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***There’s an App for That!***

***Mobile Application Development***

CEIS390 Communication Plan

****

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This paper was prepared for CEIS390

taught by Professor D. McCann

Communication Plan Week #: 7

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# Part 1: Based on Project Scenario Resources Communication Plan

This part explains communication plans for team member resources needed to complete your project scenario:

Communication plan content is based on the resources in our MS project plan/ Work Breakdown Schedule. This demonstrates how communication *should occur* (a plan) based on our *project scenario* resources being managed in the MS project plan/ Work Breakdown Schedule.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Communication Vehicle** | **Target Audience** | **Description/Purpose** | **Frequency** | **Sender** | **Distribution Vehicle** | **Internal / External?** | **Comments** |
| 1 | Project Proposal Kickoff Meeting | Project Executive, Product Owner, Stakeholders, Development Team | Introduce the project team and the project. Review project objectives and management approach. | Once | Project Executive | Face to Face, WebEx, Email | Internal & External | Agenda, Meeting Minutes |
| 2 | Steering Committee Review | Project Executive, Product Owner, Stakeholders, Development Team | Update current status of project obstacles | Bi-Monthly | Project Executive | Face to Face, WebEx, Email | Internal & External |  |
| 3 | Project Team Meetings | Project Executive, Product Owner, Stakeholders, Development Team, Management | Review status of the project with the team | Weekly | Project Executive | Face to Face, WebEx, Email | Internal Only | Agenda, Meeting Minutes, Project Schedule |
| 4 | Technical Design Meetings | Project Executive, Product Owner, Stakeholders, Development Team | Discuss and develop technical design solutions for the project | As Needed | Development Team | Face to Face | Internal | Agenda, Meeting Minutes |
| 5 | Weekly Status Report / Sprints | Project Executive, Product Owner, Stakeholders, Development Team, Management | Status updates, current timeline, key accomplishments, planned work, etc. | Weekly | Project Executive, Development Team | Email | Internal & External |  |
| 6 | Bi-weekly Status Report | Project Executive, Product Owner, Stakeholders, Development Team, Management | Status updates, current timeline, key accomplishments, planned work, etc. | Bi-Weekly | Project Executive, Development Team | Email | Internal & External |  |
| 7 | Monthly Project Status Meetings | Project Executive, Product Owners, Stakeholders,  Development Team, Accounting Managers, Human  Resource Managers, Procurement Managers,  Purchasing Managers, Logistics Managers,  Billing Managers, Fulfillment Managers, Data Entry Managers, Operations Manager, Sales Manager, Shipping/ Receiving Manager, Training Manager, Personnel Staff, Analysts | Report on the status of the project to management | Monthly | Project Executive | Face to Face, WebEx, Email | Internal & External | Project Schedule |
| 8 | Quarterly Project Status Reports | Project Executive, Product Owners, Stakeholders,  Development Team, Accounting Managers, Human  Resource Managers, Procurement Managers,  Purchasing Managers, Logistics Managers,  Billing Managers, Fulfillment Managers, Data Entry Managers, Operations Manager, Sales Manager, Shipping/ Receiving Manager, Training Manager, Personnel Staff, Analysts | Report on the status of the project to management | Quarterly | Project Executive | Face to Face, WebEx, Email | Internal & External |  |
| 9 | Project Status Reports | Project Executive, Product Owner, Stakeholders, Development Team, Management | Report the status of the project including activities, progress, costs and issues | As Needed | Project Executive | Email | Internal & External | Project Status Report, Project Schedule |
| 10 | Project Milestone Status Reports | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate statuses of completion of major milestones and next steps | As Needed | Project Executive | Face to Face, WebEx, Email | Internal & External |  |
| 11 | Scope & Project Plan Kickoff Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the initial schedule of the scope and project plan, and next steps | Once | Project Executive, Development Team | Face to Face, WebEx, Email | Internal & External |  |
| 12 | Scope & Project Plan Management Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate approval statuses, budget, and next steps | Once | Project Executive, Development Team | Face to Face, WebEx, Email | Internal & External |  |
| 13 | Software Requirements Kickoff Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the initial project plan of gathering software requirements, gather software requirements from client | Once | Project Executive | Face to Face | Internal & External |  |
| 14 | Accounting Focus Group Meeting | Project Executive, Development Team, Accounting Managers & Selected Staff | Gather software requirements for the accounting platform module | Once | Project Executive | Face to Face | Internal & External |  |
| 15 | Human Resources Focus Group Meeting | Project Executive, Development Team, Human Resources Managers & Selected Staff | Gather software requirements for the human resources platform module | Once | Project Executive | Face to Face | Internal & External |  |
| 16 | Procurement Focus Group Meeting | Project Executive, Development Team, Procurement Managers & Selected Staff | Gather software requirements for the procurement platform module | Once | Project Executive | Face to Face | Internal & External |  |
| 17 | Purchasing Focus Group Meeting | Project Executive, Development Team, Purchasing Managers & Selected Staff | Gather software requirements for the purchasing platform module | Once | Project Executive | Face to Face | Internal & External |  |
| 18 | Logistics/ Shipping Focus Group Meeting | Project Executive, Development Team, Logistics/ Receiving/ Shipping Managers & Selected Staff | Gather software requirements for the receiving/ shipping platform module | Once | Project Executive | Face to Face | Internal & External |  |
| 19 | Billing Focus Group Meeting | Project Executive, Development Team, Billing Managers & Selected Staff | Gather software requirements for the billing platform module | Once | Project Executive | Face to Face | Internal & External |  |
