**CEIS390 PROJECT MANAGEMENT**

**Statement of Participation (SoP)**

**Document**

**(Note: Submit an updated SoP every week)**

**(Project Title, Week #, Team #, all team member names, course #/section, and date)**

**Table of Contents**

[**STATEMENT OF PARTICIPATION (SoP) 3**](#_Toc450616735)

[**Team Information 3**](#_Toc450616736)

[**Weekly meeting schedule 3**](#_Toc450616737)

[**PROJECT DESCRIPTION (Project Topic Idea) 4**](#_Toc450616738)

[**Weekly Deliverable 4**](#_Toc450616739)

[**Week 1: Statement of Participation 4**](#_Toc450616740)

[**Week 2: Project Charter 5**](#_Toc450616741)

[**Week 3: Scope Statement 5**](#_Toc450616742)

[**Week 4: WBS/Project Schedule 5**](#_Toc450616743)

[**Week 5: Risk Management Plan 6**](#_Toc450616744)

[**Week 6: Project Schedule/Budget and Resource Management Plan 6**](#_Toc450616745)

[**Week 7: Communications Plan 6**](#_Toc450616746)

[**Week 8: Final Project Package Report 6**](#_Toc450616747)

[**Week 8: Final Presentation (PowerPoint) 6**](#_Toc450616748)

[**TIPS FOR CONFLICT MANAGEMENT RECOMMENDATIONS 7**](#_Toc450616749)

[**WEEKLY SUMMARY STATUS PARTICIPATION STATEMENT REPORT 8**](#_Toc450616750)

[**Complete weekly team Journal Log Table 9**](#_Toc450616751)

# STATEMENT OF PARTICIPATION (SoP)

This statement of participation (SoP) document will contain the information needed for your team operations, guidelines, and commitment. All SoP versions should be kept in your *group/team Doc Sharing* and each weekly update should have *the week #, team #, and version control identifier* in the file name (e.g., Team #1/A SOP v1, v2, v3, etc.). For example, the file name format should be “CEIS390\_Week#\_Team#\_SoP\_V#”.

**IMPORTANT:** *In Week 1*, the team must complete the *entire SoP* document (every section in the SoP template), not just Week 1 information. *For the remaining Weeks 2–8*, the *weekly updated SoP* and weekly project management assignment deliverable must be submitted to the weekly Drop Box before the end of the weekly grading period date.

The weekly updated SoP must be posted in the group/team’s Doc Sharing area and the final submission must be available for the team to review and approve each week. If the team members have disagreements, it is critical to contact your project leader and get a correction posted immediately. The professor should be notified of any disagreements that you cannot resolve among your team. Please note, if the SoP is not submitted to the Drop Box each week, the entire team will receive the same grade (including any point loss from other team members).

## Team Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TEAM #: PROJECT NAME:** | | | | | | |
| **MEMBER NAME** | **#** | **PHONE #** |  | **E-MAIL** |  | **MEETING AVAILABILITY** |
| Joshua Kidder | 1 | 937.374.9170 |  | jkidder5@my.devry.edu |  | 8pm daily |
| Syed Asghar | 2 | 732.997.6830 |  | sasghar1@my.devry.edu |  | Flexible, any time |
| Jim Brank | 3 | 940.230.8415 |  | jbrank@my.devry.edu |  | 8pm, any day |
| Mack Najorka | 4 | 971.732.6762 |  | mnajorka@my.devry.edu |  | not Tuesday |
|  | **5** |  |  |  |  |  |
|  | **6** |  |  |  |  |  |
|  | **7** |  |  |  |  |  |

## Weekly Meeting Schedule

The most successful teams schedule *at least two meetings* a week throughout the course. Scheduling standing meetings allows everyone to schedule this time in advance and coordinate other activities around the scheduled meeting times. Meetings can change, based on the project leader for the week, however, it is highly recommended that you set a meeting based on the *majority team availability*. In addition to setting meetings, the most successful teams also set a deadline for drafts to be turned into the project leader each week. Putting this structure in place early in the course will help the team to achieve a high level of organization and success.

|  |  |  |
| --- | --- | --- |
| **MEETING** | **DAY** | **TIME** |
| Review weekly assignment | Monday & Saturday | 8:00PM EST |
| Deadline for weekly drafts | Saturday | 6:00PM EST |
| Review draft | Saturday | During meeting |

# PROJECT DESCRIPTION (Project Topic Idea)

Brief synopsis of your proposed technology project topic idea in 200 words or less. (NOTE: The team leader can copy or summarize from your final team one-page project topic idea summary description document submitted to the Week 1 Drop Box along with this complete SoP document.)

