## Project Management Summary

Summit Advisory’s project management plan involved four key areas:

1. Defining tasks and team member availabilities
2. Creating work breakdown structures
3. Managing scope creep and risks through Scrum
4. Managing GitHub.

Trello project management tools were used to track and manage the accomplishment of these tasks.

## Defining tasks and team member availabilities

Completing the project within the scope and time given was the primary consideration for Summit Advisory’s project plan. This was achieved by highlighting key sections from the assignment brief, which were then broken into more granular tasks to complete. These tasks were then placed in a task list. The availabilities each team member was also discussed in the initial team meeting.

## Creating work breakdown structures

Once the task list was created, a Gantt chart was used to create a work breakdown structure of the items in the task list. This enabled the team to visualise the status, duration and progress of each task in the project. Scrum roles were also defined and assigned at the beginning of the project. These roles were assigned based off the skillsets and availabilities of the team members. Lastly, weekly stand-ups and retrospective meetings were arranged. These were organised using Google Calendar & When2Meet.

## Managing Scope Creep and Risks through Scrum

In order to manage risks, Summit Advisory collectively identified the key potential issues that may be encountered throughout the project. Mitigation strategies were then created for each of these respective issues. Scope creep was managed by ensuring that the team-maintained focus on designated allocations. This was achieved by carefully identifying all requirements, then time boxing and discussing the allocation of work in weekly stand-ups.

Furthermore, greater accountability and transparency of assigned weekly tasks was achieved by creating Trello boards. These boards allowed the entire team to have visibility over the tasks that were already completed, and those that were yet to be completed.

**Managing GitHub**  
GitHub was managed through the creation of separate branches and the allocation of separate features to everyone. Once features were coded, pull requests were made during our weekly meetings to go over the handling of merging. Following these principles reduced clashes and enabled effective collaboration to occur throughout our weekly sprints.

For example, during our week 4-5 sprint Kevin and Will were allocated the supplier view and employee view screens. On the other hand, Susanna and Jim were allocated the Signup and Login screens respectively. At the end of Week 5, the team grouped together to discuss how to push and merge the individual branches.