**Initial Planning Document - Management Plan**

**Schedule of Meetings:**

Meetings will be held in available suites of Babbage dependant on what rooms are available during the times of the meetings. These times are the agreed regular times of meeting, however if a member needs to adjust the meeting time of a particular date we will be flexible. This is to ensure each member of the team can make it to the meeting.

|  |  |
| --- | --- |
| **Day** | **Time** |
| Monday | 13:00 – 13:45 |
| Tuesday | 16:00 – 17:00 |
| Wednesday | 13:00 – 14:00 |
| Thursday | 14:00 – 15:00 |
| Friday | 13:00 – 14:00 |

**Methods of Communication:**

The team will use a number of methods to communicate to ensure that each member is kept up to date and is aware of any changes made to the projects files.

Pivotal Tracker will be used to help with the management of the project. Pivotal Tracker will allow us to see who is doing which tasks, how important those tasks are and record the dates they were created and finished. This will be particularly useful when creating burn-up and burn-down charts.

Bit-Bucket will be used as it enables the team to control the version of the product that is being worked on. Bit-Bucket will also enable the team to contribute their elements of the project by adding it to the whole project file. Benefits of using bit-bucket include a unification of workflow, avoiding code conflicts/overwriting others’ work and provides a history of information about the status of the project.

To allow for members to communicate any issues they are having or any ideas they have come up with we plan on using email and mobile phones. Outlook provides a group service that enables teams to converse with each other, share files and set up a calendar. Mobile phone contact will be useful as it provides quick contact and is accessible in a number of situations where a team member won’t have access to a laptop or computer.

**Gantt chart**

