

Sustainability B.S. Capstone Manual

Project Plan

James Bailey
Riley Baker
Abigail Scarborough
Alejandro Zuniga

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Sustainability B.S. Capstone Manual Project Plan

Introduction

The purpose of this document is to address and outline our team plan for working on and completing the document redesign project for the Sustainability B.S. Capstone Manual. For this project we will be working with Drs. Kirby, Morley, O’Quinn, and McNeely to design a polished usable template that will serve the usability needs of the students and community partners who will be using it. At the end of this project we will supply our clients with document files that can be easily altered and updated with both online and print functionality. In the following sections we will address the history of this project, our methods for working together as a team, and a schedule/gantt chart detailing completion requirements for project tasks so that we may achieve our overall goals in a timely and professional manner.

Background

Our project is to redesign the Sustainability B.S. Student Capstone Manual. The manual is intended to detail the Capstone Program for the Sustainability major. This is a new major/minor program for Eastern Washington University and has been under construction for the past two years. The Sustainability Capstone will be a year long seminar that will enable Sustainability majors to contribute to community-focused and practical applications. Students will be able to work collaboratively with instructors and community partners during this program. At the completion of the capstone, students will be able to relate theories and methods of sustainability in natural, social environments towards the resolution of unsustainable practices in society. The purpose of the Sustainability Capstone Manual is to connect community partners, students, and involved faculty members. Since this document has so many intended users it will be important to ensure that the finished document will be able to serve the needs of all parties involved. After discussing the manual thoroughly with our clients, we were able to identify the problems that need to be readdressed in the document. The current manual is an unofficial draft, and our group was requested to add additional information that will be beneficial to community partners and students. By the conclusion of our project, we will be able to present an effective and usable template for our clients.

Team Charter

Team Goals

Our broad team goals are to finish the project and its various elements on time, produce a quality product that satisfies our clients needs, and achieve a high level grade.

Measurable Team Goals

As a group we intend to meet deadlines, contribute to positive communication, follow all guidelines, and deliver an effective document by the conclusion of our project to our clients.

Personal Goals

James: It is my personal goal to have a product at the end of this project that I can include in my portfolio and list on my resume.

Abigail: My personal goal is to better enhance my skills in document design and to create a user-centered design effectively. With completion of this project, my goal will be to have a finished document that I can use in my professional portfolio.

Riley: My goal is to improve both my document design and tech comm skills, all while creating a quality document I can include in my portfolio.

Alejandro: My personal goal is to have a re-designed document that provides a better experience for the user while learning more about document design and tcom.

Individual Commitment

Prior to beginning our project, each group member outlined our schedules amongst each other, and it is understood that we all have jobs, other classes, and other commitments which take up our time outside of class. However, we are all dedicated students and will provide as much time and commitment as possible to ensure we meet deadlines and finish with a quality project.

Team Communication

Our primary form of communication will be through text and comments through Google Docs. If an issue does arise, we've decided as a group that it is appropriate to ask other group members for assistance in order to get back on track. Any issues requiring a grade change will be handled on a case by case basis.

Conflict Resolution

Communication will be key to our success as a team. Going into this project we will approach all communications in a polite and positive attitude with the long term goal of bettering the project's outcome. If a conflict does occur, we will discuss it together as a group, mediate, and make judgments as needed.

Missed Deadlines

If a deadline is going to be missed, the group member responsible will inform his peers as soon as possible and solicit help if needed in order to finish the task immediately and help get the team back on track.

Unacceptable Work

All submitted work that is unfinished, blatantly inconsistent in styling, and overall unprofessional or offensive will be considered unacceptable. In this circumstance, we as a group will give the member the opportunity to fix or redo their work in a timely fashion. If said member does not submit their edited work in the time frame allotted, one or more of the other members will collaborate to finish it. The member who submitted the unacceptable work will forfeit their contribution points to those members who took over the task and finished it to the standards held by the group.

Project Task Schedule

Assignment	Task	Assigned To	Due Date
<i>Project Plan</i>	Intro	James	2/3/17 @ 11:59 PM
	Background	Abby	
	Team Charter	All	
	Task Schedule	James	
	Gantt Chart	Alejandro	
	Conclusion	Riley	
<i>Meet with Clients</i>	Initial Meeting	All	2/2/17 @ 1:00 PM
	Meeting Notes	All	
<i>Client Communication</i>	Correspond with clients over the course of the project	Abby	Variable
<i>Design Prototype</i>	We need to meet further with our clients before we can assign parts	TBA	2/17/17 @ 11:59 PM
		TBA	
		TBA	
		TBA	
<i>Transmittal Memo</i>	We need to meet further with our clients before we can assign parts	TBA	2/17/17 @ 11:59 PM
		TBA	
		TBA	
		TBA	
<i>Usability Test Plan and Script</i>	Title Page	Abby	2/24/17 11:59 PM
	TOC	Abby	
	Executive Summary	James	
	Problem Statement	James	

	User Profiles	Riley	
	Participant Incentive	Alejandro	
	Test Script	All	
	Evaluation Methods	Abby	
	Test Environment and Equipment	Alejandro	
	Deliverables	Riley	
	Appendices	Riley	
<i>Usability Report</i>	Cover Page	Abby	3/14/17 @ 11:59 PM
	Executive Summary	James	
	TOC	Abby	
	List of Illustrations/Tables	James	
<i>Body</i>	Intro/Background	Abby	
	Methodology	Abby	
	Goals and Objectives	Riley	
	Metrics	Alejandro	
	Participants	Riley	
	Tasks/Scenarios	Alejandro	
	Test Results	Alejandro	
	Post-Test Results	James	
	Recommendations	James	
	Next Steps	Riley	
	Appendices	Alejandro	
<i>Final Project</i>	Meet with Clients	All	3/10/17 @ 11:59 PM
	Finals Edits	All	

Transmittal Letter	Section 1	James	3/10/17 @ 11:59 PM
	Section 2	Abby	
	Section 3	Riley	
	Section 4	Alejandro	

Gantt Chart



Conclusion

Our overall goal is to redesign the Sustainability B.S. Capstone Manual for our clients, Dr. Kirby, Dr. Morley, Dr. O'Quinn and Dr. McNeely by the conclusion of our project. In our redesign, we will format the document to better serve the needs of the users (students and community partners). Our main problem is to address the useful and unuseful information within the draft manual, and to better organize an information hierarchy within the document. Thus, creating an overall effective document for the Sustainability program.

We have scheduled and delegated the tasks to group members. We each will be held responsible for quality and timely work. We are confident we will reach all of our team goals, both measurable and individual, by the time we complete our final product.

Considering our group's individual skill sets and commitment to the project, we anticipate having little to no issues reaching our goals and an effective document for our clients. We look forward to working with our clients and creating a quality product that all parties will be pleased with.