| 20 | Fulfillment Focus Group Meeting | Project Executive, Development Team, Fulfillment Managers & Selected Staff | Gather software requirements for the fulfillment platform module | Once | Project Executive | Face to Face | Internal & External |  |
| 21 | Information Technology Focus Group Meeting | Project Executive, Development Team, Information Technology Managers & Selected Staff | Gather software requirements for the information technology systems | Once | Project Executive | Face to Face | Internal & External |  |
| 22 | Hardware Resources Approval Meeting | Project Executive, Product Owner, Stakeholders, Development Team | Obtain approval for the purchase of hardware resources | Once | Project Executive | Face to Face | Internal & External |  |
| 23 | Software & Licensing Resources Approval Meeting | Project Executive, Product Owner, Stakeholders, Development Team | Obtain approval for the purchase of software and licensing resources | Once | Project Executive | Face to Face | Internal & External |  |
| 24 | Processing Services Resources Approval Meeting | Project Executive, Product Owner, Stakeholders, Development Team | Obtain approval for the purchase of processing services resources | Once | Project Executive | Face to Face | Internal & External |  |
| 25 | Software Requirements Management Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the completion of requirements analysis, budget and next steps | Once | Project Executive | Face to Face | Internal & External |  |
| 26 | Purchasing Kickoff Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the initial project plan of purchasing the hardware and software resources | Once | Project Executive | Face to Face | Internal & External |  |
| 27 | Purchasing Management Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the completion of the purchasing of the hardware and software resources | Once | Project Executive | Face to Face | Internal & External |  |
| 28 | System Design Kickoff Meeting | Project Executive, Product Owner, Stakeholders, Development Team | Communicate the initial schedule of the system design phase and next steps | Once | Development Team | Face to Face | Internal Only |  |
| 29 | System Design Management Review | Project Executive, Product Owner, Stakeholders, Development Team | Communicate the completion of the system design phase and next steps | Once | Project Executive | Face to Face | Internal Only |  |
| 30 | Physical Design Kickoff Meeting | Project Executive, Product Owner, Stakeholders, Development Team | Communicate the initial schedule of the physical design phase and next steps | Once | Development Team | Face to Face | Internal Only |  |
| 31 | Initiate Call: Display/Prototype Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Display a demo of the requested product type | As Needed | Project Executive | WebEx | Internal & External | Initiate Call: Display/Prototype Meeting |
| 32 | Physical Design Management Review | Project Executive, Product Owner, Stakeholders, Development Team | Communicate the completion of the physical design phase and next steps | Once | Project Executive | Face to Face | Internal Only |  |
| 33 | Mobile Application Coding Kickoff Meeting | Project Executive, Product Owner, Stakeholders, Development Team | Communicate the initial schedule of the programming phase, and next steps | Once | Development Team | Face to Face | Internal Only |  |
| 34 | Initiate Call: Display/Prototype Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Display a demo of the requested product type | As Needed | Project Executive | WebEx | Internal & External | Initiate Call: Display/Prototype Meeting |
| 35 | Mobile Application Coding Management Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the completion of the programming phase, and next steps | Once | Project Executive | Face to Face | Internal Only |  |
| 36 | System Testing Kickoff Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the initial schedule of the system testing phase and next steps | Once | Development Team | Face to Face | Internal Only |  |
| 37 | Regression Testing Status Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the status of the regression testing and procedures phase, and any issues | Once | Development Team | Face to Face | Internal Only |  |
| 38 | Unit Testing Status Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the status of the unit testing phase, and any issues | Once | Development Team | Face to Face | Internal Only |  |
| 39 | System Integration Testing Status Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the status of the system integration testing phase, and any issues | Once | Development Team | Face to Face | Internal Only |  |
| 40 | Smoke Testing Status Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the status of the smoke testing phase, and any issues | Once | Development Team | Face to Face | Internal Only |  |
| 41 | Load/ Performance Testing Status Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the status of the load/ performance testing phase, and any issues | Once | Development Team | Face to Face | Internal Only |  |
| 42 | Stability Testing Status Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the status of the stability testing phase, and any issues | Once | Development Team | Face to Face | Internal Only |  |
| 43 | Initiate Call: Display/Prototype Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Display a demo of the requested product type | As Needed | Project Executive | WebEx | Internal & External |  |
| 44 | System Testing Management Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the completion of the system testing phase, and next steps | Once | Project Executive | Face to Face | Internal Only |  |
| 45 | User Training Kickoff Meeting | Project Executive, Product Owners, Stakeholders, Development Team, Accounting, Human Resource Managers, Procurement Managers,  Purchasing Managers, Logistics Managers, Billing Managers,  Fulfillment Managers, Data Entry Managers | Communicate the initial schedule of the user training phase and next steps | Once | Development Team | Face to Face | Internal & External |  |
| 46 | Initiate Call: Display/Prototype Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Display a demo of the requested product type | As Needed | Project Executive | WebEx Meeting | Internal & External |  |
