**Project Plan, Team Charter**

**3Park**

|  |  |
| --- | --- |
| Industry Partner |  |
| Primary Instructor | Anjana Shah |
| Team Member | Justin Rolnick |
| Team Member | Keefe Chan |
| Team Member | Jeremy Yang |
| Team Member | Albert Nguyen |
| Team Member | Lenny Ramroop |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 0.1 | Oct 13 2017 |

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# 1. Executive Summary

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | The objective of the application is to assist students and visitors of the Casa Loma campus at George Brown College in finding free/paid parking spaces in the vicinity of the school. |
| Corporate Goals Addressed | The corporate goals we wish to attain are to reach roughly 25% of all frequent drivers to the campus. The 3 parking lots for Casa Loma campus contain roughly 600 parking spots, in addition to the street parking in and around the area, so it is a very modest goal from the outset.  We eventually would like to add a budget directly for marketing this application, which would lead to a larger user base. |
| Planned Start Date | September 2017 |
| Planned End Date | March 30, 2018 |

# 2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Professor, Consultant | Anjana Shah | ashah@georgebrown.ca | October 13, 2017 |
| Backend Dev | Lenny Ramroop | lakeram.ramroop@georgebrown.ca | October 13, 2017 |
| Backend Dev | Albert Nguyen | Albert.Nguyen@georgebrown.ca | October 13, 2017 |
| Database Admin | Jeremy Yang | jeremy.yang@georgebrown.ca | October 13, 2017 |
| Team Leader , Front End Developer | Justin Rolnick | justin.a.rolnick@gmail.com | October 13, 2017 |
| Front End Developer | Keefe Chan | keefechan.kc@gmail.com | October 13, 2017 |

# 3. Scope

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Free parking finder | Suggestive History |
| Paid parking finder | Accessibility |
| Navigation | User Data input regarding parking |
| Available parking hours |  |
| Optional Offline mode |  |
| Dynamic map listings |  |
| Favourites |  |
| History |  |
| Facebook/Google Login |  |
| Search function |  |

# 4. Deliverables

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Simple and clean UI/UX | When the application is released to the global mobile market, the finished product will have a UI that is easy on the eye and simple to use. There will be functions in the app that will also enhance the UI to its fullest. There will be no functions that will harm the UI or harm the simplicity of the user experience. |
| Locations of free and paid parking and their available time. | When the application is released to the global mobile market, the finished product will allow the users to find free or paid parking spots before he/she will leave the house. This application will also show the available time(s) when the user can park. |
| Navigation | 3Park will allow an option to navigate the user to their desire parking spots. The app itself will not navigate, but it will use the user’s own preferred navigation application (Google Maps, Waze, etc.). |
| Offline | It includes the opportunity to download maps/parking data to the local storage of the users device. This will allow the user to not use his/her data usage. |
| Search function | For this application to work, a search function MUST be added for the user to search for paid and free parking. |

# 5. Assumptions

This project makes the following assumptions;

* The APIs the app is using will frequently be updated.
  + Toronto.ca datasets
* There will be no users with accessibility needs using this app.
  + This app does not benefit anyone with accessibility needs, as it would be an extremely narrow demographic of the market.

# 6. Dependencies

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

* 3Park will heavily be dependent on the datasets provided by Toronto.ca.
  + Toronto.ca updating their datasets frequently is crucial to maintain up-to-date and reliable data to the user(s).
* 3Park will also be dependent on the servers it will be hosted on.
  + Hosting will be rented out by a third-party company, such as Amazon Web Services.

# 7. Risk Management

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Competition | H | L | Increase Marketing/ Introduce new feature(s) |
| Time limitation | H | L | Create and adhere to rigid schedule |
| Feature Creep | H | M | Constant reviewing of scope features |
| Absence of Member commitment levels | H | L | Encourage open discussions among members |
| Low user base | H | M | Increase Marketing |
| Server Downtime | H | L | Backup Servers |
| Outdated Dataset | H | L | Acquire Data through alternative means ie. Manually Obtaining data |
| Hacking | H | L | Implement Advanced security features |

