ISYS90049
Digital Business Analysis

Week 2 Workshop

Group Formation

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?