COS20031

Computing Technology Design Project

Request for Proposal (RFP) for Design and Development of a Direct-to-Consumer ECommerce Platform

Instructor: Dr. Hai Sam Nang

Project Team Member:

- Nguyen Thuan Khang (104171078)
- Doan Nhat Long (104167705)
- Le Ba Tung (104175915)
- Lau Ngoc Quyen (104198996)

👥Team Preferences

Team Member	Nguyen Thuan Khang (104171078)	Doan Nhat Long (104167705)	Le Ba Tung (104175915)	Lau Ngoc Quyen (104198996)
Working hours and commitments	Responsible for overall project oversight, strategy, and coordinating with stakeholders. Commitment: Attend all team meetings, monitor progress, and ensure alignment with business goals.	Responsible for the technical development of the platform, including backend and frontend functionalities. Commitment: Available during core hours for development, technical discussions, and daily check-ins on platform progress.	Focus on designing a seamless user experience and creating visually engaging interfaces for the platform. Commitment: Attend all design meetings, provide feedback loops, and ensure design deliverables are completed on time.	Handles marketing strategy, customer acquisition, and digital marketing campaigns. Commitment: Available for collaboration with the team on content and marketing campaigns. Attend strategy meetings and provide regular updates on marketing progress.
How I like receiving feedback	Direct and constructive communication is key when delivering messages privately.	Prefers receiving feedback through clear and concise messaging and welcomes face-to-face meetings for in-depth discussions.	Messaging, Group Calling, and Direct Meeting.	Information is gathered from various contexts, including messaging and meetings.

Context about me	Leads the project by ensuring key milestones are met, manages communication with stakeholders, and supports the team in delivering outcomes.	Handles the technical aspects of the platform, ensuring that all functionalities run smoothly, from payment systems to inventory management.	Responsible for creating a visually engaging and user-friendly design, focusing on optimizing the customer journey.	Manages the marketing efforts, ensuring that the platform reaches a wider audience through targeted campaigns and strategies.

💬 Communication Channels

Channel	Purpose	Audience
Confluence	Documentation	Core Team
Messenger	Daily work related conversations, announcements	Core Team
Email	Notify when the assigned work is done	Core Team
Discord	Gatherings and Idea Generation	Core team

📅Meetings

Objective	Topic discussion	Instruction to join Atlassian service	Project Planning and Task Management in Jira	Relational Modelling Basics	Identifiers and Relationships
Outcomes	Choosing topic and research about relevant details, information to understand it	Assign members to create Atlassian account and join Jira Assign Ngoc Quyen to create the project so that everyone can join	**Create Team Proposal:** • Create User Manual • Create Project Plan • Create Roles and Responsibilities and Team Home Page • Risk Assessment Matrix • Create Persona	Create Empathy map Create Initial ER diagram	Fix and complete Empathy Map Fix and complete Initial ER diagram
Format	Whole team	Whole team	Whole team	Whole team	Whole team
Who	Whole team	Whole team	Whole team	Whole team	Whole team
Resources	Direct	Direct	Direct	Direct	Direct
How will we show up?	Respect, equity	Respect, equity	Respect, equity	Respect, equity	Respect, equity

How will we manage follow up?	Choosing topic and research relevant details, information to understand it	Every member join Jira Ngoc Quyen create project for members to join Every member watch tutorial for using Atlassian service	User Manual & Persona: for all members Project Plan: Ngoc Quyen. Roles and Responsibilities and Team Home Page: Ba Tung & Nhat Long Risk Assessment Matrix: Thuan Khang	Create Empathy Map : Ngoc Quyen Create Project Requirement : Ba Tung & Nhat Long Create Initial ER diagram : Thuan Khang	Fix and complete Empathy Map: Ngoc Quyen Fix and complete Initial ER diagram: for all members

⬆️ Escalation Process

Decider	How	Transparency	Feedback Loop
Nguyen Thuan Khang	Submit work through Confluence platform and notify team member via Messenger.	Tasks will be reviewed by Khang, and upon completion, he will update the status in Jira.	All team members will collectively review the work to identify any potential flaws.

💡Continuous Improvement

Purpose	How
Sharing feedback	Messenger
Lesson learnt	Confluence

Table showing Poor Contribution Weighting Rubric

Note: Continuous violations of expected conduct may result in email notifications, point deductions, and communication with the instructor.

0 % of Team mark (student receives no marks for team deliverable)	25% of Team Mark	50% of Team Mark	75% of Team Mark
• Consistently absent from all meetings. • No input, ideas, or effort contributed. • Actively hinders team progress. • Complete absence of contribution. • Severely detrimental to the team's success.	• Rarely attends meetings, minimal input. • Limited grasp of project objectives. • Sporadic, minimal contributions. • Consistently hinders team effectiveness. • Significant challenges in efficiency, morale.	• Inconsistent participation, occasional attendance. • Limited contributions in scope and depth. • Basic understanding of project goals. • Some effort to complete tasks, mixed impact. • Occasionally affects team effectiveness, morale..	• Solid contributor, attends most meetings. • Provides useful input, good understanding. • Completes assigned tasks and collaborates. • Contributions vary in depth and consistency. • Generally supports team effectiveness, minor disruptions.