Describe the overall project topic with enough information to gain approval for your team to use this project as the technology course project. If you are working on a project topic idea in the technology project suggested guidelines section in the Course Project Description document in Course Home, you do not need to gain approval. Approval is only needed if you select a project outside of the technology project suggested guidelines.

**Team Management Plan**

**Team Leadership:** Designate the project leader for each major deliverable. The project leader can be rotated so that each team member experiences the leadership responsibilities, or you can establish one primary project leader with a backup to assist. The project leader has specific responsibilities each week, as follows.

1. Schedule the weekly meetings in i-Connect, then facilitate and record the meetings.
2. Set the deadlines for submissions each week (with time for updating and consolidation).
3. Compile the team submissions into *one document* and submit to the Drop Box. Only one submission is required, and this is submitted by the project leader for that particular week.
4. Update the weekly status summary statement participation report section each week. Please make sure all team members review the entire SoP document before final submission.
5. Place the final weekly PM assignment deliverable and updated SoP submissions in your *team’s Doc Sharing area* each week (team repository for all project work, drafts, and final submission versions).
6. Contact the professor with any team questions, issues, or conflicts you cannot answer in the course description document or resolve them among yourselves, promptly.

|  |  |  |
| --- | --- | --- |
| Weekly Deliverable | **Due** | **Weekly Project Leader Assignment** |
| **Statement of Participation** | **Week 1** | **Completed 10/31** |
| **Project Charter** | **Week 2** | **Completed 11/08** |
| **Project Scope Statement** | **Week 3** | **Completed 11/15** |
| **WBS and Network Diagram** | **Week 4** | **Completed 11/22 / 11/29** |
| **Risk Management Plan** | **Week 5** | **Completed 11/29** |
| **Project Schedule/Budget and Resource Management Plan** | **Week 6** | **Completed 12/06** |
| **Communications Plan** | **Week 7** | **Completed 12/13** |
| **Final Project Package Report** | **Week 8** | **Completed 12/19** |
| **Final Project Presentation** | **Week 8** | **Completed 12/19** |

**Task assignments:** How will tasks be assigned? Every team member should have an active role in creating the tasks for each major deliverable. Work in sub-teams, if necessary. Be proactive team members! *All 8 weeks of assignments must be completed.*

|  |  |
| --- | --- |
| Week 1: Statement of Participation | **Team Member Responsible** |
| Team Information | Each team member submits to project leader |
| Project Leadership | Each team member submits to project leader |
| Task Assignments Weeks 1–8 (Each project leader can assign the task for their week or team members can select what they want to work on each week) | Project leader for Week 1 |
| Commitment Statement | Each team member submits to project leader |
| Weekly Status Update | Project leader for Week 1 updates the status at the end of the SoP document, submits it to the drop-box, and places copy in Doc Sharing for team review. |

|  |  |
| --- | --- |
| Week 2: Project Charter | **Team Member Responsible** |
| Mission/Project Purpose | Joshua Kidder |
| Project Description, Product and Deliverables | Syed Asghar |
| Objectives | Syed Asghar |
| Business Need | Jim Brank |
| Milestones | Jim Brank |
| Budget (generic technology template) | Jim Brank |
| User Acceptance Criteria | Joshua Kidder |
| Project Assumptions | Mack Najorka |
| Project Constraints | Mack Najorka |
| Exclusions and Boundaries | Syed Asghar |
| Major Risks | Mack Najorka |
| Project Stakeholders | Joshua Kidder |
| Weekly Status Update | Project leader for Week 2 (submit final assignment and SoP to drop box and place copy in Doc Sharing for team review) |

|  |  |
| --- | --- |
| Week 3: Scope Statement | **Team Member Responsible** |
| SOW and Project Product | Joshua Kidder |
| Project Deliverables | Joshua Kidder |
| Project Objectives | Jim Brank |
| Project Assumptions | Mack Najorka |
| Project Constraints | Mack Najorka |
| Exclusions | Jim Brank |
| Acceptance Criteria (includes table format for quality signoff) | Syed Asghar |
| Technical Requirements | Syed Asghar |
| Weekly Status Update | Project leader for Week 3 (submit final assignment and SoP to drop box and place copy in Doc Sharing for team review) |

