Group Number		Tuesday Tagus	Tuesday Alameda	Thursday Alameda	Friday Alameda
20			x		
Student Number	**Student name**				
97081	Diogo Faustino				
97020	Joaquim Rocha				
87671	João Freitas				

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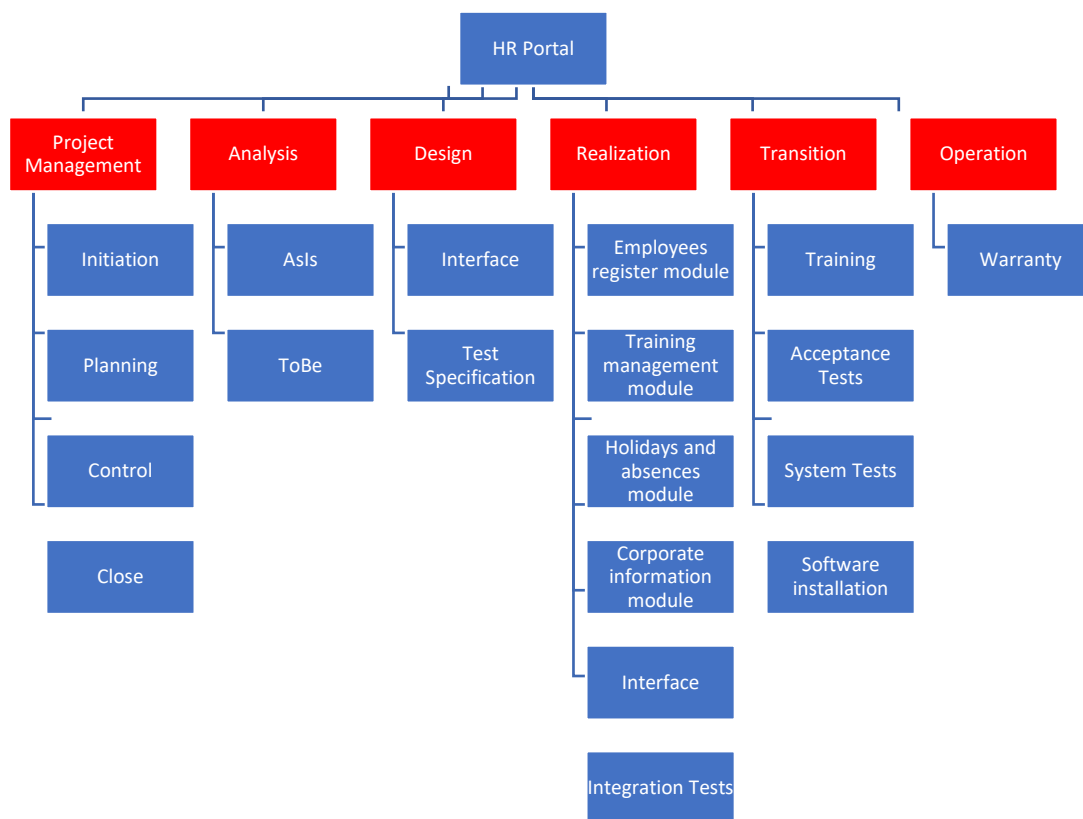
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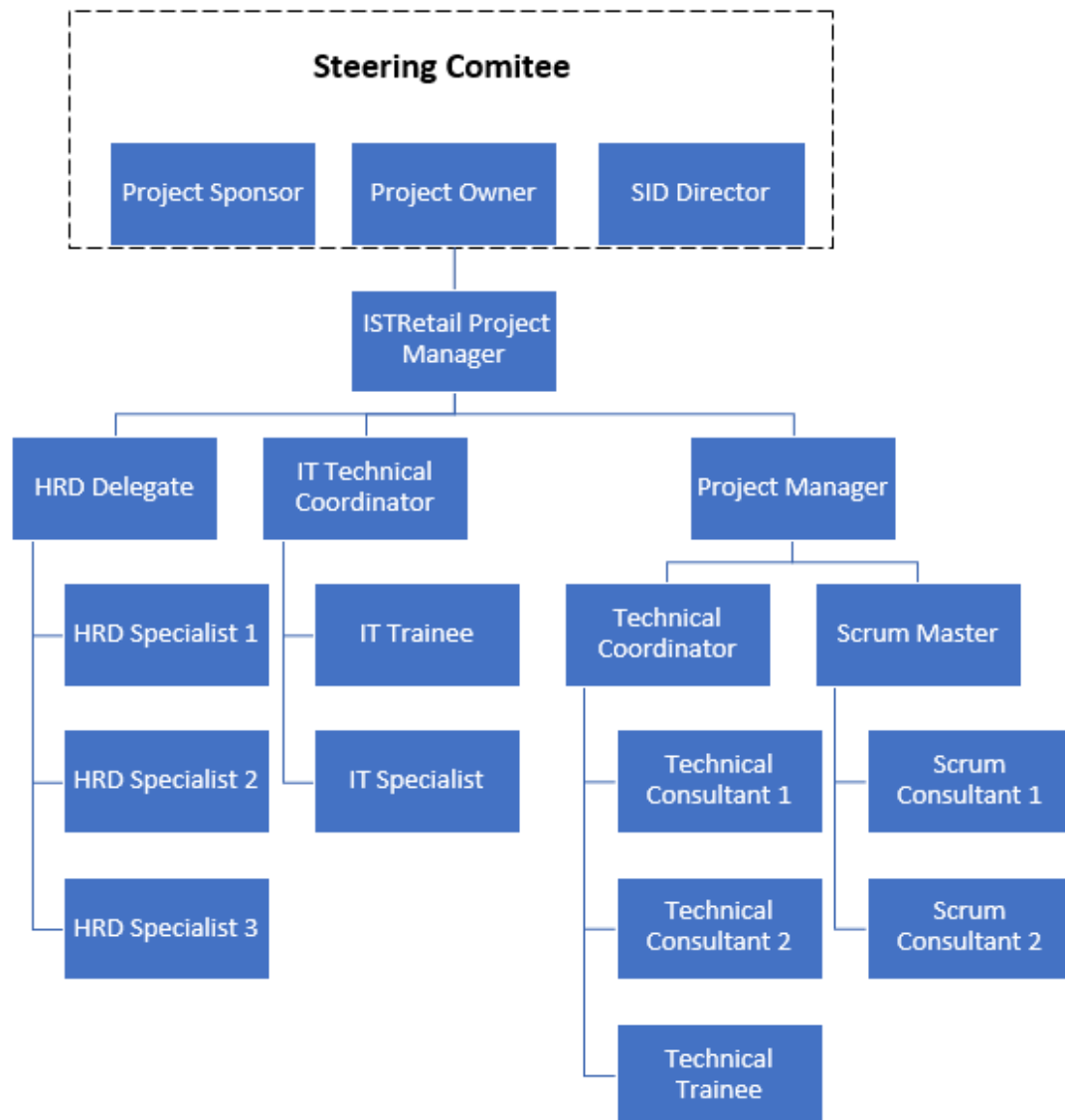
Responsibility Matrix

