

**Project Planning Document**  
**Due 9/23/2020**  
**(Team Assignment, 10%)**

The purpose of this Project Planning Document (PPD) is to establish the foundation for everything your team will work on for the remainder of Capstone 1 and Capstone 2. Each individual should have easy access to this document at all times, so it should be maintained in a collaborative workspace such as Microsoft Teams.

Your team will update this document as you work on your project, so it will serve as an archive / diary of activities as you plan your work.

To begin, populate your team on Canvas as explained in class, and then fill in the information marked with \* below, and submit this entire document on Canvas as a group assignment.

\*Project Title (This can change somewhat later as the project evolves.)

- P.A.N.S (Pantry App Notification System)

\*Names of team members in an alphabetized list, along with userID in the format below, with the team leader designated by a star. Canvas allows only one individual to be designated as the leader, so even if you feel like you need to have “co-leaders” you must pick *one* for admin purposes.

- |                      |                      |
|----------------------|----------------------|
| ● Aldridge, Jonathan | jta0027 *team leader |
| ● Beauchamp, Ben     | bcb0061              |
| ● Leggett, Zach      | zjl0002              |
| ● Plunkett, Jeremy   | jmp0098              |

\*URL of your project website (make it a valid hyperlink). Your project website can be a starter shell, but it should at least show your project title.

- <https://project-pans.github.io/>

Other things to consider (not required for Canvas assignment at this point)

- How will your group communicate? It is important to distinguish between casual conversations and those items that need to be recorded as part of the design process. For example, team meeting agendas and minutes should be captured and saved so everyone has access. Quick notes such as “I’m bringing pizza to the meeting” don’t need to be saved.
- Where, when, and how frequently will you meet?
- What is your management structure? Each team should have at least a designated team manager. It would be good to have an assistant manager and a designated editor / document coordinator as well.

- How will you manage your budget? It is essential to start your project with a clearly stated dollar amount. It might take some work to get that number, but it needs to be written down and known by everyone on the team. You should have a fairly detailed budget as part of your proposal first draft.
- How will you manage your timeline? One common tool for this is a Gantt Chart. You can create one for your project using free tools found online. You should have a fairly detailed timeline as part of your proposal first draft.
- Start creating an outline for your proposal first draft, which is due Nov. 2, 2020.