Roles and Responsibilities Worksheet

Directions:
1. Start this assignment with each team member writing a brief statement describing unique skills, talents, and expertise they bring to the group and how these relate to the specific role(s) you can perform.
2. Review the assignment pertaining to the phases listed below.
3. As a team, write brief statements about what you expect each of your teammates (list each by name) to contribute to the team's operations and performance. This should be done for each deliverable (phase) in this course.
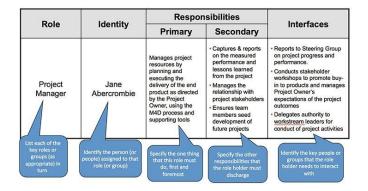
Legend

Role: List the key roles or groups (eg. Project Manager, Front-End Developer, Back-End Developer, Documentation Writer, Tester, Software Architect, etc…)
Team Member: Identify the person assigned to the role
Responsibilities (Primary): Specify the one thing that this role/team member must do first and foremost
Responsibilities (Secondary): Specify the other responsibilities that the role/team must accomplish during the specified phase
Interfaces: Identify the key people or groups that the role holder needs to interact with

Role	Identity	Responsibilities		Interfaces
		Primary	Secondary	
Project Manager	Jane Abercrombie	Manages project resources by planning and executing the delivery of the end product as directed by the Project Owner, using the M4D process and supporting tools	• Captures & reports on the measured performance and lessons learned from the project • Manages the relationship with project stakeholders • Ensures team members seed development of future projects	• Reports to Steering Group on project progress and performance. • Conducts stakeholder workshops to promote buy-in to products and manages Project Owner's expectations of the project outcomes • Delegates authority to workstream leaders for conduct of project activities
List each of the key roles or groups (as appropriate) in turn	Identify the person (or people) assigned to that role (or group)	Specify the one thing that this role must do, first and foremost	Specify the other responsibilities that the role holder must discharge	Identify the key people or groups that the role holder needs to interact with

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	Role	Team Member	Responsibilities		Interfaces
			Primary	Secondary	
Phase: Requirements & Specifications	Project Manager	Skylyn	Ensure that deadlines are met and documentation is completed and consistent. Set and hold meeting times Resolve conflicts or make a meeting with a professor/TA Submit required materials to Canvas	Check in with team members to make sure no one is blocked or creating a meeting to resolve the block Understanding the holes in our planning and being able to fill them GitHub Creation	Speak with client (Mary Xu) about their needs Speak with team about progress Speak with TA/Professor to check in
	Project Owner	Evans	Communicate intent of proposal document with team. Make a call on design decisions that were not clear from the start	Ensure document produced follows the needed design Submit notes to the editor so they can be cohesively included in the document	Speak with all members of team to facilitate planning Speak with client to ensure vision matches needs
	Research	Vinoth	Understand the requirements and specifications needed Submit well-written notes to the Editor to pull into the document	Look for tutorials and/or resources to help guide development Help editor write and format the document	All members of team Potentially client

	Role	Team Member	Primary	Secondary	Interfaces
	Research	Jun Yu Ma	Understand the requirements and specifications needed Submit well-written notes to the Editor to pull into the document	Look for tutorials and/or resources to help guide development Help editor write and format the document	All members of team Potentially client
	Editor	Emma Tracy	Collect written notes and format them into a document	Look for tutorials and/or resources to help guide development	All members of team

	Role	Team Member	Responsibilities		Interfaces
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Phase: Design & Planning	Project Manager	Evans Chen	Ensure that deadlines are met and documentation is completed and consistent. Set and hold meeting times Resolve conflicts or make a meeting with a professor/TA Submit required materials to Canvas	Check in with team members to make sure no one is blocked or creating a meeting to resolve the block Understanding the holes in our planning and being able to fill them GitHub Upkeep	Speak with client (Mary Xu) about their needs Speak with team about progress Speak with TA/Professor to check in

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	Game Design	Vinoth	Create plans for minigames Understand requirements for submitting to the app store	Create a plan to test software and gameplay Design the UI interface	All members of team Client
	Software Architect	Jun Yu Ma	Design and document minigame interface Design and document the UI interface Make sure minigames can be added easily	Figure out how minigames should be structured in the Unity Engine so more can be added later Figure out what tools to use	All members of team Client
	Server engineer	Skylyn Worzalla	Understand Flask/google sheets API in Python Document how the app interfaces with the server	Understand UW APIs if they exist Be able to verify a UW email	All members of team Client
	Customer Liaison	Emma Tracy	Speak with customer to understand needs Ensure that the design patterns are sensible for end project	Communicate with team members to convey customer needs Assist with research needed by other team members	All members of team Client

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Phase: Iteration 1 & Document Update	Project Manager	Emma	Ensure that deadlines are met and documentation is completed and consistent. Set and hold meeting times Resolve conflicts or make a meeting with a professor/TA Submit required materials to Canvas	Check in with team members to make sure no one is blocked or creating a meeting to resolve the block Understanding the holes in our planning and being able to fill them GitHub Upkeep	Speak with client (Mary Xu) about their needs and show progress Speak with team about progress Speak with TA/Professor to check in
	Server	Evans	Get Flask server running Implement Google sheets API Design and document an interface for backend	Look at stretch goals such as email verification, collection of other metrics Document and write tests Help ensure documentation is consistent	Speak with the integration team member about what they have done Speak with Project Manager about what they need to do

	Game Front End	Skylyn	Implement UI and user-facing attributes Develop mini-games and integrate them with the game back-end	Document work done and write tests Help ensure documentation is consistent	Speak with the integration team member about what they have done Speak with Project Manager about what they need to do
	Game Back End	Jun Yu Ma	Develop the architecture to support mini-games Develop architecture to support UI Develop architecture to support server behavior	Document work done and write tests Help ensure documentation is consistent	Speak with the integration team member about what they have done Speak with Project Manager about what they need to do
	Integration	Vinoth	Ensure everything works together by end-to-end testing Help with trouble spots	Document work done and write tests Help ensure documentation is consistent	Speak with all team members about what they have done Speak with Project Manager about what they need to do

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Phase: Iteration 2 & Code Coverage	Project Manager	Vinoth	Ensure that deadlines are met and documentation is completed and consistent. Set and hold meeting times Resolve conflicts or make a meeting with a professor/TA Submit required materials to Canvas	Check in with team members to make sure no one is blocked or creating a meeting to resolve the block Understanding the holes in our planning and being able to fill them GitHub Upkeep	Speak with client (Mary Xu) about their needs and show progress Speak with team about progress Speak with TA/Professor to check in
	Server	Evans	Get Flask server running Implement Google sheets API Design and document an interface for backend	Look at stretch goals such as email verification, collection of other metrics Document and write tests Help ensure documentation is consistent	Speak with the integration team member about what they have done Speak with Project Manager about what they need to do

Roles and Responsibilities Worksheet

	Game Front End	Emma	Implement UI and user-facing attributes Develop mini-games and integrate them with the game back-end	Document work done and write tests Help ensure documentation is consistent	Speak with the integration team member about what they have done Speak with Project Manager about what they need to do
	Game Back End	Skylyn	Develop the architecture to support mini-games Develop architecture to support UI Develop architecture to support server behavior	Document work done and write tests Help ensure documentation is consistent	Speak with the integration team member about what they have done Speak with Project Manager about what they need to do
	Integration	Jun Yu Ma	Ensure everything works together by end-to-end testing Help with trouble spots	Document work done and write tests Help ensure documentation is consistent	Speak with all team members about what they have done Speak with Project Manager about what they need to do

	Role	Team Member	Responsibilities		Interfaces
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Phase: Testing	Project Manager	Jun Yu Ma	Ensure that deadlines are met and documentation is completed and consistent. Set and hold meeting times Resolve conflicts or make a meeting with a professor/TA Submit required materials to Canvas	Check in with team members to make sure no one is blocked or creating a meeting to resolve the block Understanding the holes in our planning and being able to fill them GitHub Upkeep	Test product with client and get feedback Speak with team about progress Speak with TA/Professor to check in
	UX Testing	Skylyn	Ensure that users have a pleasurable experience Test for usability Document necessary changes	Ensure all documentation is correct and consistent Get several players to play the game	Test product with potential users and get feedback Check in with project manager and documentation team member
	Integration & Unit Test Testing	Evans	Ensure that all pieces fit together Extensively QA the game Complete full-stack testing of functionality	Ensure all documentation is correct and consistent Get several players to play the game	Test product with potential users and get feedback Check in with project manager and documentation team member

	Role	Team Member	Primary	Secondary	Interfaces
	Customer Liason	Vinoth	Test the game with the client to get a thumbs up or thumbs down for features Get several players to play the game	Communicate customer feedback to team members	Test product with client and get feedback Test product with potential users and get feedback
	Documentation	Emma	Ensure all documentation is correct and consistent Ensure design patterns are sensible for end product	Help other testing areas as needed	Speak with other team members about testing progress

	Role	Team Member	Responsibilities		Interfaces
			Primary	Secondary	
Phase: Project Outcomes & Lessons Learned; Final Demo	Project Manager	Skylyn	Ensure that deadlines are met and documentation is completed and consistent. Set and hold meeting times Resolve conflicts or make a meeting with a professor/TA Submit required materials to Canvas	Check in with team members to make sure no one is blocked or creating a meeting to resolve the block Understanding the holes in our planning and being able to fill them GitHub Upkeep	Speak with client (Mary Xu) about their needs Speak with team about progress Speak with TA/Professor to check in

	Integration	Vinoth	Ensure that all parts of the project work together Help with trouble spots Holistically fix bugs	Document work done and write tests Help ensure documentation is consistent	Speak with other members of team to communicate last-minute needs
	App Store	Jun Yu Ma	Submit the game to google play store Ensure we are following permissions and privacy policies	Fix or delegate needed changes to get the game on the app store	Speak with other members of team to communicate last-minute needs Google Play Store Support
	Demo	Evans	Design presentation Continue user-testing the product	Understand technology needs	Speak with professor/TA about requirements Speak with team about final product
	Polish	Emma	Ensure the game looks professional Ensure code is readable and consistent Ensure documentation is consistent with the end product	Help with bug fixes as needed Help with other tasks as needed	Speak with team about final product