Nome da Tarefa	Project Owner	Project Sponsor	SID Director	IST Retail Project Manager	HRD Delegate	IT Technical Coordinator	Project Manager	Technical Coordinator	Scrum Master
Initiation	D	I	I	X/P					
Planning	D	d	d	X/P	C	C	C		
Control	I	I	I	X/P	C	C	C		
Close	D	I	I	X/P	A	A	A	A	A
Analysis Asls				P	A	A	X		
Analysis ToBe	D	I	d	X/P	A	A	A	A	A
Design Interface				I		C	P	X	
Test Specification				I			P	X	
Employees Register Module				I	A	A	P	X	
Holidays and Absences Module				I	A	A	P	X	
Training Management Module				I	A	A	P	X	
Corporate Information Module				I	C		P		X
Interface Implementation				I		C	P	X	
Integration Tests				P		X		A	A
Training				P	A	X			
Acceptance Tests	D		d	P	X				
System Tests				P		X		A	A
Software Installation			T	P		X			

Communication Plan

- **Communication Flows**

From	To	What	When	How
ISTRetail Project Manager	Project Owner, Project Sponsor, SID Director	Project status	Every two weeks	Email
HRD Delegate, IT Technical Coordinator, Project Manager	ISTRetail Project Manager	Project progress	Weekly (Thursdays until 6pm)	Collaborative tool
Technical coordinator, Scrum Master	Project Manager	Project progress	Weekly (Thursdays until 5pm)	Collaborative tool
HRD Specialist	HRD Delegate	Project progress	Weekly (Thursdays)	Collaborative tool
IT Trainee, IT Specialist	IT Technical Coordinator	Project progress	Weekly (Thursdays)	Collaborative tool
Technical Consultant, Technical Trainee	Technical Coordinator	Project progress	Weekly (Thursdays)	Collaborative tool
Scrum Consultant	Scrum Master	Project progress	Daily	Daily Scrum
ISTRetail Project Manager	IT Technical Coordinator, HRD Delegate, Project Manager	Work Assignment	Beginning of the project	Collaborative tool
Project Manager	Technical Coordinator, Scrum Master	Work Assignment	Beginning of the project	Collaborative tool

- **Meetings**

Meeting type	Who	When
Kick-off	Project Owner, SID Director, IST Retail Project Manager, HRD Delegate, IT Technical Coordinator, Project Manager	At the Start of the Project
Steering status review	Project Owner, Project Sponsor, SID Director	Monthly
Requirements review	Project Owner, SID Director, ISTRetail Project Manager, Project Manager	After the requirements specification
Planning review	Project Owner, Project Sponsor, SID Director, IST Retail Project Manager	After planning is completed
Specification review	Project Owner, SID Director, IST Retail Project Manager	After Analysis AsIs and ToBe
Design review	IT Technical Coordinator, Technical Coordinator, Project Manager	After the design is completed
Progress review	ISTRetail Project Manager, IT Technical Coordinator, HRD Delegate, Project Manager	Weekly, Fridays at 11h30am
Daily Scrum	Scrum Master and his team	Every day (10 AM)
Sprint Planning	Scrum Master and his team	Beginning of a sprint
Sprint Review	HRD Delegate (Product Owner), Scrum Master and his team	End of a sprint
Objectives review	Project Owner, Project Sponsor, SID Director, IST Retail Project Manager	At the end of the project
Sprint Retrospective	Scrum Master and his team	After the reviews
Progress Review	Project Manager, Technical Coordinator, Scrum Master	Weekly, Fridays at 3pm