|  |  |
| --- | --- |
| Week 4: WBS/Project Schedule | **Team Member Responsible** |
| The best approach will be to divide the work tasks and assign each team member a section or responsibility (e.g., Planning Phase, Purchasing Phase, etc.).   * For the typical technology project you will create a WBS-based traditional/classic system/software development life cycle (SDLC) with phases such as planning, analysis, design, and implementation but you can create the *appropriate phases* for your technology project. * Consider which methodology or approach you will follow in your project (traditional versus agile or iterative SDLC). All quality work breakdown structures (WBS) will consist of completed phases, activities, and tasks (a.k.a. work packages) being clearly defined based on the project scope. Keep in mind that you will need a*total of 100 items,* at minimum, in your MS Project Plan WBS.   Once your WBS (phases, activities and tasks [work packages]) are clearly defined, you can assign someone to set up durations, dates, and predecessors. Resources can be defined on the resource sheet only but remember: no resources are assigned to the project tasks at this point.  Project Schedule WBS (task definitions, durations, dates, predecessors, etc.) **Note:** Keep in mind that durations will be updated again in the Week 6 assignment when you update this Week 4 MS Project Plan (WBS) with resources and cost information to complete your final project schedule. | **Methodology: Waterfall/Agile SCRUM**  **Analysis Phase**  -Planning Phase – Jim Brank  -Software Requirements Phase – Jim Brank, Joshua Kidder  **Design Phase**  -Logical Design – Joshua Kidder  -Purchasing Design Phase – Mack Najorka  -Order Tracking Design Phase - Mack Najorka  -Invoicing Design Phase – Joshua Kidder  -Accounts Receivable Phase - Jim Brank  -Customer & Personnel Design Phase – Syed Asghar  **Code Phase**  -Programming Phase - Joshua Kidder  **Test Phase**  -Unit Testing Phase – Joshua Kidder  -System Testing Phase – Syed Asghar  -User Training Phase - Joshua Kidder  -Documentation Phase – Syed Asghar  **Display Phase**  Installation Phase – Jim Brank  Pilot Phase – Mack Najorka  Deployment Phase - Joshua Kidder  **Maintenance Phase**  \*\*Each team member will be responsible for helping in each section of the WBS, as needed, along with adding creative/technical approaches to the document, please see the Agile SCRUM Sprint Logs excel document Week 2 tab, to keep track of your SPRINTS |
| Weekly Status Update | Project leader for Week 4 (submit final assignment and SoP to drop box and place a copy in Doc Sharing for team review) |

|  |  |
| --- | --- |
| Week 5: Risk Management Plan | **Team Member Responsible** |
| Remember that risk is an uncertain event or condition that can have a positive or negative impact on the project. This week, you will be identifying and analyzing your project risks and developing a risk management plan to monitor and track your project. You will evaluate each task in your project schedule to identify any risk factors associated with the execution of the deliverable. You will then add your list of risk to the risk register template in the link below.  The number of risks will depend on the project deliverables in your schedule; however, 20–25 positive and 20–25 negative risks would be considered the minimum. Review the instructions on the first sheet of the template and complete your risk register in its entirety.  The best approach to divide the work is to assign each team member a specific number of risks. For example, John has negative risk 1–5, and Venus has negative risk 6–10. This detailed information is needed in order to determine each team member's individual contribution to the risk register deliverable, which you will state in detail in your individual journal log table.  Risk Register | 40 Risks  Joshua Kidder – 5 Positive & 5 Negative  Syed Asghar - 5 Positive & 5 Negative  Jim Brank - 5 Positive & 5 Negative  Mack Najorka - 5 Positive & 5 Negative |
| Weekly Status Update | Project leader for Week 5 (submit final assignment and SoP to drop box and place a copy in Doc Sharing for team review) |

|  |  |
| --- | --- |
| Week 6: Project Schedule/Budget and Resource Management Plan/Report | **Team Member Responsible** |
| Assign resources and costs to the project with any materials, equipment, or fixed cost allocations. |  |
| **Part 1:** Project Schedule/Budget Report (includes MS Project Plan from Week 4 WBS assignment) | Joshua Kidder, Syed Asghar |
| **Part 2:** Resource Management Plan Report | Mack Najorka, Jim Brank |
| Weekly Status Update | Project leader for Week 6 (submit final assignment and SoP to drop box and place a copy in Doc Sharing for team review) |

|  |  |
| --- | --- |
| Week 7: Communications Plan | **Team Member Responsible** |
| This is a short assignment because of the quiz. There is no division necessary, however each team member must provide input to the person responsible for completing the form. The best approach is to have a team meeting in i-Connect and discuss completing the template. All team members must attend the meeting and provide input to receive credit for this section. The project leader for this week should complete the template and submit it to the drop box.  Communications Plan Template | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank |
| Weekly Status Update | Project leader for Week 7 (submit final assignment and SoP to drop box and place a copy in Doc Sharing for team review) |

