**Project Management**

Regular meeting time - every tuesday afternoon 1pm - 3pm

Roles

* Coordinator - Daniel Young
* Project Manager - Daniel Smith
* Interviewer / Researcher - Alexis Sy, Danial Azlan

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| **Critical Tasks** | | | |
| To Complete | Description | Complete | Date Completed |
| Business Research   * target audience interviews * Company Interview * PT interview | Various Interviews to be completed with UC students, non-UC students, a personal trainer and the general manager of the UC Rec Centre | ✅ | 10/03/2017 |
| Project Plan/Outline | Create a document outlining all of the key aspects of the assignment and any draft ideas. | ✅ | 14/03/2017 |
| Mock Business Profile (based on field research) | Write up a mock business profile to describe the business the assignment is based on | ✅ | 19/03/2017 |
| Draft Business analysis (business model) | write an Initial Draft copy of the business analysis section of the assignment | ✅ | 19/03/2017 |
| Final Business analysis and website goals | Finished copy of the Final business analysis section of the assignment | ✅ | 28/03/2017 |
| 3 x User profiles | Create 3 user profiles based on business research | ✅ | 21/03/2017 |
| 3 x Personas |  | ✅ | 21/03/2017 |
| 3 x User Roles |  | ✅ | 28/03/2017 |
| 4 x Use Cases |  | ✅ | 28/03/2017 |
| Report proofread |  |  |  |
| Content list |  |  |  |

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| **Week Of 05/03/2017** | | |
| **Group Member** | **Current Tasks** | **Date Due** |
| Dan S | Business Research, interview and project plan | 14/03/2017 |
| Dan A | Business Research and Interview | 14/03/2017 |
| Dan Y | Business Research and Interview | 14/03/2017 |
| Alexis | Business Research and Interview | 14/03/2017 |

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| **Week Of 12/03/2017** | | |
| **Group Member** | **Current Tasks** | **Date Due** |
| Dan S | Mock Business profile and draft analysis | 21/03/2017 |
| Dan A | 1 User Profile and persona | 21/03/2017 |
| Dan Y | 1 User Profile and persona | 21/03/2017 |
| Alexis | 1 User profile and persona | 21/03/2017 |

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| **Week Of 19/03/2017** | | |
| **Group Member** | **Current Tasks** | **Date Due** |
| Dan S | Final Business analysis and website goals and use case | 28/03/2017 |
| Dan A | user roles and use case | 28/03/2107 |
| Dan Y | user roles and use case | 28/03/2017 |
| Alexis | user roles and use case | 28/03/2017 |

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| **Week Of 26/03/2017** | | |
| **Group Member** | **Current Tasks** | **Date Due** |
| Dan S | Formatting of Final Report | 31/03/2017 |
| Dan A | Content list | 31/03/2107 |
| Dan Y | Content list | 31/03/2017 |
| Alexis | Content list | 31/03/2017 |

Stakeholders

UC Rec Centre general Manager

* Daniel Young and Alexis Sy conducted an interview with the general manager of the UC Rec Centre in order to get an idea of what their business model was, how they implement any forms of e-commerce and the general activities/processes involved in running a Recreational sports facility.

City Fitness Employee and personal Trainer

* Danial Alzan and Daniel Smith interviewed a city fitness employee and personal trainer to get a better understanding of what working for a sport facility is like and how city fitness implements their membership system, how booking of personal trainers is handled, what their target audience is and how they market to said audience.