# 8. Communication

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Minute meeting | Anjana Shah | Weekly |
| Overview | Developers | Weekly |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Overview | To see what each individual did towards our weekly goal of this application. | Jeremy Yang  Keefe Chan  Albert Nguyen  Lenny Ramroop  Justin Rolnick | Weekly |
| Tasks | For the team leader to give each developer a set goal for the project that week. | Jeremy Yang  Keefe Chan  Albert Nguyen  Lenny Ramroop  Justin Rolnick | 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A | Assess Requirements | 2 weeks | - |
| B | Analysis and Design | 2 weeks | A |
| C | Protoyping | 3 weeks | B |
| D | Application testing | 2 weeks | C |
| E | Application Revisions | 2 weeks | D |

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# 10. Gantt Chart

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Weeks | | | | | | | | | | Complete |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Assess  Requirements | x | x |  |  |  |  |  |  |  |  |  |
| Analysis and Design |  |  | x | x |  |  |  |  |  |  |  |
| Protoyping |  |  |  |  | x | x | x |  |  |  |  |
| Application testing |  |  |  |  |  |  |  | x | x |  |  |
| Application revisions |  |  |  |  |  |  |  |  | x | x |  |

# 11. Milestones

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Initial Mockup | November 17, 2017 | T22 |
| Initial Prototype | January 1, 2018 | T22 |
| Minimum Viable Product | January 20, 2018 | T22 |
| Beta Release | February 30, 2018 | T22 |
| Public Release | March 30, 2018 | T22 |

# 12. RAM – Responsibility Assignment Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Jeremy** | **Justin** | **Lenny** | **Albert** | **Keefe** |
| **Assess Requirements** | *P* | *P* | *S* | *S* | *P* |
| **Analysis and Design** | *P* | *P* | *S* | *S* | *P* |
| **Prototyping** | *S* |  | *P* | *P* | *S* |
| **Application Testing** | *P* | *P* |  |  | *S* |
| **Application Revision** |  |  | *P* | *P* | *S* |

# 13. Approval

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Team Leader, Frontend Developer | Justin Rolnick | JR | October 13, 2017 |
| Junior Backend developer | Albert Nguyen | AN | October 13, 2017 |
| Database Administrator, Frontend Developer | Database Administrator | JY | October 13, 2017 |
| Senior Backend Developer | Lenny Ramroop | LR | October 13, 2017 |
| Frontend Developer | Keefe Chan | KC | October 13, 2017 |

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# 14. Team Charter

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. Purpose

The purpose of forming this team is to create the 3Park hybrid mobile app. We anticipate that our app will be ready and approved for the Android/Apple stores by March 1, 2018. We will include many of our features and requirements that we listed in our app.

2. Background

The team will be supporting the app 3Park. 3Park is a mobile app that will help users locate and present details of the parking location. The app will access the user’s GPS to help lead the user to the parking spot. The team fits in the organizational structure as the app requires a front end programmer, a back end programmer, an administrator, and database handler for its development and maintenance. The main users will be students and visitors of George Brown College. The stakeholders are the administrators, developers, and project handler.

3. Scope

The objective of this project is to develop a simple, clean, and innovative application that will allow users the ability to locate free parking locations as well as paid parking lots and streets. The team will take the necessary steps through analysis and design, mockup diagrams, testing and implementation in order to achieve this. The goals we aim to accomplish by the end, is to have an application that will not only allow users to find parking but to do so simply and intuitively using a search functionality, navigation and an overall easy-to-use UX.

4. Team composition

Our team composition will have administrators and developers. The functions of some members will overlap each other. There will be one team leader, 2 frontend developers, and 3 backend developers. There will be 2 administrators who will maintain and oversee the app after it is finished.

5. Team empowerment

The highest authority in our organization hierarchy is the professor overseeing our project. Below the highest hierarchy is our team lead, Justin Rolnick, who will manage and ensure that the project will complete its requirements and reach its objectives.

6. Team operations

Our operational plan is to have several meetings to discuss how our app is progressing, whether features needs to be cut, and report any problem that may occur during the development time. We will also delegate tasks equally and fairly amongst the team. If there is a change in membership we will ensure that new members will be up to date in their responsibility of the project, and ask departing members any questions through emails if we have any questions on their role in the project.

7. Team Performance Assessment

The key area of performance needed for this team to succeed is communication, participation in productive meetings, and meeting deadlines. The measurement of success is our completion of our requirements and reaching our deadlines.

8. Signature Page

(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

**Lenny Ramroop ~ LR**

**Albert Nguyen ~ AN**

**Jeremy Yang ~ JY**

**Justin Rolnick ~ JR**

**Keefe Chan ~ KC**

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