| 47 | User Training Management Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the completion of the user training phase, and next steps | Once | Project Executive | Face to Face, WebEx Meeting | Internal & External |  |
| 48 | Documentation Kickoff Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the initial schedule of the documentation phase and next steps | Once | Development Team | Face to Face | Internal & External |  |
| 49 | Help Documentation Review Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Incorporate help documentation feedback | Once | Development Team | Face to Face | Internal & External |  |
| 50 | Documentation Review Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Incorporate help documentation feedback | Once | Development Team | Face to Face | Internal & External |  |
| 51 | Initiate Call: Display/Prototype Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Display a demo of the requested product type | As Needed | Project Executive | WebEx | Internal & External |  |
| 52 | Documentation Management Review | Project Executive, Product Owner, Stakeholders, Development Team, Management | Communicate the completion of the documentation phase, and next steps | Once | Project Executive | Face to Face | Internal Only |  |
| 53 | System Installation Kickoff Meeting | Project Executive, Product Owner, Development Team, CTO, Director of Information Management, Stakeholders, Development Team, Management | Communicate the initial schedule of the installation phase and next steps | Once | Development Team | Face to Face, WebEx | Internal & External |  |
| 54 | Smoke Test Kickoff Meeting | Project Executive, Product Owner, Development Team, CTO, Director of Information Management, Stakeholders, Development Team, Management, Staff Team | Communicate the initial schedule of the smoke test and next steps | Once | Development Team | Face to Face, WebEx | Internal & External | One individual will be selected by Client & Shade Leaf Consultant from the listed personnel that meets the objective for each department. |
| 55 | Smoke Test Review | Project Executive, Product Owner, Development Team, Stakeholders, Development Team, Management, Staff Team | Obtain feedback from smoke test users and system analysis reports | Once | Development Team | Face to Face, WebEx | Internal & External |  |
| 56 | Smoke Test Regression Review | Project Executive, Product Owner, Development Team, Stakeholders, Development Team, Management | Communicate the status of regression testing, and any issues | As Needed | Development Team | Face to Face, WebEx | Internal & External |  |
| 57 | Initiate Call: Display/Prototype Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Management | Display a demo of the requested product type | As Needed | Project Executive | WebEx | Internal & External |  |
| 58 | System Installation Management Review | Project Executive, Project Executive, Development Team, CTO, Director of Information Management, Stakeholders, Development Team, Management | Communicate the completion of the installation phase, and next steps | Once | Project Executive | Face to Face, WebEx | Internal & External |  |
| 59 | Pilot Kickoff Meeting | Project Executive, Product Owner, Development Team, CTO, Director of Information Management, Stakeholders, Development Team, Management, Staff Team | Communicate the initial schedule of the pilot phase and next steps | Once | Project Executive | Face to Face, WebEx | Internal & External |  |
| 60 | Client Agreements Meeting | Project Executive, Product Owner, Stakeholders, | Identify test groups, and gather agreement consensus | Once | Project Executive | WebEx, Email | Internal & External |  |
| 61 | User Acceptance Testing Kickoff Meeting | Project Executive, Product Owner, Stakeholders, Development Team, Accounting Managers, Human Resource Managers, Procurement Managers, Purchasing Managers, Logistics Managers, Billing Managers, Fulfillment Managers, Data Entry Managers, Operations Manager, Sales Manager, Shipping/ Receiving Manager, Training Manager, Personnel Staff | Communicate the initial schedule of the user acceptance testing phase and next steps | Once | Project Executive | Face to Face, WebEx | Internal & External |  |
| 62 | User Acceptance Testing Review | Project Executive, Product Owner, Stakeholders, Development Team, Accounting Managers, Human Resource Managers, Procurement Managers, Purchasing Managers, Logistics Managers, Billing Managers, Fulfillment Managers, Data Entry Managers, Operations Manager, Sales Manager, Shipping/ Receiving Manager, Training Manager, Personnel Staff | Obtain feedback from user acceptance testing and system analysis reports | Once | Development Team | Face to Face, WebEx | Internal & External |  |
| 63 | User Acceptance Testing Regression Review | Project Executive, Product Owner, Development Team, Stakeholders, Development Team, Management | Communicate the status of regression testing, and any issues | As Needed | Development Team | Face to Face, WebEx | Internal & External |  |
| 64 | Pilot Management Review | Project Executive, Product Owner, Development Team, Stakeholders, Development Team, Management | Communicate the completion of the pilot phase, and next steps | Once | Project Executive | Face to Face, WebEx | Internal & External |  |
| 65 | System Deployment Kickoff Meeting | Project Executive, Product Owner, Development Team, Stakeholders, Development Team, Management | Communicate the initial schedule of the deployment phase and next steps | Once | Project Executive | Face to Face, WebEx | Internal & External |  |
| 66 | System Deployment Management Review | Project Executive, Product Owner, Development Team, Stakeholders, Development Team, Management | Communicate the completion of the deployment phase, and next steps | Once | Project Executive | Face to Face, WebEx | Internal & External |  |
| 67 | Post Implementation Review Meeting | Project Executive, Product Owner, Development Team, Stakeholders, Development Team, Management | Communicate software maintenance plan and finalize contractor implementation, initiate closure/completion of software development project | Once | Project Executive | Face to Face, WebEx | Internal & External |  |
| 68 | Completion of Software Implementation Meeting | Project Executive, Product Owner, Development Team, Stakeholders, Development Team, Management | Finalize completion of software implementation, close project | Once | Project Executive | Face to Face, WebEx | Internal & External |  |

