Plan to create artifacts for Final Group Project **MS Teams name:** CPR101*NFF*, Bb group *14*

Link to MS Team: <https://teams.microsoft.com/l/team/19%3a92c319da43c5417b8af26b6d6df0a252%40thread.tacv2/conversations?groupId=73559383-c5df-409a-955e-23b57c77736e&tenantId=eb34f74a-58e7-4a8b-9e59-433e4c412757>

This is your group's management plan and Work Breakdown Structure (WBS) to create the assignment's artifacts. Although the assignment for this course is academic, if you were part of an IT consulting company, it would be the *same* assignment. Consider the Structure and Case study documents. What needs to be done to understand the client's problem and their needs, develop a solution, and create a scope statement describing the actual work that would be done for the client? The project WBS and budget inform the solution, scope, and steps to monitor progress.

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| Group Members | *Tahsin Rahman* | *Prashanthi Jaddidi* | *Mohammad Amaan* | Group |
| Week 11a at class time | *Set up Microsoft Team Environment*  Communication Protocol  Schedule meeting of week 11  Assigned artifact tasks to group members  **Done** | *Set up Microsoft Team Environment*  Communication Protocol  **Done** | *Set up Microsoft Team Environment*  Communication Protocol  **Done** | *create MS Team, Deliverable #1: create plan with SMART goals and assign tasks* |
| Week 11b per group's plan | Rough Budget artifacts  **Done** | Rough Project Proposal  **Done** | Rough WBS artifacts  **Done** | refine plan, update DONE items with actual hours |
| Week 12a at class time | Create rough Budget artifacts and discuss with members  Start building the Budget artifacts  **Done** within time | Create rough draft Project Proposal  Start building the Project Proposal  Schedule meeting of week 12  **Done** within time | Research and make a note of WBS  Create rough draft WBS  Confirm if WBS logic flow is satisfied  **Done** within time | update plan, Deliverable #2: define and draft artifacts |
| Week 12b per group's plan | Overview Budget documents and make changed if it’s required  **Done** within Monday | Build the Project Proposal and submit the edit and refined version  **Done** within Sunday | Edit and upload the Deliverable #2 and request to review  **Done** on Sunday | refine plan, update what was done with hours. Deliverable #2: edit artifacts and request review |
| Week 13a at class time | Confirm with instructor if all artifacts are acceptable  Make changes if there are any mistakes  Discuss Training module  **Done** | Confirm with instructor if all artifacts are acceptable  Make changes if there are any mistakes  Discuss Training module  **Done** | Confirm with instructor if all artifacts are acceptable  Make changes if there are any mistakes  Discuss Training module  **Done** | update plan, Deliverable #2 & #3: revise artifacts and request last review |
| Week 13b per group's plan | Update the budget plan with time and revise artifacts  ☒ Make Training Module  ☒ Record Training Module  ☒ Upload Training Module  **Done** on Wednesday at 11 pm. | Update the proposal plan with time and revise artifacts  **Done** on Wednesday at 10 pm | Update the plan with time and revise artifacts  Make Training module  **Done** on Thursday at 9 am | update plan: what was done with hours. Deliverable #2 & #3: final revision of artifacts |
| Final Submission to Blackboard | Submit final document to Teams and backup files  **Done** | Submit final document to BlackBoard  **Done** | No task needed  **Done** | Submit final version of artifacts from Teams to Blackboard. Backup Teams files. |

**Final Assignment Signoff**

We declare that the submitted assignment is our own work in accordance with Seneca Academic Policy. This assignment was neither received from nor distributed to other students. Any ideas, images, or text in this assignment which were obtained from outside sources (such as web sites) has been clearly quoted, cited, and referenced.

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Notes

**All group members must “sign off”** on the Assignment, just like a real-world project.

**Only one member of the group needs to submit the final assignment through Blackboard.   
The submission link is under Course Documents, "Final Group Project and Submission".   
Details are in the last row of the Milestones table.**

All members of the assignment group will receive the same mark unless a Group Problem Report is filed with your instructor.

**Group Problem Report**

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| **I/We the undersigned:**   |  |  | | --- | --- | | **Student Name** | **Student Signature** | |  |  | |  |  | |  |  |   agree that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                             **Name of Problem Group Member**  **Nature of the problem:**   |  | | --- | |  |   **Attempts to correct the situation:**   |  |  | | --- | --- | | **Date** | **What did you  do to correct the problem?** | |  |  | |  |  | |

See <http://www.dummies.com/careers/project-management/acknowledging-resolving-conflicts-product-management/>