|  |  |
| --- | --- |
| Week 8: Final Project Package Report | **Team Member Responsible** |
| Executive Summary (Overview of the project and current updates in 2–3 pages) | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank |
| Project Charter | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank |
| Scope Statement | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank |
| Work Breakdown Structure (WBS) | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank |
| Risk Management Plan | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank |
| Project Schedule and Budget (.mpp file)/  Resource Management Plan/Report | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank |
| Communications Management Plan | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank |
| Individual team member lessons learned (1 page maximum per team member) | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank |
| Weekly Status Update | Project leader for Week 8 (submit final assignment and SoP to drop box and place a copy in Doc Sharing for team review) |

|  |  |
| --- | --- |
| Week 8: Final Presentation (PowerPoint) | **Team Member Responsible** |
| PowerPoint Presentation covering each weekly deliverable in the final project package report about. | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank |
| Based on updated weekly 8 PM assignment deliverables above, assign coverage (slides) to each team member. Please make sure the presentation is professional and consistent with the appropriate level of detail, in a PowerPoint slide. Your presentation should not read like a book (or the report level of detail). Use the slide notes area for more detail. | Joshua Kidder, Syed Asghar, Mack Najorka & Jim Brank  \*\*Each member will work on their assigned parts above, inputting into the PowerPoint presentation. |

**TIP FOR WEEK 8:** If the assigned team member places the updated component in the template each week after grades are complete, you will be building the final project. If everything works out with the updates, the only thing to do in Week 8 is to review the contents and then format the document for consistency and professionalism and you’ll be ready for submission. Secondly, copy and format weekly PM deliverables content for the PowerPoint presentation level of detail incremental.

# TIPS FOR CONFLICT MANAGEMENT RECOMMENDATIONS

1. Think about potential barriers and coping strategies such as barriers to the achievement of the assigned goals (e.g., time zone, time management, language skills) and identify coping strategies.
2. Discuss your team operational *ground rules* (include the meeting schedule, attendance expectations, agenda, and communication methods.):
3. Consider how will you *manage conflict.* Consider how team members quickly identify conflicts to address them for resolution.
4. *Plan for minor disagreements* and an inability to agree on submissions. It’s OK to agree to disagree!
5. Consider who will have the final say for major disagreements. Will it be majority rule or the leader’s decision?
6. Discuss the method of communicating with team members who do not deliver.
7. Remember that every team member may not receive the same grade.
8. If you feel a situation is going to get out of control, contact the professor early so that appropriate action can be taken.

**Commitment**

Each team member is to write an *individual team member commitment statement* indicating your responsibility to the team for your participating, meeting attendance, and completing the assigned deliverables. (If onsite, each team member will sign his or her commitment statement.)

|  |  |
| --- | --- |
| **Team Member** | **Statement of Commitment** |
| **Joshua Kidder** | As the team lead of There’s an App for That!, I will plan the project assigning work tasks based upon the projects description, ensuring the project meets the business needs, while scheduling and participating in meetings, completing assigned deliverables in a timely manner, and helping to direct team members as needed. Signed Joshua Kidder |
| **Syed Asghar** | I, Syed Asghar, commit to supporting and working with my team in every capacity I can, which includes actively communicating, whether through posts, meetings, or email, working on assigned tasks and brainstorming ideas where possible, and generally supporting my team where I can and wherever is needed. Signed Syed Asghar |
| **Jim Brank** | I, Jim Brank, commit to fully cooperating with my team in all stages of this project. I plan to be fully invested in each stage and cooperate to the best of my abilities to ensure a quality final project meets or exceeds expectations. Signed Jim Brank |
| **Mack Najorka** | I, Mack Najorka, have joined a team with Syed Asghar Jim Brank and Joshua Kidder. I will do the best of my ability, make it to every meeting we schedule, and produce my work on time and complete. Signed Mack Najorka |
|  |  |
|  |  |
|  |  |

# WEEKLY SUMMARY STATUS PARTICIPATION STATEMENT REPORT

Remember that the weekly summary status participation statement and individual journal log table (JLT) detail contribution will serve as input to your individual grades. Your participation summary status statement below is a short narrative status summary report that indicates how the project went for the week, who did what on the project deliverables, and any additional comments, issues, or concerns for the week. The individual JLT task contributions will be at a more detailed level. See example JLT below.