# Part 2: Based on Actual Team Members Communication Plan

This part explains how the actual team communicated to get our **weekly project assignment deliverables** completed:

Communication Plan content is based on the resources in your project team, meaning actual team members, and how each of us actually communicated within the team to get the weekly project assignment deliverables completed on time in the course.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Meeting/ Communication Type** | **Frequency** | **Location** | **Delivery Method** | **Owner** | **Sender** | **Receiver** | **Attendees** | **Comments** |
|  |
| 1 | Microsoft Team Kick Off Discussion | Weekly | Microsoft Teams | System Platform | Joshua | Joshua | Team | Joshua, Syed, Mack | Includes overview of weekly segments, templates and team discussions towards project |  |
| 2 | Microsoft Team Discussion | As Needed | Microsoft Teams | System Platform | Joshua, Syed, Mack | Individual | Team | Joshua, Syed, Mack |  |  |
| 3 | Microsoft Team Meeting | Weekly | Microsoft Teams | System Email | Joshua | Joshua | Team | Joshua, Syed, Mack | To discuss the weekly segment, what needs done, who’s doing what, Recorded Meetings |  |
| 4 | CANVAS Kick Off Discussion | Weekly | CANVAS | Student Center, System Email | Joshua | Joshua | Team | Joshua, Syed, Mack |  |  |
| 5 | CANVAS Discussion | As Needed | CANVAS | System Email | Joshua, Syed, Mack | Individual | Team | Joshua, Syed, Mack |  |  |
| 6 | Statement of Participation (SOP) | Weekly | Microsoft Teams | Microsoft Word | Joshua | Joshua | Team | Joshua, Syed, Mack | Assigned segments to individuals within the SOP for each week |  |
| 7 | Journal Work Log | Weekly | Microsoft Teams | SOP | Joshua | Joshua | Team | Joshua, Syed, Mack | Each team member recorded their work log summary, time spent, etc. |  |
| 8 | Email | As Needed |  | Personal Email | Team | Individual | Individual, Team | Individual, Team |  |  |
| 9 | Text | As Needed |  | Personal Text | Team | Individual | Individual, Team | Individual, Team |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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## 

