Staff Organisation

**Project Manager.**

Responsible for overseeing and assisting the general running of the project, including:

* encouraging communication between the teams, and
* tracking each team's progress,
* interfacing with the customer.

**Analysis Team.**

* their sections of the phase plan and organisation plan, and
* the analysis model, and
* the user documentation.

**Design Team.**

* their sections of the phase plan and organisation plan,
* the high-level design specification, and
* the detailed design specification.

**Programming Team.**

* their sections of the phase plan and organisation plan, and
* the source code.

**Quality Assurance Team.**

* their sections of the phase plan and organisation plan,
* the acceptance criteria,
* the test specification,
* for ensuring that the analysis, design and implementation agree and adhere to the guidelines in this manual, and
* the minutes of the deliverable reviews.

However, note that the analysis, design and programming phases should have some overlap, and that during the overlap period the appropriate teams should collaborate.

**Individual responsibilities.**

The **team representative's** responsibilities are:

* representing the team to the other teams, to the customer, and to the review manager, and
* ensuring that deliverables are sent to the customer on time.

The **team chair's** responsibilities are:

* overseeing the production of the deliverables, and
* arranging and chairing team meetings and review meetings.

The **team recorder's** responsibilities are:

* minuting team meetings and review meetings, and
* circulating the minutes.