# Collaboration Plan /15

**The teacher must approve the Collaboration Plan prior to beginning work on the Design Document.**

Compile a brief document that outlines:

* /1 Team name
* /4 Roles and responsibilities of each member *(ELA 20-2 5.2.1)*
* /5 How you will make decisions, communicate, and prevent or work through conflict *(ELA 20-2 5.2.1)*
* /5 Means of managing work (including time, tasks, and communications), any technology you intend to use to help you with collaborating, and how you intend to use the technology *(ICT C6 4.5; ELA 20-2 3.2.4a)*

*Note: While each team member will be responsible for the overall success of the simulation, each will also be the primary person responsible for one aspect of the simulation. Some roles you might consider using:*

* Project manager – the overall leader responsible for guiding the job to completion; keep communication positive and open, help team stay on task and manage time
* Project liaison – responsible for any communications with the teacher or other teams regarding troubleshooting, testing, and game promotion
* Lead programmer – responsible for making sure all commands, links, and other logistical elements work together and are error-free
* Lead writer – responsible for overseeing and proofreading the dialogue and descriptions written for the simulation
* Lead artist – responsible for overseeing and proofing all visual aspects of the game, including images, fonts, colours, etc.
* Lead researcher – responsible for identifying the critical elements from the materials that need to be incorporated; responsible for raising concerns when the narrative is not consistent with the historical or cultural context.