**Project Team Charter**

**HomeEase – In-Home Services Provider**  
**Partner Organization**: None

**Industry Partner**

Not applicable

**Team Members:**

|  |  |
| --- | --- |
| **Role** | **Name** |
| Primary Instructor | [Instructor Name] |
| Project Manager | Bhavya Vaghela |
| Lead Developer | Abdulgafar Towolawi |
| UI/UX Designer | Ahad Abdul |
| QA Lead | Michael West |
| Assistant Developer | Subhan Mohammed Abdul |

**Document Revision History**

| **Revision #** | **Date** |
| --- | --- |
|  | [03-10-2024] |

**1. Purpose**

The purpose of forming the *HomeEase* team is to develop a platform that provides convenient, accessible at-home services for elderly and disabled users. The anticipated outcome is to successfully deliver a user-friendly web and mobile platform that simplifies service booking while creating job opportunities for skilled service providers.

**2. Background**

The *HomeEase* project is aimed at addressing the growing demand for at-home services, particularly for elderly and disabled users. The platform offers services such as plumbing, cleaning, and beauty treatments. The team fits within the organizational structure as the core development and management team responsible for building and delivering this platform. Key stakeholders include elderly users, service providers, and HomeEase management. The project’s special focus is on accessibility, convenience, and service reliability for users who may have limited mobility.

**3. Scope**

The mission of the *HomeEase* project is to create a reliable platform that connects elderly and disabled users with trusted service providers. The objectives include:

* Developing a web and mobile application with real-time booking, secure payments, and user-friendly navigation.
* Ensuring compliance with local regulations for home services.
* Building a service provider management system to allow providers to register and manage their offerings.

**4. Team Composition**

The *HomeEase* team consists of core and support members:

* **Core Members**:
  + Bhavya Vaghela (Project Manager) – Full-time
  + Abdulgafar Towolawi (Lead Developer) – Full-time
  + Ahad Abdul (UI/UX Designer) – Full-time
  + Michael West (QA Lead) – Part-time
  + Subhan Mohammed Abdul (Assistant Developer) – Part-time
* The team is expected to work full-time on the project, with part-time advisory roles for the QA Lead and Assistant Developer, for the duration of the development phase.

**5. Team Empowerment**

The team has the authority to make decisions related to the design, development, and testing of the *HomeEase* platform. The project manager holds additional authority to approve changes in project scope and timelines, subject to the approval of the primary instructor and stakeholders.

**6. Team Operations**

The team will operate using the following plans:

* **Decision-Making**: The project manager will facilitate decisions, with input from all team members. Key decisions will be made by consensus, with the project manager having final approval.
* **Code Repository**: All code will be stored and managed using Git, ensuring proper version control.
* **Communication**: Weekly meetings will be held for status updates, with daily stand-ups for progress tracking. Communication will be via email and collaboration tools like Slack.
* **Ground Rules**: All team members are expected to attend scheduled meetings, communicate effectively, and meet deadlines.
* **Membership Changes**: Any changes to team membership must be approved by the project manager.

**7. Team Performance Assessment**

Team performance will be measured by the completion of key deliverables on time, the quality of the platform developed, and stakeholder satisfaction. Progress will be tracked through weekly reports, with performance reviews held bi-weekly to assess the pace and quality of work.

**8. Signature Page**

By signing below, each team member agrees to the terms and is held accountable for their roles and responsibilities in the project:

| **Name** | **Signature** | **Date** |
| --- | --- | --- |
| Bhavya Vaghela | 03-10-24 |  |
| Abdulgafar Towolawi | 03-10-24 |  |
| Ahad Abdul | 03-10-24 |  |
| Michael West | 03-10-24 |  |
| Subhan Mohammed Abdul | 03-10-24 |  |