**Project Plan, Team Charter**

**Forward Security Company**

|  |  |
| --- | --- |
| Industry Partner |  |
| Primary Instructor | Anjana Shah |
| Team Member | Dominic Mandapat |
| Team Member | Furba Sherpa |
| Team Member | Ryan Hirmiz |

Document Revision History

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**1. Executive Summary**

The following describes the project to be executed:

|  |  |
| --- | --- |
| Objective | Create a fully functioning security system |
| Corporate Goals Addressed | Competitor to security devices that are currently available on the market |
| Planned Start Date | 2018/10/17 |
| Planned End Date | 2019/03/20 |

**2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Supervisor | Anjana Shah | ashah@georgebrown.ca | 2018/08/28 |

**3. Scope**

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Software development | Hardware Design |
| Hardware development | Multiple Device Compatibility |
| Hardware/Software Integration |  |
| System Tests |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Video live feed of security camera | See what the camera can see in real time/live |
| More security | With voice command, motion sensor and a live feed, you have a better level of security |

**5. Assumptions**

This project makes the following assumptions;

* Customers will not need help mounting the camera
* Customers are only looking for a single camera security system

**6. Dependencies**

The following are the internal and external dependencies that will have to be acknowledged and addressed;

* Availability of the hardware equipment needed that is capable to create the product.
* One team member is responsible for the safety of the hardware.

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Code not being executed properly | H | M | Debugging, Proper coding practice, Peer review |
| Hardware damage | H | L | Proper storage of hardware |
| Hardware D.O.A. | H | L | Order parts from a trusted provider |

**8. Communication**

**Reporting**

The following reports will produce:

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Performance | Anjana Shah | Twice a week |
| Quality | Anjana Shah | Twice a week |

**Meetings**

The following meetings/communication will establish:

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Face to Face | To have a better understanding of where each one of us is in their part of the project and how much they have achieved so far to get a better understanding of out next step | Ryan, Furba and Dominic | Twice a week |
| Online/Video | To catch up with fellow teammates if absent during the Face-to-Face meeting. And also for questions and or comments for the current and next step in the project | Ryan, Furba and Dominic | Twice a week |

**9. Task Listing (WBS- Work Breakdown Structure)**

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A | Purchasing required equipment | 1 week | money |
| B | Installing software and packages | 2 hours | Internet |
| C | Meetings | 45 hours | All Group Members |
| D | Programming the voice command | 5 hours | All Group Members |
| E | Installing security camera | 1 hour | All Group Member |

**10. Gantt Chart**

Create a Gantt chart from your Task Listing – Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Weeks | | | | | | | | | | Complete |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Create a website that connects the concept of the project | 0.5 | 0 |  |  |  |  |  |  |  |  | 0.5/10 |
| Acquire equipment needed to create the product | 0.5 | 6 |  |  |  |  |  |  |  |  | 6.5/10 |
| Assemble the equipment | 0.5 | 4 |  |  |  |  |  |  |  |  | 4.5/10 |
| Implement needed functionality to make the system work | 0.2 | 3 |  |  |  |  |  |  |  |  | 3.2/10 |

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Acquire all the equipment needed | 2018/12/01 | Dominic, Ryan, Furba |
| View live feed of camera | 2019/02/01 | Dominic, Ryan, Furba |
| Functioning Voice Control | 2019/02/15 | Dominic, Ryan, Furba |
| Audio output from device | 2019/02/29 | Dominic, Ryan, Furba |
| Create a portable case | 2019/01/29 | Dominic, Ryan, Furba |
| Creating a functioning website related to the company | 2019/01/20 | Dominic, Ryan, Furba |

**12. RAM – Responsibility Assignment Matrix**

Create a RAM from your Task Listing. A sample is shown below:

**Project Team Responsibilities**

**Project Name:** Forward Security

**Project Manager**: Ryan Hirmiz, Furba Sherpa, Dominic Mandapat

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Furba | Ryan | Dominic |
| Testing | P | P | P |
| Front-end Web Development | S | P |  |
| Back-end Web Development | P | S | P |
| Implement minor change | S |  | P |

**13. Approval**

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Back end Web development/Hardware Production | Furba Sherpa  (Student ID: 101085699) | Furba Sherpa | January 13th, 2019 |
| Back end Web Development/Hardware Production | Dominic Mandapat  (Student ID: 101089262) | Dominic Mandapat | January 13th, 2019 |
| Front-End Web Development/Hardware Production | Ryan Hirmiz (Student ID: 101086605) | Ryan Hirmiz | January 13th, 2019 |

**TEAM CHARTER**

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partners on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally, it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

**1. Purpose**

The purpose of forming the team is not only to cover more ground when it comes to the project, but to use the skills (either combined or separate as the team excels in different aspects in computer programming) that we learned throughout our time in our college program.

In addition, we also plan of going beyond from what we know when it comes to programming as not only we’ll be dealing with the process of making this assignment successful software-wise, but also hardware-wise as well.

**2. Background**

Since we are making a security system that is based on a certain word that is typed into the system, the demographic we are aiming for is individuals living in homes. Whether they are living in an apartment complex, renting, or have bought a home, etc., anyone who is living under a roof of a house is the perfect candidate for getting this security device. What is special about this project is that it combines both hardware and software materials in order to make this project work efficiently.

**3. Scope**

Our objective varies in several different ways, but they are connected to each to other overall. First, we have to get the necessary equipment needed for this project. Next, we have to assemble it together both in terms of hardware and software and make them work on command. While the former two is going on, a website must be made in order for customers to have access in ordering the device, or knowing the location of our company.

**High-level goals #1**: Getting the necessary equipment.

**High-level goals #2**: Putting the equipment together and making the

device.

**High-level goals #3**: Coding in commands and making them work in

conjunction with the device.

**4. Team composition**

1. **Ryan Hirmiz**: Specializes in website design/web development. Since Ryan has had more experience in HTML/CSS thanks to his experience in graphic design, he will be creating the website for this company. While this aspect of the project is small given how HTML/CSS is one of the easier codes learned throughout this team member’s time, the duration will be a 4-5 weeks long as in addition to working on the website, Ryan will also be helping on the hardware aspect of the project with his other team members in order to not only cover more ground but to also learn/refresh his knowledge on the various code that will be utilized in this project.
2. **Furba Sherpa**: Skilled in back-end development. He will be working on the back-end of the website using PHP and MySQL to store and retrieve information from the database and also keep the website secure, helping Ryan complete the website to have it fully functioning and looking professional. Furba will also be working on the hardware and the software aspect of the project with Ryan and Dominic.
3. **Dominic Mandapat**: Versatile and fluent in multiple programming language, also experienced in hardware set-up and repair. He will work mainly on the back-end development for the project, and the production of the device along with Furba, making sure that hardware and software will work together. In addition, he will help in developing other aspects of the project such as the design of the system and the overall process of the system.

**5. Team empowerment**

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

**6. Team operations**

All decisions-making task are done in a meeting or is required to have approval of all three team members so that everybody is on the same page and there are little to no confusions during the life time of the project.

**7. Team Performance Assessment**

Sprints before the actual making of the product.

**8. Signature Page**

Dominic Mandapat (101089262)

Furba Sherpa (101085699)

Ryan Hirmiz (101086605)