LRdGwc)

### Terms of Reference

1. **Client:** BUG.sys
2. **Sponsors:** Michael Vance and Hannah Kopytko
3. **Team Members and Titles:**

* **Project Leader, Programmer:**  Joy Okereke
* **Analyst, Media assistant:** Namra Patel
* **Programmer, Analyst:** Wei Huang
* **Programmer, Media Assistant:** Thanh Nhan Nguyen
* **Media manager, Project Assistant:** Shivalika Soni

1. **Working Title**: Dodge Mania

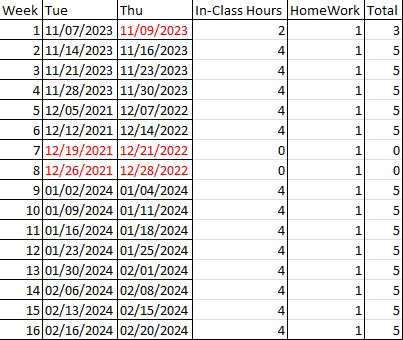
### Communication Constraints or Assumptions

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Assumption or Constraints** | **Action required** | **Notes** |
| 1 | Cultural and language barriers | Team meeting | Find the common points to solve barriers or change the means of communication |
| 2 | A project member resigns | One on one meeting/  Team meeting | Study the cause and re-allocate project tasks and loads. |
| 3 | The project is required to work remotely | Change completely to virtual communication | Change means and communication style |
| 4 | Conflicts between team members | One on one meeting/ Team meeting | Determine conflicts and find the common points |
| 5 | Project delay/late submissions | One on one meeting/ Team meeting | Work together to investigate the issue and resolve it |

## **Project time budget projections**

**Start Date**: November 7th, 2023

**End Date**: February 16th, 2024



**Note:**

* Red: Planned holidays
* Black: in-class hours
* Homework: 1 hour per week

**Summary:**

Number of hours for the semester = 54 hours

Contingency loss = 6 hours

Planned Absences = 14 hours

Homework Hours = 16 hours

Total number of hours = (54 + 16 - 6) \* 5 - 14 = 306 hours

### Key Dates

|  |  |
| --- | --- |
| **Milestone** | **Delivery Date** |
| Project Charter | 11/21/2023 |
| Project Plan | 12/05/2023 |
| Commencement of Project Implementation | 12/07/2023 |
| Status report 1 | 12/14/2023 |
| Status report 2 | 01/16/2024 |
| Status report 3 – Alpha Demo | 01/25/2024 |
| Status report 4 | 02/08/2024 |
| Status report 5 – Beta Test | 02/16/2024 |
| Presentation | 02/27/2024 or 03/01/2024 |

Changes to the above delivery dates can be approved by Michael Vance or Hannah Kopytko without penalty to the project team.

### Team-Sponsor Acceptance

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Primary Role | Signature | Date |
| Joy Okereke | Project Leader, Programmer | J.O | November 21, 2023 |
| Shivalika Soni | Media Manager,  Project Assistant | S.S | November 21, 2023 |
| Namra Patel | Analyst, Media, Assistant | N.P | November 21, 2023 |
| Wei Huang | Programmer, Analyst | W.H | November 21, 2023 |
| Thanh Nhan Nguyen | Programmer, Media Assistant | T.N | November 21, 2023 |

Approved by the Project Sponsor:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Primary Role | Signature | Date |
| Michael Vance | Sponsor | M.V. |  |
| Hannah Kopytko | Sponsor |  |  |