CSC3003S Capstone Project — Stage One

Roles [9 Marks]

Project Abbreviation and Name	
Client/Supervisor + email	
Tutor + email	
Date	
Team Members	Student Number, First and Last Name, email
Team Leader [3]	Coordinate project duties, identify and act if problems arise.
Architect [3]	Take responsibility for overall design and integration.
Communicator [3]	Ensure documentation meets requirements, record all meetings and action points. Keep notes.

Instructions:

1. Replace any text in the right-hand column with information about your project.
2. For each role identify the person and state if the role is fixed for the duration of the project or rotating and changing for every phase of the project. Give a brief summary of the duties (job description) in the right-hand column.
3. Being in charge of a portfolio does not mean that person has to undertake all the work associated with that job. Learn to delegate …
4. If your project has specific other roles then add them to the duties of a person and add that description in the left-hand column.

Follow-up

1. Bring this document to your next meeting with your client (or email it to them beforehand) ensure that everyone understands and agrees on the responsibilities.
2. *If the roles change (or rotate) then ensure that this is recorded in the project progress reports.*