

Project Plan, Team Charter

LinkUp

GBC @ Casa Loma

Industry Partner	George Brown College
Primary Instructor	Anjana Shah
Team Member	Alejandro Gutierrez
Team Member	Serhii Kravtsov
Team Member	Jose Esteban Guzman
Team Member	Kostiantyn Kyryliuk

Document Revision History

Revision #	Date
1.1	03/14/20

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1. Revised Executive Summary	

The following describes the project to be executed.

Objective	<p>This team was created to complete the Capstone Project as part of the program T127, to practice and develop skills in learning technologies discussed below.</p> <p>Additional skills gained from this project include, but are not limited to teamworking, sharing tasks, code and information with others in order to gain experience in situations that represent similar conditions in the industry.</p>
Corporate Goals Addressed	<p>Our goal is for LinkUp to reach many people worldwide and be recognized as one of the top traveling and social media apps, connecting people of all backgrounds and lifestyles no matter the distance, just the destination.</p>
Planned Start Date	March 13, 2020
Planned End Date	April 7, 2020

Objective from version 1.0:

This team was created to complete the Capstone Project as part of the program T127, this way be able to practice and develop skills in learning technology.

Also, be able of working on teams, sharing tasks, code and information with others in order to gain experience as real as possible to work in the industry.

2. Revised Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Instructor	Anjana Shah	ashah@gerogebrown.ca	08/10/19

3. Scope

In Scope	Out of Scope
Notifications	Google Maps API
Profile creation, image uploads	Location based notifications
Location based groups	Content moderation
Security features	Paid services
Group creation tool	
“Trusted” badge assignment	

Previous version of the document had no mention of features that are in/out of scope.

4. Deliverables

This project will deliver the following.

Deliverable	Description
Sprint 7	The project team members will adjust the project based on current challenges and technological requirements, deliver a presentation, demo of the project, and updated documentation to the instructor for approval.

Partial System Implementation – Sprint 7.1	Students will develop and present a System Implementation update which will include summary, scope, requirements, current status, future plan and demo on the developed system.
Sprint 8	The team will provide updated documentation and new project status report to verify that the project is on time and all features are implemented.
Project Status Report III	The team will prepare and present (if required) a report that includes status summary, current challenges and risk management strategy and upcoming objectives.
Complete System Implementation	The team is to deliver and present a system implementation update which will include detailed information about system and its' functionality, completed system, and project closure report.

Previous version of the document contains no information on the milestones.

5. Assumptions

This project makes the following assumptions:

MARKET ASSUMPTION

- It is assumed that there is a lack of fulfillment of this service in the industry, and recognize a need for it enough to create the foundations of this technology.

TECHNICAL ASSUMPTION

- The app is always being worked on and all information presented to users is accurate
- LinkUp's project plan may change as new information and issues are revealed
- Project's team members adhere to Communications Plan
- Failure to adapt to changes in timely manner will lead to project delays
- Software and hardware required for development is available and backup systems are accessible

NON-TECHNICAL ASSUMPTION

- Non-technical assumptions are based around the demographic that may be involved in the demonstration of the system. Our aim is to verify that the system works over as large, and multi-cultural cross-section as possible.

Version 1.0 of this document contains the following technical assumptions:

- Technical assumptions include the software and hardware to be used for the project development. It is assumed that my personal copies of the software required are still functional with the fall back of using the College's facilities if by chance something does go wrong with my home equipment. This is also directly applicable to hardware required.
- Also assumptions include the availability of technical resources and expertise if and when required.

6. Dependencies

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

- Business Case approval will be required in order to create the High-Level Requirements
 - Project leads will need information from the Project Vision document in order to start with the development of the Team Charter and Project Plan deliverables.
- Requirements Assessment has to be defined in order to continue with design and analysis phase
 - The project, outcomes, and features have to be well defined in order to begin the application design and rule out any unnecessary features. This step is important to allow the LinkUp to self-regulate without the use of AI or dedicated content moderators, to prevent offensive/violent or any other sensitive content from being posted or promoted
- Prototyping phase can only begin after initial design templates have been submitted
And approved
 - Website wireframes have to be adjusted and new features have to be implemented in order for the wireframe to satisfy the project requirements and features.
- After the initial prototype has been developed, application testing phase can begin
 - In order to begin application testing and revision, all major bugs and issues have to be resolved in order to make further interaction with the service smoother
- After the initial stage of alpha testing by developers themselves, application may be released to a selected group of target users who would continue with a beta test of the application by using it for a limited number of days (to be defined later in the development cycle), if there are no major issues found during this period, LinkUp is ready for full release

Past version of the document lists following dependencies:

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

Working out system requirements >> Wireframe (finish to start)

Wireframe >> Design mockup (finish to start)

Design >> Technical requirements (start to finish)

Technical requirements >> Prototype (finish to finish)

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Insufficient Information to support algorithms.	M	L	Make sure we do enough research and find the right services feeding in information, and keeping track of performance.
Insufficient support from 3 rd party corporations	M	M	Make sure we partner with legitimate and serious corporations, keep close contact with their team and service performance
Hardware failure	H	L	There will be multiple backups in different locations to prevent any kind of lost

Injury or sickness of team members	M	H	Making sure that all members of the team are up to date with the development and also are capable of replacing any other team member roles in case of an emergency
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8. Revised Communication

Reporting

The following reports will be produced:

Report	Audience	Frequency
Minute meeting	Project Team	Weekly
Overview	Developers	Weekly
Progress report	Project Team	Monthly

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Stand-up	Define what each team member has done towards the project goals	Project Team	Bi-Weekly

Sprint Iteration	Development of new goals for the project	Team Leaders	Weekly
Progress Report	Make our primary instructor aware of the project current state	Team Leaders and Primary Instructor	Twice a month
Sprint Retrospective	Project team members reunite themselves to find out what worked well and what didn't, in the last iteration	Project Team	Weekly

Past version of the document contains the following communication plan:

The following reports will be produced;

Report	Audience	Frequency
Team Meeting Minutes	Anjana Shah, Alejandro Gutierrez, Jose Esteban Guzman, Serhii Kravtsov, Abdul Wasay Rao	Weekly

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Team Meetings	Share new information opinions and ideas that can help the development of the application. Also to track progress and divide new tasks.	Alejandro Gutierrez, Jose Esteban Guzman, Serhii Kravtsov, Abdul Wasay Ra	Weekly

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	Research/ Asses Requirements	4 hrs	
B	Design System/Mock-ups	10 hrs	A
C	Build Database	7 hrs	A
D	Build Prototype	40 hrs	B,C
E	Debug/Test Prototype	4 hrs	D
G	Loop back until final Prototype	6 hrs	D

Current version of the document allows for more time to be spent on debugging, testing and loopback until final prototype.

10. Gantt Chart

Create a detailed Gantt Chart from your Task Listing(Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls) – Below is an example:

Task	Period										Completed	
	Mar 8-13	Mar 13-16	Mar 16-18	Mar 18-22	Mar 22	Mar 22-23	Mar 23-25	Mar 25-27	Mar 28	Mar 28-30		
Assessing new requirements	X											
Addressing design and functionality issues	X	X										

Introduction to new technologies, implementation research	X	X	X	X	X	X	X					Green
Creating login, registration pages			X	X								Gray
Creating user profile, landing, group pages				X	X	X						Gray
Addressing photo uploads, group sorting					X	X	X	X				Green
Testing for security issues							X	X				Red
Testing for cross-platform, cross-browser compatibility							X	X				Red
Beta-Testing								X	X	X		Red
Release										X		Red

Past version of the document contains a blank Gantt Chart so this part had to be done from scratch.

Legend: Green -> completed, Gray -> work in progress, Red -> to be completed. X denotes which task is being worked on a certain date.

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Project Kickoff	September 26, 2019	Team

Project Definition phase	September 26, 2019	Team
Requirement Analysis	October 14, 2019	Team
Design Phase	November 4, 2019	Team
Development Phase	March 13, 2020	Team
Testing Phase	March 23, 2020	Team
Beta Release	March 25, 2020	Team
Final Release	March 28, 2020	Team
Project Close	March 30, 2020	Team

Version 1.0 makes no mentions of milestones or activities. Due to time constraints, the current schedule is very tight but manageable nonetheless.

12. RAM – Responsibility Assignment Matrix

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

Project Name: LinkUp

Project Manager: Serhii Kravtsov

Task	Alejandro	Serhii	Esteban	Kostiantyn
Research/ Asses Requirements	S	P	S	P
Design System/Mockups	S	P	S	P
Build Database	P	S	P	S
Development/Build Prototype	P	S	P	S
Debug/Test Prototype	P	P	S	P

P = Primary, S = Secondary

13. Approval

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

Project Role	Name	Signature	Date
Product Owner / Full Stack Developer	Serhii Kravtsov		10/10/2019
Scrum Master / Full Stack Developer	Jose Esteban Guzman		10/10/2019
Full Stack Developer	Alejandro Gutierrez		10/10/2019
Full Stack Developer	Kostiantyn Kyrlyiuk		01/01/2020

Team Charter

1. Purpose

The main goal of this project is to create the LinkUp app which will be a social network hub that brings travellers and events together.

This team collaboration software tool is specialized in creating travel-based social networks, and the project aims to address the issues travellers face when trying to connect and engage with each other.

2. Background

Our project came out of an idea from our team member Jose Esteban Guzman as he always had a passion for traveling and meeting new people from all over the world, so he recognized an opportunity for an application, making easy for travelers to find interesting people with similar interests, looking to connect, making easy to form groups or even a community to share real life experiences.

3. Scope

Our scope is to create a modern interactive web application with advanced features. The mission is to connect people when they travel and making their experiences richer and fuller. We will accomplish it by making algorithms that will match everyone with the most suitable people based on information that users provide to us.

4. Team composition

Our team composition will have administrators and developers. The functions of some members will overlap each other. There will be one team leader, 4 full stack developers working in different roles.

Our scope currently consists of leveraging an application that offers to the user the ability of creating network groups, working with dynamic groups listing, posting, viewing and much more. All this is going to happen upon a Cross web platform support easy to understand and manage.

5. Team empowerment

Currently, the only authority in our project hierarchy is the primary instructor. Professor Anjana Shah enhances our work and oversees any of our deliverables.

Besides that, the group also has the presence of a Product Owner, but the team is mostly organized in a horizontal hierarchy.

6. Team operations

Our operational plan was developed in a way that enables the project to use of Agile methodologies. We all have agreed on having a wide range of meetings to discuss the current state of the project.

This project has a product-based focus with a stable team and very dedicated resources. Therefore, all project members have an end-to-end perspective of LinkUP. Development process is managed by a strong product owner who work closely with the development team at all stages.

It is important to highlight that all roles in this project are integrated within self-organizing scrum teams; project manager role is minimized, and the real focus is on the product performance.

7. Team Performance Assessment

In the LinkUp project, the major performance assessment keys are engagement, helpfulness, efficiency, initiative and quality.

Version 1.0 of current document describes the following Team Charter:

Purpose

This team was created to complete the Capstone Project as part of the program T127, this way be able to practice in a safe environment making easy to develop skills as learning this new technology.

This Project will also teach us how to work on teams, communicate, share tasks, code and information with others in order to gain experience as real as possible to work in the industry.

Background

Our project came out of an idea of our team member Jose Esteban Guzman as he always had a passion for traveling and meeting new people from all over the world, so he recognizes an opportunity for an application, making easy for travelers to find interesting people with similar interests, looking to connect, making easy to form groups or even a community to share real life experiences.

Scope

Our scope is to create a modern interactive web application with advanced features. The mission is to connect people when they travel and making their experiences richer and fuller. We will accomplish it by making algorithms that will match everyone with the most suitable people based on information that users provide to us.

Team Composition

Our team is composed of four T127 students, We are all core members because of the small size of the group.

Our team leader is Serhii who is in charged of task organization/distribution as is also keeping track of progress