Project way of working

The project group wants to transmit information between project members in such a way that there is no information loss and/or miscommunication. This is done in multiple manners which is discussed in the upcoming section. The project group invests time in project management, because setting up “correct” deadlines is crucial to achieve the highest customer satisfactory.

People often think that delivering a product before the scheduled deadline in itself is “the only benefit” and therefore forget to see the broader aspect of project management. When delivering a product before the deadline, the customer has the chance to observe and evaluate the delivered product and is therefore able to request the addition of essential extensions or removal of unnecessary functions. Then, the project group has the chance to implement those changes. This results in the highest customer satisfactory because the product is delivered on time and has all requested functions implemented.

Communication plan

The project group expects to have certain setbacks which are inevitable, for example absence due to illness, defective parts or data loss due to corrupted files. The project group will therefore set “internal” deadlines and “external” deadlines. The internal deadlines are set by the project team without customer co-operation, which ensures enough time to live up to customer expectation and evades tasks snowballing. The external deadline(s) are predominantly set by the customer and are non-negotiable. The customer expects the desired result and the project group must deliver on time.

An initial meeting is set at the project kick-off to ensure that all members have a say in the dates on which the internal deadlines are set. The primary ways of communication have been agreed to among group members in order to promote a healthy group process. These primary ways of communication are divided in two categories: digital and non-digital communication. The digital conversation is led via group chat on WhatsApp in which all members are able to express their opinions and ideas. The non-digital conversation is led via group discussions, which will be held weekly on Mondays. During the group discussions the project group will gauge at the internal deadlines, bring ideas to the table and criticize the current release. There will be stand up meetings as well in which (individual) project members will briefly communicate between each other about the current state of affairs. These can be held before/after school, during breaks or in-between lectures.

The project group seeks feedback on the product in order to live up to the expectation of the customer. The customer will criticize the current release of the product during sprint demos in order to improve the final product. Sprint demos will be held once every three weeks.

The current release consists of multiple files, e.g. code structures or wiring diagrams. The completed files will be reviewed by group members (other than the writer) in order to ensure that the code is as optimal as possible. The mentor will be reviewing the current release (once every week) on Mondays in order to give feedback and thus to improve the end result.

Project organisation

In order to satisfy customer needs and to deliver the product on time, the project group has to work together. Full co-operation between group members is expected and in the upcoming section is explained what is expected of each group member.

Roles & responsibilities

The project itself is straight forward and the tasks are limited in difference. Consequently, there are no major differences in roles and the roles are as follows:

|  |  |
| --- | --- |
| **Name** | **Role** |
| Stefan Teeuwen | Scrum Master / Project leader |
| Ahmad Alzarkaoui | Programmer |
| Viktor Ivanov | Programmer |
| Ivaylo Ivanov | Programmer |

The following is expected from all group members:

* Contribute and deliver conform the deadlines
* Taking responsibility over delivered components and expected contributions
* Participate in team activities
* Being able to perform individually
* Help out group members and express expertise
* Taking decisions independently without authorization

In addition to the previously mentioned statements, the following is expected from the scrum master:

* Organize meetings
* Manage project plan activities
* Maintain documentation about feedback
* Correct execution of an Agile way of working

Team dynamics are important and we expect all members to be able to express their ideas and opinions and allow open communication in order to avoid conflicts between group members. Everyone should be able to show their specialties and personality types in order to complement each other’s work. The optimal result for the customer is achieved if all requirements from all group members are met and if open communication is paramount.