**WEEKLY SUMMARY STATUS PARTICIPATION ENTRY EXAMPLE**

Each person on the team completed their assigned work this week. John, Venus, and Billie attended all meetings, posted to the team meeting area, and completed their assigned sections on time. John was late in submitting his draft and did not attend any meetings. Billie was not able to attend meetings due to work commitments, but he completed all assigned work and submitted it on time. The team is having problems with overall XYZ and would like the professor’s direction on how to resolve these issues.

|  |  |
| --- | --- |
| **Week** | **Weekly Summary Status Participation Report** |
| **Week 1** | Each person on the team completed their assigned work this week. Jim and Mack attended the Saturday meeting, Syed was unable to attend, due to the late notice. All team members posted to the team meeting area, submitted their contact information and availability information, and completed their assigned sections on time. All team members have also joined Microsoft Teams to work on the group project. |
| **Week 2** | Jim and Syed did not attend the Monday meeting. Mack and I attended the Monday meeting. I talked with Mack on the frame set for Assumptions, Constraints and Risks, and made additional comments in our chat discussion. Jim and Mack did not attend the Saturday meeting. Syed and I attended the Saturday meeting. Everyone completed their assigned tasks by the scheduled time. I made some updates to some of the tasks completed by other members. Jim did not update the SOP in Microsoft Teams with his journal log entries for time spent on tasks, Syed, Mack and I completed the journal log. A reminder was sent in Microsoft Teams during the meeting the Saturday as well as within the chat channel. Mack didn’t seem to like my feedback on his assigned tasks, stating that he met the minimum requirements for the tasks, I made some edits to his sections and removed default header statements. Syed did well with writing in story mode of his assigned tasks and didn’t object to making updates on feedback provided with his tasks. Jim didn’t submit his tasks until late Saturday night, there was not enough time for feedback or updates this week, I did though make a couple of changes to his assigned tasks and removed default header statements. In addition, Jim’s Milestones doesn’t reflect the outline provided in the Work Breakdown Schedule of the SOP, that was put together during the first meeting. |
| **Week 3** | I’m the only one who attended the Monday meeting. During the Monday meeting recording, I talked on things to do in regard to the Scope Statement, also making Meeting Minute Notes that was posted to the discussion channels of CANVAS and Microsoft Teams. Syed and I attended the Saturday meeting, during the meeting we briefly talked about the current task, and next week's task on the Work Breakdown Schedule. The video recordings for Monday & Saturday were posted to CANVAS. Syed, Mack and I logged our work journal entries in the SOP, Jim did not log his journal work log entry. Everyone in the group turned in there assigned sections on time, completed and ready for turn-in. |
| **Week 4** | This week the team was assigned to work on the work breakdown schedule. I posted in CANVAS discussion, as well as within Microsoft Teams, explaining that I needed team members assigned tasks by Saturday this week due to personal reasons, however, only Syed and I submitted task work for the segment this week; Syed’s work was submitted by Saturday deadline. The deadline is not a new requirement, it was agreed upon by the team during Week 1, and is outlined as such in the SOP as shown above. A meeting was held on Monday, and I was the only team member who attended. The team meeting video has been uploaded to CANVAS. Over the weekend my computer had a glitch, making things harder, as Microsoft project crashed and none of my work was saved or recoverable for some reason. Despite this, I was still able to complete the entirety of the work breakdown schedule and add in Syed’s work as well, however I was not able to complete the Network Diagram. The finalized documents can be found in the FILES section of CANVAS, and also within our groups Microsoft Teams channel. In addition, I’m the only one who logged work journal entries, while updating the SOP as well.  **UPDATE: The team was given a week’s extension due to a medical issue with Mack. Mack submitted a Microsoft project document, with work towards the work breakdown schedule. His information has been included into the team document. Even though Mack stated in Microsoft teams that he updated the SOP, the SOP from Week 4 was not updated. No work log was entered by Mack. In addition, since none of the other team members contributed to updating the dates and predecessors, I went ahead and made the adjustments towards these items within the work breakdown schedule.** |
| **Week 5** | This week the team was tasked with creating a risk register. Instructions for the assignment were re-posted in Microsoft teams and within canvas, outlining the sop assignments for the task. Syed and myself attended the team meeting held Monday. While also, Syed, Mack and myself all created 5 negative and 5 positive risks towards this segment, giving a total of 30 risks. I tried contacting Jim several times throughout the week, regarding both Week 4s extended assignment, as well as Week 5s, but have not received any kind of reply. Jim has not submitted any work for Week 4 or Week 5, to the team. The three of us, Syed, Mack and Myself also updated the SOP with our work log as well. The finalized documents, along with the recorded team meeting can both be found in our Microsoft teams channel, as well as within canvas. |
| **Week 6** | This week the team was tasked with creating a project schedule, along with updating the work breakdown schedule to include the resource assignments and associated task costs. Instructions for the assignment were re-posted in Microsoft teams and within canvas, outlining the sop assignments for the task. The team meeting for Monday was canceled, as I was not able to attend; however, a team meeting was created on Saturday to help Syed in understanding how to add resources and costs to the WBS. All team members contributed to this week’s assignment, with the exception of Jim. There has been no response from Jim. The three of us, Syed, Mack and Myself also updated the SOP with our work log as well. The finalized documents, along with the recorded team meeting can both be found in our Microsoft teams channel, as well as within canvas. |
| **Week 7** | This week the team was tasked with creating a communication plan. Instructions for the assignment were posted in Microsoft teams and within canvas, outlining the sop assignments for the task. The team meeting was scheduled for Thursday this week, and all team members attended, myself, Syed and Mack; instructions were given on what needed completed and who was completing what for the communication plan. All team members contributed to this week’s assignment, with the exception of Jim. Jim was also removed from the Microsoft team channel, as he is no longer in the class, or dropped the class. The three of us, Syed, Mack and Myself also updated the SOP with our work log as well. The finalized documents, along with the recorded team meeting can both be found in our microsoft teams channel, as well as within canvas. |
| **Week 8** |  |

