



Asset Management

DOCUMENTATION



Lisa Ye



The Publisher

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Mission Statement

Our Team

Team Charter

Project Case: Buchanan County			
Member Name	Role	Phone Number(s)	Email
Jonathon Carlisle	Team Leader	(816)294-8721	jcarlisle2@missouriwestern.edu
Zach Evans	Lead Programmer	(573)480-5370	zevans2@missouriwestern.edu
Kyle Dumler	Lead Data	(913)680-8391	kdumler@missouriwestern.edu
Tony Chiesi	Lead Artist	(816) 315-5365	tchiesi@missouriwestern.edu
Lisa Ye	Lead Documentation	(660)853-0788	lye@missouriwestern.edu
Team: Asset Manager		Project Duration: 16 weeks	
Department: CSMP		Reporting To: Connie Hecker, Josh Royle	

Responsibility Matrix

	#1	#2	#3
Team Leader	R, A	I	I
Project Documentation Coordinator			
Meeting Minutes			
Status Reporting			
Document Interim Editing			

Team Member Strengths and Weaknesses

Team Member	Strength	Weakness
Jonathon Carlisle	Organized	
Zach Evans		
Kyle Dumler		
Tony Chiesi		
Lisa Ye		

Team Risks

Ratings from High, Med, and Low

ID	Risk Events	Likelihood	Impact	Prevention
01	Member Drops Course	Low	High	Design a Back up Plan
02	Member Disappears	Low	High	Collct more than one type of contact information
03	Member does not attend meetings	Low	Medium	Establish Rules
04	Member does not complete tasks on time	Medium	High	Make sure assignment due dates are clear
05	Member has an emergency that delays a task	Medium	Medium	Member is responsible for letting the team know. Team leader will refer to backup plan
06	Member Disappears	Low	High	Collct more than one type of contact information
07	Miscommunication of Duties	High	High	Have Written Agenda