

Team Project: Project Plan

What to hand in:

- Due: 11:59PM January 20 (Tuesday Lab) or Jan 22 (Thursday Lab)
 - As a Team:
 - In the Documents Repository:
 - **ProjectPlan.pdf**
 - In the Meetings Repository:
 - the appropriate meetings document
 - Individually:
 - In the TimeSheets Repository:
 - updated **TimeSheets.txt**
 - In the Contributions Repository:
 - **ProjectPlan.txt** complete with your Contributions Documented
- A short team presentation (10-15 minutes) will take place in lab on January 21 (Tuesday Lab) or January 23 (Thursday Lab)

Project Plan Document

This document will describe the initial project idea and analyze its risk. It should be formatted as follows:

Document Overview

A short (2-3 paragraph) description of the contents of the document.

Team Roles Update

Provide an update of any changes to the team roles and responsibilities.

Proposal Update

Provide an update on the current state of the project, including:

- any changes made to the planned product, features, or interface
- the reason for any changes

Management Plan

Describe your plan for managing and running the project, including:

- Final team structures (roles and responsibilities)
- Team charter
- List of milestones, deliverables, and deadlines
- Key technical processes your team will follow, including:
 - version control team plans to use for team repository
 - development environment and tools team plans to use
 - code and document standards team plans to follow
- Project metrics the team plans to track, including:
 - intended use of metrics
 - processes used to gather metrics
 - responsibilities of team with respect to those processes
- Initial software development plan:

- a table or chart identifying all planned project tasks, and specify for each:
 - task name
 - nature of task
 - associated deliverable
 - planned start date
 - planned completion date
 - total time for task (estimated)
 - percent of task complete to date
 - team member assigned to task

Risk Framework

Give a description of your risk analysis framework, including:

- overview of your risk analysis framework
- description of risks covered by your framework
- table showing risk analysis framework, categorizing the nature, probability, and severity of risks
- identify risks team has decided to track and manage, and the reason for choosing those risks

Risk Plans

Give a description of the risk management plan, complete with:

- overview of risk management plan
- plans for monitoring risks the team has chosen to track and manage
- plans for avoiding the risks the team has chosen to track and manage
- plans for mitigating the damage associated with the risks the team has chosen to track and manage
- contingency plans for dealing with occurrence of risks the team has chosen to track and manage
- summary of your risk management plans

Team Presentation

In lab, each team will give a brief presentation (10-15 minutes) summarizing the information in the document described above.

Evaluation Criteria

This assignment is worth 10% of the overall project mark. Your mark will be based on the group's contribution, weighted based on your peer-evaluated contributions to this deliverable.

Project Plan Document [/6]

- submitted on time
- completeness

Team Presentation [/2]

Total Mark: [/6]