**IMPORTANT NOTE:** The updated SoP must be posted in the team’s Doc Sharing area every week for team access and review. The final-update SoP submission must be available for the team to review, so please be sure to distinguish in your file-naming convention which version was submitted for final grading each week.

The team should approve the weekly-update SoP before submitting the final-update SoP version along with each weekly PM assignment deliverable (outlined above) to the weekly Drop Box at the end of each weekly grading period on Sunday.

# Complete the Weekly Team Journal Log Table

State your detailed contribution to the weekly assignments in the weekly Journal Log Tables below. If you are a team member who only provides feedback or suggestions but does not create any content, you are not guaranteed the same grade. You should specifically state your contribution to each weekly PM assignment deliverable so that it is clear *which team members contributed to which deliverables (or sections)*.

If you assisted or had to update (redo) any other team member’s deliverable/section draft, you can clearly state that and why. If you created your own draft of a deliverable (or section), state it clearly with the specific deliverable/section name and version. If you created any deliverables (or sections) with a team member, state the team member’s name in your contribution task description. If you conducted team meetings, clearly state what was accomplished, as well as attendance.

IMPORTANT: Do not use the term *worked on* in your contribution task description. That tells me nothing. Use verb phrases like created, updated, completed, reviewed, provided feedback on, and so forth.

**Journal Log Table Template/Example**

**Generic Example**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Hours** | **Description of Contribution** |
| **John Isner** | 9/9/16 | 1.5 | Created the milestone section of the PC and uploaded to team Doc Sharing area. |
|  | 9/12/16 | .45 | Provided feedback on Venus draft of the PC assumption and constraint list |
|  |  |  |  |
| **Venus Williams** | 9/9/16 | 1.30 | Created my individual draft of the PC assumptions and uploaded to team Doc Sharing area. |
|  | 9/11/16 | 2 | Created my individual draft of the constraint and major risk sections and uploaded back to team Doc Sharing area. |
|  | 9/16/16 | .15 | Provide feedback on John’s milestone section draft to be consistent with project start and end dates in PC. |
|  |  |  |  |
| **Billy Jean King** | 9/15/16 | .30 | Provided feedback on Venus’s major risk section and uploaded it back to team Doc Sharing for final team review. |
|  | 9/16/16 | 3 | Consolidated, reviewed, and edited all PC sections. Uploaded back to team Doc Sharing for final team review. |
|  | 9/14/16 | .15 | Uploaded final PC document to team Doc Sharing. Submitted final updated SoP and PC to drop box. |
|  |  |  |  |

**Team 1 Journal Log Table Entries**

**Week 1: Statement of Participation and One-page Project Idea Documents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Hours** | **Description of Contribution** |
| Joshua Kidder | 10/30 | 1.5 | One Page Project Idea, completed all sections/writings of the document |
| Joshua Kidder | 10/31 | 1.5 | Statement of Participation, completed sections in team meeting |
| Joshua Kidder | 10/31 | 1 | Email/Discussion participation with team members |
| Syed Asghar | 10/31 | 1 | Email/Discussion participation with team members |
| Jim Brank | 10/31 | 1 | Statement of Participation, bid on work tasks in team meeting |
| Jim Brank | 10/31 | 1 | Email/Discussion participation with team members |
| Mack Najorka | 10/31 | 1.5 | Statement of Participation, bid on work tasks in team meeting |
| Mack Najorka | 10/31 | 1 | Email/Discussion participation with team members |
|  |  |  |  |
|  |  |  |  |

