**Project Plan, Team Charter**

**Ulysses**

**InTech House Design**

|  |  |
| --- | --- |
| Industry Partner | Tyler Durden |
| Primary Instructor | Professor Anjana Shah |
| Team Member | Anastasiia Roldugina |
| Team Member | Tamara Saldina |
| Team Member | Jordan Pike |
| Team Member | Jerome Ching |
| Team Member | Morgan Gill |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 1.0 | October 9th, 2018 |

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**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | * To create an application that can facilitate quick and easy creation of project work orders by property owners (clients) that can then be viewed and assessed by qualified architects / engineers / contractors while allowing those qualified persons to provide the clients with quotes in return. The application will also provide easy channels of communication between clients and any architects / engineers / contractors who are interested in collaborating with each other. |
| Corporate Goals Addressed | * Easy and rapid creation of project work orders by clients (including measurements, description, and possibly even illustrations). * Remote assessment of project work orders by qualified individuals. * Discourse between interested parties (including quotes from qualified individuals, comments / suggestions, and instant messaging.) * Record keeping of project work orders and user discourse via off-site database storage. |
| Planned Start Date | September 4th, 2018 |
| Planned End Date | March 31st, 2019 |

**2. Project Approvers, Reviews and Distribution List**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Project Manager / Team Lead | Anastasiia Roldugina | Anastasiia.Roldugina@georgebrown.ca | Oct, 9th 2018 |
| User Interface Designer | Tamara Saldina | Tamara.Saldina@georgebrown.ca | Oct, 9th 2018 |
| User Experience Designer | Jordan Pike | Jordan.Pike@georgebrown.ca | Oct, 9th 2018 |
| Software Developer | Jerome Ching | Jerome.Ching@georgebrown.ca | Oct, 9th 2018 |
| Quality Assurance | Morgan Gill | Morgan.Gill@georgebrown.ca | Oct, 9th 2018 |

**3. Scope**

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Property Owners (clients) must be able to upload project proposals with relevant information for viewing by architects / engineers / contractors or other qualified individuals. | Accessibility features for the visually or hearing impaired. |
| Architects / engineers / contractors and other qualified individuals must be able to view project proposals that have been uploaded by property owners (clients). | Support for languages other than English. |
| Quotes must be able to be provided by architects / engineers / contractors and other qualified individuals. | Transactions or transfer of currency between clients and other interested parties. |
| Architects / engineers / contractors and other qualified individuals and property owners (clients) must be able to exchange contact information after consideration of quotes. | Support for areas beyond the G.T.A (Greater Toronto Area) |

**4. Deliverables**

|  |  |
| --- | --- |
| Deliverable | Description |
| Ulysses online application. | Client-side online application capable of accepting project work orders. |
| Ulysses desk-top application. | An application designed for use by qualified individuals that allows them to view, comment on, and provide quotes for project work orders made by clients. |
| Communications channel | A method for clients and qualified individuals to easily conduct discourse relevant to their business. |
| Database | A database hosted off-site for permanent storage of information relevant the to use of the Ulysses project |

**5. Assumptions**

* Involvement of Tyler Durden will likely be infrequent due to his work related responsibilities.
* Time dedicated to the project will not be consistent from week to week due to exterior academic factors.
* Acquiring a domain for our online application and data base will have monthly upkeep costs.
* Different time tables will disrupt group member attendance of regular meetings.

**6. Dependencies**

* The database will have to be hosted on a 3rd party service until a more long term solution can be found.
* Creation of rudimentary forms for clients to submit via the online application will have to be completed before integration of the address auto-complete bot can begin.
* Successful testing and uploading of client project work orders to the database must occur before data retrieval functions from the desk-top application can be tested.
* More knowledge on “Laravel” will be needed before it can be successfully integrated with the online application.

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| George Brown Faculty Strike. | High | Low | Hold meetings off of campus. Work off-site. |
| 3rd party hosting service for database becomes unavailable. | High | Low | Use Google’s free 1-year hosting until another host can be found. |
| Under-estimated application development time. | Moderate | Moderate | Consult Tyler Durden and extend development time. |
| Corruption of database storage device | High | Low | A back-up of the database will be made regularly to mitigate damage from such an event. |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Progress report | Tyler Durden, Professor Anjana Shah | Quarterly |
| Financial report | Tyler Durden, Professor Anjana Shah | Quarterly |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Project stand-up meeting | To ensure that frequent status updates of current project activities are known to all team members. | Anastasiia Roldugina,  Tamara Saldina,  Jerome Ching,  Morgan Gill,  Jordan Pike | Weekly |
| Slack Discourse | General purpose project discussion. | Anastasiia Roldugina,  Tamara Saldina,  Jerome Ching,  Morgan Gill,  Jordan Pike | Daily  (Always Active) |

