

Project Plan, Team Charter

Academy

Primary Instructor	Anjana Shah
Team Member	Nathalia Silva
Team Member	Yuri Kusik

Document Revision History

Revision #	Date
Nathalia Silva	October 9th, 2019
Nathalia Silva	January 9th, 2020

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1. Executive Summary

The following describes the project to be executed:

Objective	<p>This document formally authorizes the Academy Project to develop and implement a new online platform for use in daily interactions of the George Brown College students.</p> <p>This project plan was developed and submitted to the Project Stakeholders for approval, and it includes a scope statement, the project schedule, and provisions for scope with a project control. Finally, it is important to highlight that all resources will be assigned by the project's Product Owner.</p>
Corporate Goals Addressed	<p>The corporate goals which this project would like to attain are to reach around 50% of all Computer School Students within George Brown College's campus.</p> <p>Academy's main goal is to improve communication within George Brown College (GBC) in regard to time, efficiency and accuracy. This project follows all the stakeholders' requests for improvements on the efficiency of GBC's academic initiatives' awareness.</p> <p>In addition, it is necessary to state that not even the project's high-level risks can prevent that the implementation of this application will be completed.</p> <p>It is important to highlight that this project plan will be submitted and approved in accordance with the schedule below. After all the necessary approvals of this project plan, all requested resources will be allocated to the project. Moreover, all tasks will start within 5 business days after the approval.</p> <p>Finally, it is necessary to state that the project's Product Owner must approve any changes in the project schedule which will be presented later on in this document with more rich details.</p>
Planned Start Date	September 27th, 2019
Planned End Date	March 27th, 2020

2. Project Approvers

Project Role	Name	E-mail	Date
Primary Instructor	Anjana Shah	Primary Instructor	09/27/2019
Project Co-Manager	Nathalia Silva	NathaliaCristina.daSilva@georgebrown.ca	10/09/2019
Project Co-Manager	Yuri Kusik	Yuri.Kusik@georgebrown.ca	10/10/2019

3. Scope

In Scope	Details
Easy group creation feature	Groups will allow members to communicate with many other members at once.
Admin workspace	Our Admin workspace will facilitate the set up of new users from the Admin Console. As well, this space will be useful when defining user levels by editing their user access permissions.
Dynamic groups listing	This feature menu will load its options from an external data source, allowing for a dynamic list of options.
Cross-platform support	Our app will be accessible from popular browsers (as web clients).
Post ability	Posts retain the feature of being a standalone comment thread.

Out of Scope	Details
Group finder engine	Search engine feature.
Group chat features	Users can send messages in private environments.
Content moderation of links to external resources	Admin members can limit which web links can be posted to the platform.
Mobile app version	Mobile app version is not yet defined.

4. Deliverables

This project will deliver the following.

Deliverable	Description
Project Definitions (Sprint 1)	The project team members will research best practices to efficiently create our Project Vision, Business Requirements Definitions, to finally define our Personas and User Stories. This document will be the base of the application's system analysis and design.
Project Initial Documentation (Sprint 2)	Team members will develop and present the project's plan and strategies by defining deadlines, deliverables, constraints, communication methods, and resource requirements.
Requirements Analysis and Design Outlines the requirements for the	All requirements for the Analysis and Design Outlines will be gathered in a single document
Project Initial Design Documentation (Sprint 3)	The project will be advancing to its design phase, so team members will come up with and design portfolio that will consist on conceptual, logical, and physical data models
Wireframes/ Prototype Basic UI design of the project	Wireframes/ Prototype Basic UI design of the project
Project Technical Requirements (Sprint 4)	The project will be evaluated regarding its solution requirements
Wireframes/ Prototype Basic UI design of the project	With the help of a mock-up environment, the team leads will validate if the project meets the requirements and confirm the presence of required features, ease of use, design intuitiveness
Project Status Report 1	Team will prepare and present a project status report to include project status summary, upcoming objectives and managing issues/risks

Project Status Report 2	Learners will prepare and present a project status report to include project status summary, upcoming objectives and managing risks
Project Status Report 3	Team will prepare and present a project status report to include project status summary, upcoming objectives and managing issues/risks
Partial System Implementation (Beta Version Demo)	Learners will develop and present a System Implementation update which will include; summary, scope, requirements, current status, future plan along with a demo of the developed system.
Complete System Implementation (Closure Report and Presentation)	Students will develop and present a System Implementation update which will include detailed information about the system, demo of the completed system and project closure report.

5. Assumptions

This project makes the following assumptions:

- The app is always using updated and accurate.
 - Groups must have correct information
- Academy's Project Plan may change as new information and issues are revealed
- All the project's team member will respect the rules plotted by the team lead
- Project's team members will adhere to the Communications Plan.
- Failure to adapt to changes in adequate time will lead to project delays

6. Dependencies

The following are the internal and external dependencies that will have to be acknowledged and addressed:

- Business Case approval will be required in order to create the High-Level Requirements
 - Project leads will need information from the Project Vision document in order to start with the development of the Team Charter and Project Plan deliverables.
- Requirements Assessment has to be defined in order to continue with design and analysis phase
 - The project, outcomes, and features have to be well defined in order to begin the application design and rule out any unnecessary features.
- Prototyping phase can only begin after initial design templates have been submitted And approved
 - Website wireframes have to be adjusted and new features have to be implemented in order for the wireframe to satisfy the project requirements and features.
- After the initial prototype has been developed, application testing phase can begin
 - In order to begin application testing and revision, all major bugs and issues have to be resolved in order to make further interaction with the service smoother
- After the initial stage of alpha testing by developers themselves, application may be released to a selected group of target users who would continue with a beta test of the application by using it for a limited number of days (to be defined later in the development cycle), if there are no major issues found during this period, Academy is ready for full release

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Time	H	L	Design a realistic schedule
Absence of awareness levels from project members	L	L	Utilize channels for real-time communication and high use of feedback
Low adoption of new application	H	M	Invest on Marketing and Project Pitch
Application Security	H	L	Implement Advanced security features
Timeline Estimates Unrealistic	L	M	Timeline reviewed monthly to prevent undetected timeline departures

8. Communication

Reporting

The following reports will be produced:

Report	Audience	Frequency
Minute meeting	Project Team	Twice a Week
Progress report	Project Team	Monthly

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Stand-up	Define what each team member has done towards the project goals	Project Team	Twice a week
Sprint Iteration	Development of new goals for the project	Team Leaders	Weekly
Progress Report	Make our primary instructor aware of the project current state	Team Leaders and Primary Instructor	Twice a month
Sprint Retrospective	Project team members reunite themselves to find out what worked well and what didn't, in the last iteration	Project Team	Weekly

9. Task Listing (WBS- Work Breakdown Structure)

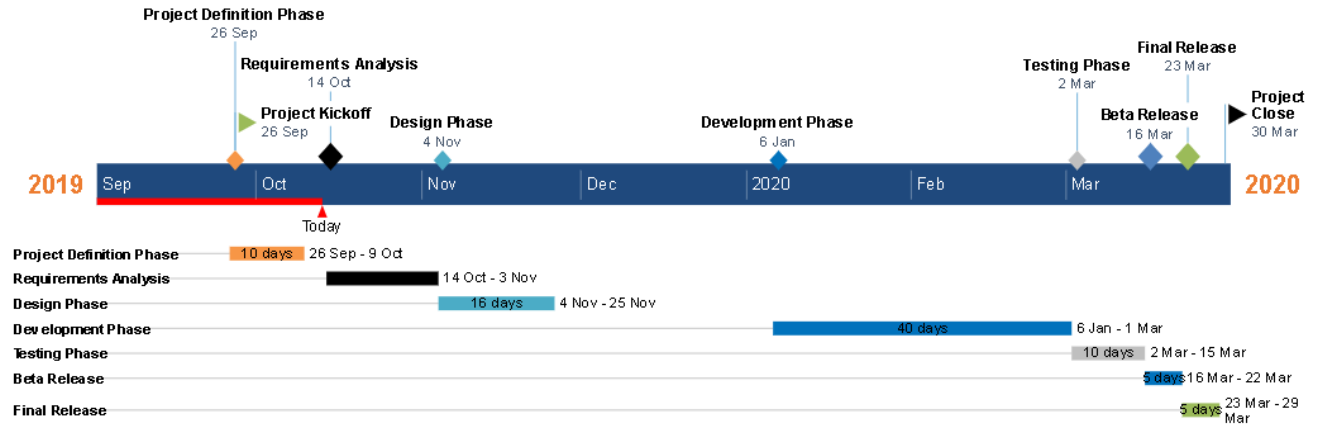
The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

ID	Tasks	Duration	Dependency (Task ID)
100	Project Summary	7 days	-
101	Teams Charter	5 days	100
102	Product Backlog	1 day	100
103	Sprint Backlog	1 day	102
104	Logic/Physical database model	16 days	100
105	Technical Requirements	16 days	100
106	Layout Site map	16 days	105
107	Design Home Page	14 days	107
108	Design Login Page	14 days	107
109	Design Sign Up Page	14 days	107
110	Functional Testing	5 days	121
111	Design Interest Page	14 days	107
112	Design Profile Page	14 days	107
113	Setup Environment	5 days	105
114	Code Home Page	5 days	113
115	Code Login Page	5 days	114
116	Code Signup Page	5 days	115

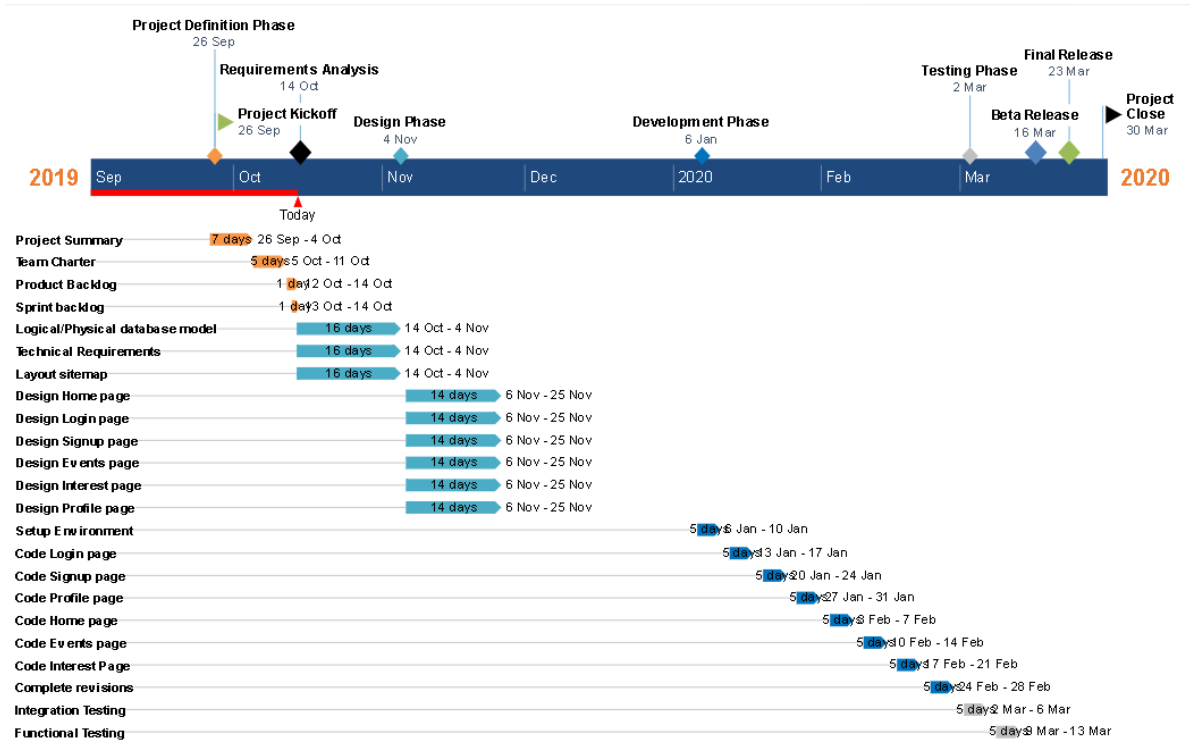
117	Code Profile Page	5 days	116
118	Integration Testing	5 days	120
119	Code Interests Page	5 days	118
120	Complete Revision Page	5 days	119

10. Gantt Chart

High Level:



Low Level:



11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Project Kickoff	September 26, 2019	Team
Project Definition phase	September 26, 2019	Team
Requirement Analysis	October 14, 2019	Team
Design Phase	November 4, 2019	Team
Development Phase	January 6, 2020	Team
Testing Phase	March 2, 2020	Team
Beta Release	March 16, 2020	Team
Final Release	March 23, 2020	Team
Project Close	March 30, 2020	Team

12. RAM – Responsibility Assignment Matrix

Task	Nathalia Silva	Yuri Kusik
Project Kickoff	<i>P</i>	<i>P</i>
Project Definition phase	<i>P</i>	<i>P</i>
Requirement Analysis	<i>P</i>	<i>S</i>
Design Phase	<i>P</i>	<i>P</i>
Development Phase	<i>P</i>	<i>P</i>
Testing Phase	<i>P</i>	<i>P</i>
Beta Release	<i>P</i>	<i>P</i>
Final Release	<i>P</i>	<i>P</i>
Project Close	<i>P</i>	<i>P</i>

P = Primary S= Secondary

13. Approval

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

Project Role	Name	Signature	Date
Product Owner / Full Stack Developer	Nathalia Silva		01/06/2020
Scrum Master / Full Stack Developer	Yuri Kusik		01/06/2020

14. Team Charter

1. Purpose

The main goal of this project is to create the Academy app which will be a social network hub that brings students and information together in order to promote personal and academic development to its users.

This team collaboration software tool is specialized in creating academic and professional social networks, and the project aims to address the issues students face when trying to connect and engage with each other.

2. Background

Filling social gaps that can be easily created within large institutions such as Colleges or Universities is the central focus of Academy. This project is based on the following four main core features:

1. Enabling efficient academic collaboration by connecting students with social and peer tutoring opportunities to ease help them to achieve academic success.
2. Showcasing extra-curricular opportunities, putting collaboration and communication in motion with on-the-go access to group news and information.
3. Leveraging information across classrooms, enabling users to find the information and people they need to improve their technical skills.

3. Scope

Academy is a detail focused social media platform intended to be applied in academic, post-secondary institutions. The vision of the project is centered around helping students to maximize their educational experiences by providing effective guidance and social structure through three main modules which are Team Structuring, Academic Support Network and Extra Curricular Broadcasting.

4. Team composition

Our team composition will have administrators and developers. The functions of some members will overlap each other. Nathalia Silva and Yuri Kusik are both full stack developers that will also carry the project co-manager role.

Our scope currently consists of leveraging an application that offers to the user the ability of creating network groups, working with dynamic groups listing, posting, and viewing. All these features will be available with a Cross-web platform support, easy to understand and manage.

5. Team empowerment

Currently, the only authority in our project hierarchy is the primary instructor. Professor Anjana Shah enhances our work and oversees any of our deliverables.

Besides that, the group also has the presence of a Product Owner, but the team is mostly organized in a horizontal hierarchy.

6. Team operations

Our operational plan was developed in a way that enables the project to use of Agile methodologies. We all have agreed on having a wide range of meetings to discuss the current state of the project.

This project has a product-based focus with a stable team and very dedicated resources. Therefore, all project members have an end-to-end perspective of Academy. Development process is managed by a knowledgeable product owner who works closely with the technical development of the project at all stages.

It is important to highlight that all roles in this project are integrated within self-organizing scrum teams; project manager role is minimized, and the real focus is on the product performance.

7. Team Performance Assessment

In the Academy project, the major performance assessment keys are engagement, helpfulness, efficiency, initiative and quality.

8. Signature Page

Here, each team member signs, agreeing to the contents and being held mutually accountable for adherence.

Name	Signature	Date
<i>Nathalia Silva</i>	<i>N.S.</i>	<i>01/06/2020</i>
<i>Yuri Kusik</i>	<i>Y.K.</i>	<i>01/06/2020</i>