

Team Project: Team Formation

What to hand in:

This assignment is worth 10% of the overall project mark

- Due: 11:59PM January 13 (Tuesday lab) or January 15 (Thursday Lab)
 - As a Team:
 - In the Documents Repository:
 - **TeamFormation.pdf**
 - **RolesAndResponsibilities.pdf**
 - **TeamContract.pdf**
 - **SkillsInventory[memberName].pdf** for each group member
 - **SWOT.pdf**
 - In the Meetings Repository:
 - the appropriate meetings document
 - Individually:
 - In the TimeSheets Repository:
 - **TimeSheets.txt**
 - In the Contributions Repository:
 - **TeamFormation.txt** complete with your Contributions Documented
- A short team presentation (10 minutes including questions) will take place in lab on January 14 (Tuesday Lab) or January 16 (Thursday Lab)

Team Formation Document

This document will provide information about your team members, and their proposed roles in the team. It should be formatted as follows:

Team Name

Decide upon a name for your team. This name will appear on all subsequent project documents and communications.

Document Overview

A short (1 paragraph) description of the contents of the document.

Contact Information

For each team member:

- name
- contact email address

Identify which team member will act as primary contact. This must be someone who reliably and consistently checks and responds to their emails.

Preliminary Roles and Responsibilities

Again, this is a summary of the information found in the documents submitted below for the team's roles and responsibilities. In this section, summarize how the project's duties will be split across the team members.

Preliminary Proposal

Describe your team project idea, including:

- Chosen project/product name
- Product overview, in paragraph form that:
 - briefly outlines the product
 - identifies the target audience
 - identifies the key feature ideas
- A more detailed discussion of the target audience, that clearly describes why the product is of interest to the audience
- A preliminary features list and prioritization
 - outline the core features that are essential
 - describe additional features that are important but not essential
 - describe features that would be nice, but are less important
- One or two preliminary interface ideas, including:
 - ideas for look and feel of product
 - simple images/diagrams
 - description of look and feel

Feasibility Analysis and Recommendations

Provide an analysis of how practical your project is *for your team*, including at minimum:

- an overview of the feasibility analysis
- an analysis of the technical risks associated with the project, and the key features related to these risks
- an analysis of the economic risks associated with the project, and the key features related to these risks
- an analysis of the organizational risks associated with the project, and the key features related to these risks
- A cost benefit analysis of the project
- A summary of the analysis, and set of recommendations on the scale and scope of the project

Team Roles and Responsibilities Documents

In a brief report named RolesAndResponsibilities.pdf:

- identify what roles each group member will take on (expect this to be adjusted over the term)
- when and how your group will meet
- how your group will handle communication (be specific)

Include supporting documentation:

- Skills Inventory for each group member
 - Fill out the SkillsInventory.doc for each member, save it as a pdf and name it SkillsInventory[memberName].pdf
- Team Contract
 - Using one of the templates provided, complete a team contract and name it TeamContract.pdf
 - All team members must be involved in creating the team contract. It is important that everyone agrees with its contents as all team members will be held accountable to it. This contract may be adjusted as needed and resubmitted with any other project deliverable.
- SWOT Document
 - Using the SWOT Analysis document, identify your project and team's:

- Strengths
- Weaknesses
- Opportunities
- Threats

Team Presentation

In lab, each team will give a brief presentation (10 minutes, including questions) summarizing the information in the Team Formation Document and supporting documents.

*****Time will be limited to 10 minutes, plus questions, to allow for all three teams to present and get feedback*****

Evaluation Criteria

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

Team Formation Document [/4]

- submitted on time
- completeness

Team Presentation [/2]

Total Mark: [/6]