# Pre-project action plan and code of conduct

**(Must be completed and submitted in class by Week 5)**

“Whenever anyone goes to his or her associates and says: “This is *what* I am good at. This is *how* I work. These are my *values*. This is the contribution I plan to concentrate on and the results I plan to deliver” the response is *always*: “This is most helpful. But why haven’t you told me *earlier*?”” (Drucker, 1999 p.187).

**Course Code: COMP3851A Course Name: Computer Science and Information Technology Work Integrated Learning Part A**

**Group No: Group 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name (as in University records)** | **Student Number** | **Contact phone** | **e-mail** |
| Gabriel | C3393316 | +65 9358 8716 | C3393316@uon.edu.au |
| Marabel Bei Yi Kwok | C3392151 | +65 8178 2047 | C3392151@uon.edu.au |
| Wai Hang Henry Lai | C3392748 | +65 9641 4520 | C3392748@uon.edu.au |
| Ezra Bryan Justin Napitupulu | C3393311 | +65 8247 8248 | C3393311@uon.edu.au |
| Darma Surya Wijaya | C3388881 | +62 851 -0710- 1168 | C3388881@uon.edu.au |

Yes / No

**Discussion and agreement made of the grade expectations of all group members:**

**Project Action Plan**

|  |  |
| --- | --- |
| **Event** | **Agreed Action** |
| Team member not participating in meetings regularly | Action 1  Try to understand their situation and remind them to attend meetings regularly.  Action 2  Warn them about the consequences of not participating.  Action 3  Report the situation to the lecturer or course coordinator. |
| Team member not completing work with the level of quality expected | Action 1  Try to understand and give them suggestion on how to improve their work quality.  Action 2  Question them about the issue and ask them to revise their work again.  Action 3  Give a lesser percentage for their contribution on the project and peer review. |
| Team member dropping out | Action 1  Try to understand the situation and fix any issues if necessary. Persuade them not to drop out.  Action 2  Make a consultation with the lecturer or the course coordinator to fix the conflict.  Action 3  Asks the lecturer for an appeal to find a new teammate. |
| Discussions not achieving goals | Action 1  Ask the project manager to redirect the discussions towards the project goal.  Action 2  Try to gather everyone for a meeting to make a list of what objectives the team is missing and brainstorm how we can make up for missing goals.  Action 3  Get suggestions from the lecturer or course coordinator on how we can improve progress and forward discussions towards goals. |
| Conflict between members (please include as many areas of conflict you foresee) | Action 1  Let them resolve the problem between themselves without interference from the other members.  Action 2  Project manager will intervene and resolve the conflict if possible.  Action 3  File a complaint to the lecturer or course coordinator and ask for assistance. |
| Member not contributing in a timely manner | Action 1  Try to understand the situation and assist them with issues they have with their work.  Action 2  Give them a shorter deadline next time to add pressure and minimize risk of late submission.  Action 3  Give a lesser percentage for their contribution on the project and peer review. |
| Member dominating group | Action 1  Remind them to that everyone has to contribute equally and encourage them to be more of a team player  Action 2  Project manager to speak to them personally to warn the member and ask them to respect the team spirit.  Action 3  Report the member to the lecturer or course coordinator and ask for assistance. |

Who will do what in this group work?

|  |  |
| --- | --- |
| Task | Person(s) responsible |
| PM | Gabriel |
| DPM | Wai Hang Henry Lai |
| Coding leader | Darma |
| Technical Writer | Marabel |
| Communicator | Ezra |

|  |  |
| --- | --- |
| Agreed Milestones for Project | Dates |
| Pre-Action Plan | June 10, 2022 |
| Project Plan | June 10, 2022 |
| Seminar | August 2, 2022 |
| Progress Report | August 5, 2022 |

Date agreed for a mid-project check-up of progress of work against the agreed parts of this plan:

Signed By: Gabriel, Ezra Bryan, Henry, Marabel, Darma Date June 9, 2022

Date received by Lecturer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date 20 May 2022

**Reference:**

Drucker, P. F. (1999) Managing oneself, In *Management challenges for the 21st century*, Butterworth-Heinemann, Oxford, pp. 163-195.