**9. Task Listing (WBS- Work Breakdown Structure)**

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A | Requirements Gathering | 2 Weeks | N/A |
| B | User Experience Design | 2 Weeks | A |
| C | Design Development | 3 Weeks | B |
| D | Application and Database Coding | 7 Weeks | A |
| E | Quality Assurance | 2 Weeks | A, B, C, D |
| F | Deployment | 1 Week | A, B, C, D, E |

**10. Gantt Chart**

Create a Gantt Chart from your Task Listing – Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Weeks | | | | | | | | | | | | | | Complete |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |  |
| A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| F |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Attainment of 3rd Party HostingS | January 14th 2019 | *Not yet signed* |
| Completion of User Experience Design | January 31st 2019 | *Not yet signed* |
| Integration of User Interface into Application | February 15th 2019 | *Not yet signed* |
| Completion of Application Coding | March 18th 2019 | *Not yet signed* |
| Successful Product Deployment | March 31st 2019 | *Not yet signed* |

**12. RAM – Responsibility Assignment Matrix**

* Project Name: Ulysses
* Project Manager: Anastasiia Roldugina

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | Jerome | Tamara | Anastasiia | Jordan | Morgan |
| Requirements Assessment | S | S | P | S | S |
| User Experience |  | S |  | P |  |
| User Interface Development |  | P |  |  |  |
| Database Creation | P |  |  |  | *T* |
| Application Integration | P | S | S |  | S |
| Testing | S |  |  | T | P |
| Product Deployment | P | P | P | P | P |

P = Primary S = Secondary *T* = Tertiary

**13. Approval**

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Project Manager / Team Lead | Anastasiia Roldugina | *Anastasiia Roldugina* | Oct, 9th 2018 |
| User Interface Designer | Tamara Saldina | *Tamara Saldina* | Oct, 9th 2018 |
| User Experience Designer | Jordan Pike | *Jordan Pike* | Oct, 9th 2018 |
| Software Developer | Jerome Ching | *Jerome Ching* | Oct, 9th 2018 |
| Quality Assurance | Morgan Gill | *Morgan Gill* | Oct, 9th 2018 |

**TEAM CHARTER**

1. Purpose:

To work productively and collaboratively in order to assess the business requirements of clients and experts in the architectural and construction industry. The successful development and deployment of the Ulysses project seeks to address many of these user’s concerns and provide an efficient and easy to use application to facilitate their project and communication needs.

2. Background:

The Ulysses project team will be working behalf of and “InTech House Design,” an architectural firm. Tyler Durden, the primary stake holder of the project wishes to develop an application capable of catering not only to the many property owners seeking their services, but also architects, engineers, and contractors that will be interested in interacting with those property owners.

3. Scope:

The Ulysses project seeks to facilitate the pressing need of property owner clients to get quotes, blue-prints, licenses and other documentation pertinent to any major construction project that they wish to undertake. This is often a time consuming process that requires the consultation of many different experts with many different disciplines. The Ulysses project team must successfully implement an application capable providing an easier method of navigating this process by accepting project work orders, displaying them to experts and other qualified personnel, and establish convenient communication between the two parties.

4. Team Composition:

Anastasiia Roldugina - Project Manager / Team Lead (Essential, Full-Time)

Tamara Saldina - User Interface Designer (Essential, Full-Time)

Jerome Ching - Software Developer (Essential, Full-Time)

Jordan Pike - User Experience Designer (Essential, Full-Time)

Morgan Gill - Quality Assurance (Essential, Full-Time)

Members are to contribute a total of 15 – 20 production hours weekly towards the completion of the project.

(Taking into account other academic responsibilities)

5. Team Empowerment:

While each member of this team has some first-hand leadership experience, all members are to contribute collaboratively and proactively without overriding the ideas or contributions of the others. All members are identified as equal and input from each member shall be weighted equally.

6. Team Operations:

Conceptualization and decision making shall consist of a sequence of voting conducted at the weekly stand-up meetings. Majority vote will decide, in the event of a tie, open discourse will be undertaken to provide greater perspective. Members are expected to perform primarily in the areas to which they have expertise, aiding other members in their tasks (although helpful) will be secondary to the objectives to be completed. Progress on each task should be made throughout the week in anticipation of sharing what was completed at the next stand-up meeting.

7. Team Performance Assessment:

Performance will be tracked via a “weighted total” that is decided upon by the group during the weekly stand-up meetings. The “weighted total” is not a number representing labour hours, but more of a way of gauging the magnitude of certain tasks to others. Depending on progress changes, the magnitude of a task may be changed during later stand-up meetings. Tasks will accumulate until the designated mile-stone is reached and marked as complete.

8. Signature Page

​ *Anastasiia Roldugina*

*Tamara Saldina*

*Jerome Ching*

*Jordan Pike*

*Morgan Gill*