Team Formation and Roles

Team Selection:

- Team members are chosen based on their **skills, expertise, and availability** to ensure an efficient workflow.
- Preference is given to individuals with knowledge in **web development, UI/UX design, data visualization, and project management**.

Title	Role	Name
Project Manager	Responsible for leading a project from concept to close out. This includes conceptualization, initiation, planning, executing-controlling-monitoring, and closing out the project while managing risks, timelines, resources, and the project scope. Works to define the project scope & team members and reports on risks, issues, and progress regularly. The project manager's goals are focused on delivering the project on time, on scope, within budget and to the required quality standard.	
Responsibilities		

- Actively manages, communicates and mitigates project risks and issues and escalates when necessary.
- Manages the expectations of project leadership and stakeholders throughout the project.
- Provides detailed project planning documentation.
- Develops and maintains a comprehensive project plan.
- Responsible for managing the execution of all project milestones/deliverables/releases.
- Provides leadership and actively manages the project team resources within the confines of the project.
- Organizes Inter-Departmental work groups and team meetings, when necessary.
- Monitors project progress; individual and team performance against work estimates and assists when necessary to ensure that the project stays on schedule, cost, scope and quality.
- Manages project scope and change control and escalates issues where necessary
- Provides status reports to the project leadership.
As a liaison to the project leadership.
- When requested, provides a performance feedback loop to "Resource Managers" for all project Team members, which can be helpful for the employee performance and personal development review process.
- Works closely with users to ensure the project meets business needs.

Title	Role	Name
Frontend Developer	Develops the user interface and ensures a responsive design.	
Responsibilities		

- Designs and develops the **user interface (UI)** for an intuitive and responsive experience.
- Implements UI components using **HTML, CSS, JavaScript, and frameworks like React**.
- Ensures cross-browser compatibility and mobile responsiveness.
- Works closely with the Data Visualization Specialist to integrate interactive charts.

Title	Role	Name
Backend Developer	Handles file processing and data parsing.	

Responsibilities

- Develops the logic for **file processing, data parsing, and API integrations**.
- Handles server-side operations (if the project requires backend support).
- Ensures secure handling of uploaded files to prevent vulnerabilities.
- Works on performance optimization for processing large datasets.

Title	Role	Name
Data Visualization Specialist	Implements charting libraries and optimizes data rendering.	

Responsibilities

- Selects and implements charting libraries such as D3.js, Chart.js, or Plotly.
- Develops algorithms to process and visualize data in meaningful ways.
- Ensures interactive features such as **zooming, filtering, and tooltips** work smoothly.
- Optimizes visualization performance for large datasets.

Title	Role	Names
Quality assurance analyst	Ensures functionality, usability, and bug fixes.	

Responsibilities

- Conducts **functional, usability, and performance testing** to ensure the system works as expected.
- Identifies and documents bugs, inconsistencies, and user experience issues.
- Ensures that different data formats (CSV, JSON, Excel) are correctly handled.
- Validates responsiveness and cross-browser compatibility.