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# ISYS90049

# Digital Business Analysis

Week 2 Tutorial

# Group Formation

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# Governance Plan

- ▶ (1) The **process** for how work will be completed,
- ▶ (2) how you will **prioritise** what gets done, and
- ▶ (3) how you will **verify** that the work completed is acceptable for submission (or approval).

# Governance Plan

## ▶ Process

### ▶ Meetings

- ▶ When will you meet? How long will the meeting last?
- ▶ Where will the meeting happen? If online, which platform?
- ▶ Will you have an agenda and if so, what will it contain?

### ▶ Contribution

- ▶ How will you divide the assignment into equal parts for each team member?
- ▶ How will you ensure that each member has an equal input into ideas being considered?
- ▶ How can someone request a change to an idea in the assignment that has already been agreed to?

### ▶ Information management

- ▶ How will you manage the writing of drafts?
- ▶ Where will you store the drafts of the report?
- ▶ How will you keep track of progress to ensure the deadline will be met?

# Governance Plan

## ► Priority

- If two or more members have competing ideas for inclusion in the report, how will you decide which one to include?
- If work on assignments from other subjects increases, how will you reallocate work?
- If someone can't make a meeting, what will happen?

## ► Approval

- How will you decide that the report is ready for submission?