## Actual Team Communication Lessons Learned

Describe any lessons learned in your *actual team* communication process and what you would do differently.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **Category** | **Issue Name** | **Problem/Success** | **Impact** | **Recommendation** |
|  |
| 1 | Week 1: Statement of Participation | Contact Requirements | Success: All team members provided there contact information for this segment of the project as required | Contributed to successful completion of this week’s segment |  |  |
| 2 | Week 1: Statement of Participation | Statement of Commitment | Success: All team members provided there statement of commitment for this segment of the project as required | Contributed to successful completion of this week’s segment |  |  |
| 3 | Week 1: Statement of Participation | Task Assignments | Success: Team members contributed to the creation of task assignments for this segment of the project as required | Contributed to successful completion of this week’s segment |  |  |
| 4 | Week 1: Project Proposal | Template | Success: Team members were able to access the weekly template and work within the template with no major issues | Contributed to successful completion of this week’s segment |  |  |
| 5 | Week 1: Microsoft Teams | Join Channel | Success: All team members joined the created group within Microsoft Teams | Contributed to successful completion of this week’s segment |  |  |
| 6 | Week 1: Microsoft Teams | Team Meeting | Success: Team members joined the Team Meeting for this week’s segment to complete the assignment | Contributed to successful completion of this week’s segment |  |  |
| 7 | Week 1: CANVAS Discussion | Communication | Problem: All team members did not post within the CANVAS discussion group, due to participation in Microsoft Teams | Professor is not able to actually see any conversations being held towards the scope of the project |  |  |
| 8 | Week 2: Statement of Participation | Assignments | Success: Team members contributed to the completion of task assignments and updating the work log for this segment of the project as required | Contributed to successful completion of this week’s segment |  |  |
| 9 | Week 2: Project Charter | Template | Success: Team members were able to access the weekly template and work within the template with no major issues | Contributed to successful completion of this week’s segment |  |  |
| 10 | Week 2: Microsoft Teams | Communication | Success: All team members were able to retrieve the weekly template, work within the weekly template, and contribute to the discussion channel as needed, for this week’s segment of the project | Contributed to successful completion of this week’s segment |  |  |
| 11 | Week 2: Microsoft Teams | Team Meeting | Success: Team members joined the Team Meeting for this week’s segment to complete the assignment | Contributed to successful completion of this week’s segment |  |  |
| 12 | Week 2: CANVAS Discussion | Communication | Problem: All team members did not post within the CANVAS discussion group, due to participation in Microsoft Teams | Professor is not able to actually see any conversations being held towards the scope of the project |  |  |
| 13 | Week 3: Statement of Participation | Assignments | Success: Team members contributed to the completion of task assignments and updating the work log for this segment of the project as required | Contributed to successful completion of this week’s segment |  |  |
| 14 | Week 3: Scope Statement | Template | Success: Team members were able to access the weekly template and work within the template with no major issues | Contributed to successful completion of this week’s segment |  |  |
| 15 | Week 3: Microsoft Teams | Communication | Success: All team members were able to retrieve the weekly template, work within the weekly template, and contribute to the discussion channel as needed, for this week’s segment of the project | Contributed to successful completion of this week’s segment |  |  |
| 16 | Week 3: Microsoft Teams | Team Meeting | Problem: Team members did not attend the Monday meeting, or the Saturday meeting | Lack of participation within the group, lowers confidence that work will be completed |  |  |
| 17 | Week 3: CANVAS Discussion | Communication | Problem: All team members did not post within the CANVAS discussion group, due to participation in Microsoft Teams | Professor is not able to actually see any conversations being held towards the scope of the project |  |  |
| 18 | Week 4: Statement of Participation | Assignments | Problem: All team members did not contribute to the completion of task assignments, or update the work log properly for this segment of the project as required | Caused other team members to pick up the slack of unfinished work |  |  |
| 19 | Week 4: Work Breakdown Schedule | Template | Problem: All team members did not contribute to the completion of task assignments for this segment of the project as required | Caused other team members to pick up the slack of unfinished work |  |  |