**Week 2: Project Charter**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Hours** | **Description of Contribution** |
| Joshua Kidder | 11/01 | 1 | Created team channels, posting Week 2 Milestone; uploaded Project Charter template and other related documents to FILES; scheduled team meeting for Monday 8:00PM EST |
| Joshua Kidder | 11/02 | 1 | Conducted team meeting |
| Joshua Kidder | 11/02 | 2.5 | Created Mission/Purpose section statement |
| Joshua Kidder | 11/03 | 3.5 | Created User Acceptance Criteria section statements |
| Joshua Kidder | 11/04 | .45 | Mid-week checkup post, scheduled meeting |
| Joshua Kidder | 11/04 | 2.5 | Created Key Stakeholder section definitions/statements |
| Joshua Kidder | 11/07 | .15 | Reviewed submitted sections x3 |
| Joshua Kidder | 11/07 | 3.5 | Made updates to Assumptions, Constraints and Major Risks |
| Joshua Kidder | 11/07 | 1 | Conducted team meeting |
| Joshua Kidder | 11/08 | .15 | Uploaded final documents to the Canvas Discussion Area, submitted assignment |
| Syed Asghar | 11/05 | 3 | Updated Project Charter according to assigned tasks |
| Syed Asghar | 11/07 | .5 | Attended Team Meeting |

|  |  |  |  |
| --- | --- | --- | --- |
| Mack Najorka | 11/5/20 | 2 | Did my assigned portion for the week. |

**Week 3: Scope Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Hours** | **Description of Contribution** |
| Joshua Kidder | 11/08 | 1 | Created team channels, posted Week 3 Milestones/Objectives; uploaded Project Scope template and other related documents to FILES; scheduled team meeting for Monday 8:00PM EST |
| Joshua Kidder | 11/09 | .45 | Conducted team meeting |
| Joshua Kidder | 11/09 | .15 | Created team meeting for Saturday 11/14 |
| Joshua Kidder | 11/12 | .30 | Researched Statement of Work requirements |
| Joshua Kidder | 11/12 | 2.5 | Created section General Description |
| Joshua Kidder | 11/13 | 2 | Created sections Services, Prices/Costs and Work Order Access Fees |
| Joshua Kidder | 11/13 | 8 | Created remaining sections within Statement of Work |
| Joshua Kidder | 11/14 | 4.0 | Completed section Project Deliverables |
| Joshua Kidder | 11/14 | 1 | Conducted team meeting |
|  |  |  |  |
| Syed Asghar | 11/12 | 1.25 | Updated Acceptance Criteria & began Research for Technical Requirements |
| Syed Asghar | 11/13 | 2.5 | Continued research on Technical Requirements and edited & updated Technical Requirements accordingly |
| Mack Najorka | 11/14 | 1 | Filled in Product assumptions and constraints. |
|  |  |  |  |

**Week 4: WBS/Project Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Hours** | **Description of Contribution** |
| Joshua Kidder | 11/15 | 2 | Created team channels, posted Week 4 Milestones/Objectives; uploaded Work Breakdown Schedule template and other related documents to FILES; scheduled team meeting for Monday 8:00PM EST |
| Joshua Kidder | 11/16 | 1 | Conducted team meeting |
| Joshua Kidder | 11/18 | 0 | No team meeting scheduled Saturday 11/21 |
| Joshua Kidder | 11/18 | 3 | Created WBS sections |
| Joshua Kidder | 11/19 | 6 | Updated WBS sections |
| Joshua Kidder | 11/20 | 3 | Updated WBS sections |
| Joshua Kidder | 11/21 | 3 | Updated WBS sections/ system crash |
| Joshua Kidder | 11/22 | 6 | Recreated WBS sections |
| Joshua Kidder | 11/22 | .5 | Updated WBS based upon Syed’s input |
| Syed Asghar | 11/20 | 3 | Generated WBS points and inputted into MP for assigned parts of WBS |
|  |  |  |  |
|  |  |  |  |

