

Letter of Agreement – GeorgiaPalm

Project Title: GA DOR - PalmOS

Project Start Date: January 20, 2005

Projected Finished Date: May 1, 2005

Project Manager: Dianna Knight

I. PROJECT DESCRIPTION

Our team will be working with the Georgia Department of Revenue, compliance division in order to develop an auditor Time Sheet/Inventory System. The system will provide two levels of security: Supervisor and Auditor. We will be providing Auditors with a PDA application that allows for the creation of time sheets and itineraries. The application will display a calendar itinerary to schedule appointments and audits and to enter flight, car rental, and hotel information. Then the application should take the scheduled information and create a time sheet based on the itinerary.

The client has asked that the:

- Application must be thoroughly documented
- Updated ERD Model
- Which file does what function
- Code must be commented
- Use functions and stored procedures whenever possible
- Adequate white space
- Variable names must be descriptive
- C# is preferred but any .NET language will suffice

The Database requirements are:

- SQL Server 2000 optimal
- Access is doable and we will convert to SQL

II. ORGANIZATIONAL GOALS AND EXPECTATIONS

Henry Rutherford III is the project lead. He works at the Georgia Department of Revenue, Compliance Division in the capacity of Customer Contact Information, Compliance Division. Review points will be set up for work complete. The interface for both teams will be the first review point of the project and Henry will approve and work will move forward.

III. STUDENT GOALS AND EXPECTATIONS

Each team member will contribute to the over all team project and assignments, and it will be well defined and delivered on time. Team will abide by the Team Ground Rules as follows:

Brainstorming/Idea Exchange

- Determine topic and stick to it
- Everyone gives ideas

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- Take turns
- All ideas are acceptable (no criticism)
- When one idea has been exhausted, discuss others
- Go on to next topic

Task Distribution

- If you'd like to do a specific task, speak-up
- Tasks will be distributed evenly

Problem/Conflict Resolution

- Voice problem as soon as you are aware of it
- All look at problem to resolve it
- Solution decided as a group (majority). Tie decided by Team Manager
- Solution accepted by all (agree to disagree)

Mistake Resolution

- Determine where mistakes happened
- Re-evaluate situation
- Determine solution
- Solve mistake
- Move on

Team Recognition: claiming success

- All have participated, all claim success
- Praise each other on work well done

Our Team Goals

- Understand, analyze, and diagnose issues relating to the project
- Present complete documentation for all work complete
- Deliver a PlamOS product per the client's specifications.
- Perform all types of testing in order to deliver a bug free program.
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IV. MEETING INFORMATION

GeorgiaPalm consists of four members from the Tuesday/Thursday – 6:00 PM class ITFN3314. We have agreed to meet during the scheduled class time on the CCSU campus. The “other times” will be attended by as many members as possible. Notes will be taken and distributed via email, so that all members will be aware of what occurred at the meetings, and what will be due at the following meetings. .

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V. CONTACT INFORMATION

Dianna Knight	Project Manager - Leader	csu10679@
John Shaffer	Tester and Customer Liaison	csu12748@
Lester Henry	Document Manager - Web Master	csu15072@
Tim Hare	Developer	csu15072@

VI. COMMUNICATION PLAN

All communications will be sent to all Team I members at the above e-mail addresses. Team members will check their email accounts regularly for messages and attachments. Team members will notify each other when they will not be able to attend meetings or class times as soon as humanly possible. Telephone numbers and alternative email addresses are used as needed.

VII. SIGNATURES

Lester Henry _____

John Shaffer _____

Dianna Knight _____

Tim Hare _____