| 20 | Week 4: Microsoft Teams | Communication | Success: All team members were able to retrieve the weekly template, work within the weekly template, and contribute to the discussion channel as needed, for this week’s segment of the project | Contributed to successful completion of this week’s segment |  |  |
| 21 | Week 4: Microsoft Teams | Team Meeting | Problem: Team members did not attend the Monday meeting, or the Saturday meeting | Lack of participation within the group, lowers confidence that work will be completed |  |  |
| 22 | Week 4: Microsoft Project | Software | Problem: Not all team members had the required software needed for the class, nor was there instructions within CANVAS on where to go to get the software |  |  |  |
| 23 | Week 4: CANVAS Discussion | Communication | Problem: All team members did not post within the CANVAS discussion group, due to participation in Microsoft Teams | Professor is not able to actually see any conversations being held towards the scope of the project |  |  |
| 24 | Week 5: Statement of Participation | Assignments | Problem: All team members did not contribute to the completion of task assignments, or update the work log properly for this segment of the project as required | Caused other team members to pick up the slack of unfinished work |  |  |
| 25 | Week 5: Risk Register | Template | Problem: All team members did not contribute to the completion of task assignments for this segment of the project as required | Caused other team members to pick up the slack of unfinished work |  |  |
| 26 | Week 5: Microsoft Teams | Communication | Success: All team members were able to retrieve the weekly template, work within the weekly template for this week’s segment of the project | Contributed to successful completion of this week’s segment |  |  |
| 27 | Week 5: Microsoft Teams | Team Meeting | Problem: Team members did not attend the Monday meeting, or the Saturday meeting | Lack of participation within the group, lowers confidence that work will be completed |  |  |
| 28 | Week 5: CANVAS Discussion | Communication | Problem: All team members did not post within the CANVAS discussion group, due to participation in Microsoft Teams | Professor is not able to actually see any conversations being held towards the scope of the project |  |  |
| 29 | Week 6: Statement of Participation | Assignments | Success: All team members contributed to the completion of task assignments, or update the work log properly for this segment of the project as required | Caused other team members to pick up the slack of unfinished work |  |  |
| 30 | Week 6: Project Schedule | Template | Success: All team members contributed to the completion of task assignments for this segment of the project as required | Caused other team members to pick up the slack of unfinished work |  |  |
| 31 | Week 6: Microsoft Teams | Communication | Success: All team members were able to retrieve the weekly template, work within the weekly template for this week’s segment of the project | Contributed to successful completion of this week’s segment |  |  |
| 32 | Week 6: Microsoft Teams | Team Meeting | Problem: The Monday meeting was canceled due to personal reasons; the Saturday meeting was conducted as scheduled | Lack of participation within the group, lowers confidence that work will be completed |  |  |
| 33 | Week 6: CANVAS Discussion | Communication | Problem: All team members did not post within the CANVAS discussion group, due to participation in Microsoft Teams | Professor is not able to actually see any conversations being held towards the scope of the project |  |  |
| 34 | Week 7: Statement of Participation | Assignments | Problem: All team members did not contribute to the completion of task assignments, or update the work log properly for this segment of the project as required | Caused other team members to pick up the slack of unfinished work |  |  |
| 35 | Week 7: Communication Plan | Template | Success: All team members contributed to the completion of task assignments for this segment of the project as required | Caused other team members to pick up the slack of unfinished work |  |  |
| 36 | Week 7: Microsoft Teams | Communication | Success: All team members were able to retrieve the weekly template, work within the weekly template for this week’s segment of the project | Contributed to successful completion of this week’s segment |  |  |
| 37 | Week 7: Microsoft Teams | Team Meeting | Problem: Team members attend the Thursday meeting | Contributed to successful completion of this week’s segment |  |  |
| 38 | Week 7: CANVAS Discussion | Communication | Problem: All team members did not post within the CANVAS discussion group, due to participation in Microsoft Teams | Professor is not able to actually see any conversations being held towards the scope of the project |  |  |