**Week 5: Risk Management Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Hours** | **Description of Contribution** |
| Joshua Kidder | 11/22 | 2 | Created team channels, posted Week 5 Risk Register; uploaded Risk Register template and other related documents to FILES; scheduled team meeting for Monday 8:00PM EST |
| Joshua Kidder | 11/23 | 1 | Conducted team meeting |
| Joshua Kidder | 11/25 | 0 | No team meeting scheduled Saturday 11/28 |
| Joshua Kidder | 11/27 | 2 | Worked on negative Risks |
| Joshua Kidder | 11/28 | 2.5 | Worked on positive Risks |
| Joshua Kidder | 11/29 | 2.5 | Week 4, WBS, created dates and predecessors |
| Mack Najorka | 11/28 | 2 | Had issues with project working, had to go through tech support to fix |
| Mack Najorka | 11/28 | 1 | Worked on Week 4 Submission WBS |
| Mack Najorka | 11/28 | 2 | Worked on Risks |
| Syed Asghar | 11/27 | 3.25 | Worked on 5 negative and 5 positive Risks for Register |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Week 6: Resource Management Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Hours** | **Description of Contribution** |
| Joshua Kidder | 11/29 | 2 | Created team channels, posted Week 6 Project Schedule/Budget Resources overview; uploaded Project Schedule/Budget Resources template and other related documents to FILES; scheduled team meeting for Monday 8:00PM EST |
| Joshua Kidder | 11/30 | .1 | Monday team meeting canceled/ unable to attend |
| Joshua Kidder | 12/3 | 1.5 | Created Approach to estimation section |
| Joshua Kidder | 12/3 | 2.5 | Researched budgeting expenses for personnel salaries, software licenses, software, hardware, analyst, travel, contingency, etc.; updated the software development budget to reflect actual/detailed projected budgeting expenses. |
| Joshua Kidder | 12/4 | 5 | Created budgeting variance table and budget contingency plan |
| Joshua Kidder | 12/5 | 1 | Created Saturday team meeting/ helping syed with updating the work breakdown schedule with resource and cost assignments |
| Syed Asghar | 12/5 | 5 | Learned how to use resourcing for MPP, updated resources and assigned accordingly in WBS, priced out budget in WBS accordingly |
| Mack Najorka | 12/6 | .5 | Worked on resources section. Left the first portion for Jim did parts 2/3 |
| Joshua Kidder | 12/6 | 3.5 | Updated the budget table, and the resource management section, included parts on Jim’s portion. |
|  |  |  |  |

W**eek 7: Communications Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Hours** | **Description of Contribution** |
| Joshua Kidder | 11/29 | 1.5 | Created team channels, posted Week 7 Communication Plan overview; uploaded Communication Plan template and other related documents to FILES |
| Joshua Kidder | 12/09 | .15 | Scheduled team meeting for Thursday 4:00PM EST |
| Joshua Kidder | 12/10 | 1 | Conducted team meeting for Thursday 4:00PM EST |
| Joshua Kidder | 12/10 | 2.5 | Created communication plan design, added sections for User Training, User Documentation, System Installation; Updated the layout of the Communication Plan document |
| Joshua Kidder | 12/11 | 1.5 | Updated communication plan design, added sections for Pilot, System Deployment, Post Implementation Review |
| Syed Asghar | 12/11 | 2 | Worked on item 1-17 of the Communication Plan |
| Joshua Kidder | 12/12 | 1 | Created Part 2: Actual Team Members Communication Plan |
| Joshua Kidder | 12/12 | 2 | Created Team Members Lessons Learned Section |
| Mack Najorka | 12/12 | 1 | Worked on software portion of the project. Items 18-28~ |
|  |  |  |  |
|  |  |  |  |

**Week 8: Final Project Package (.doc) and PowerPoint Presentation (.ppt) in Week 8 class**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Hours** | **Description of Contribution** |
| Joshua Kidder | 12/13 | 1 | Created team channels, posted Week 8 Project Package overview; uploaded Project Package template and other related documents to FILES |
| Joshua Kidder | 12/13 | .15 | Scheduled team meeting for Monday 8:00PM EST |
| Joshua Kidder | 12/15 | 2 | Created Executive Summary section of Project Package |
| Joshua Kidder | 12/16 | 2 | Copied over Project Charter, Scope sections to Project Package |
| Joshua Kidder | 12/17 | 6 | Copied over WBS, Risk Management, Project Budget & Resource Management Report, Communications Management Plan and Journal Log Table to the Project Package |
| Joshua Kidder | 12/18 | 5 | Created PowerPoint Presentation, copied over Team Members Lessons Learned to Project Package |
| Mack Najorka | 12/18/20 | 6 | Reading through Project package correcting errors/Trying to reduce PowerPoint size.. Added Lessons learned slides and presentation log at the end. Proofing PowerPoint is taking considerable time as there is an incredible amount of grammatical errors. |
| Mack Najorka | 12/18/20 | 1 | Size reduced from 61 slides to 48, with 1-19 being useful and voiced over and 20-48 being graphs/WBS information logs. |
| Syed Asghar | 12/18/20 | 2 | Added in slide narrations and updated lessons learned section for both report and presentation. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |