Task 1: Project plan (group)

Your project plan needs to explain how your project will work. Because you are using an Agile methodology, your project plan is considered a "living document": that is, you can change it if you need to. (This is one reason you must keep your project documentation online rather than submitting it at the start of the project.) This list of criteria is not exhaustive -- if markers grant or deduct marks for reasons that aren't on this list, they must explain themselves in the comment.

Task 1.1: Team organiza on (group)

How well has the team explained the way that they are organized? This list of criteria is minimal; marks may be awarded for additional relevant and correct information, or deducted if something necessary is missing. Any marks deducted for something not mentioned in criteria must be explained in a comment.

Plan lists team members   ○ No ○ Yes ○ N/A

Plan lists team members' contact   ○ Poor ○ Okay ○ Good ○ N/A
information

Plan describes team members'   ○ Poor ○ Okay ○ Good ○ N/A
roles and responsibilities

Plan explains how process model   ○ Poor ○ Okay ○ Good ○ N/A
differs from Scrum

The process model describes   ○ Poor ○ Okay ○ Good ○ N/A
seems feasible and is likely to be
effective

Mark for task 1.1 : [   ] out of 3.0

Task 1.2: Time and task tracking (group)

How will the team manage their tasks? How will the team manage time? These policies should be clear and workable.

Plan explains how tasks will be allocated

○ No ○ Yes ○ N/A

Plan explains how time will be tracked

○ No ○ Yes ○ N/A

Task tracking and time tracking policies will be easy to follow

○ Poor ○ Okay ○ Good ○ N/A

Task and time tracking policies will give your marker enough information

○ Poor ○ Okay ○ Good ○ N/A

If using systems such as Trello or Google Drive: does your marker have access?

○ No ○ Yes ○ N/A

Mark for task 1.2 : [   ] out of 3.0

Task 1.3: Definition of done and Vision statement (group)

PMP contains a Definition of Done

○ No ○ Yes ○ N/A

Definition of Done is easy to understand

○ Poor ○ Okay ○ Good ○ N/A

Definition of Done includes enough checking/QA to ensure that Done features are ready to ship

○ Poor ○ Okay ○ Good ○ N/A

Project vision statement makes it clear what the scope is

○ Poor ○ Okay ○ Good ○ N/A

Mark for task 1.3 : [   ] out of 2.0

Task 1.4: Document quality (group)

Is the document useful?

| Plan is easy to read and understand | ○ Poor ○ Okay ○ Good ○ N/A |

| Plan is about the right length | ○ Too long ○ Too short ○ Just right |

| Plan will be easy to edit later if the team decides to do so | ○ Poor ○ Okay ○ Good ○ N/A |

Mark for task 1.4 : [＿＿＿＿＿] out of 1.0

Mark for task 1 : [＿＿＿＿＿] out of 9.0

Task 2: Analysis of alternatives (group)

The AoAs for programming language and platform may be combined into one. If no choice had to be made regarding platform or architecture, it's okay not to consider that.

| Analysis of Alternatives has been done for programming language | ○ No ○ Yes |

| Analysis of Alternatives has been done for platform/architecture | ○ No ○ Yes ○ N/A |

| More than one option was considered | ○ Poor ○ Okay ○ Good ○ N/A |

| The criteria for selection were described clearly | ○ Poor ○ Okay ○ Good ○ N/A |

| Every option was evaluated against all criteria | ○ Poor ○ Okay ○ Good ○ N/A |

| Recommendations were well-justified | ○ Poor ○ Okay ○ Good ○ N/A |

Mark for task 2 : [＿＿＿＿＿] out of 2.0

Task 3: Risk management plan (group)

You should have identified at least three risks, described them properly, and explained how you will monitor and mitigate them. If you have done a good job of managing risks, you'll be less likely to do

badly on future milestones. If you haven't done a very good job, feel free to improve your risk management plan.

Number of risks identified	○ Too few (0-2) ○ Enough (3+) ○ Many
Risks identified are reasonable	⦿ Poor ○ Okay ○ Good ○ N/A
Risks are annotated with likelihood	○ No ○ Yes ○ N/A
Risks are annotated with impact	○ No ○ Yes ○ N/A
Likelihoods and impacts, if present, look realistic	○ Poor ○ Okay ○ Good ○ N/A
Contingency plans (mitigations) are present	○ No ○ Yes ○ N/A
Contingency plans are likely to be useful	○ Poor ○ Okay ○ Good ○ N/A
Monitoring strategies are present (where feasible)	○ No ○ Yes ○ N/A
Monitoring strategies are likely to work	○ Poor ○ Okay ○ Good ○ N/A

Mark for task 3 : [_____] out of 4.0

Task 4: Individual penalty (penalty)

Marks may be deducted here for failing to contribute as agreed to the project, or for other issues such as breach of the academic honesty policy. Markers may not deduct any marks without speaking to the lecturer first, and must make a note of the reason for the deduction in the comment field. Note that these marks are subtracted from your total -- so getting 0/15 here is a good thing!

Mark for task 4 : [_____] out of 15.0

Overall mark: [_____] /15.0 ([_____] %)

Total