Project Issues and Project Priorities

Michael Wise

Scaling of marks

- Project marks are tightly bunched
  - *Tend to be high because of checklist nature of the marking scheme*
  - *Not many fail this unit – doing no work can achieve this! – but it is hard to obtain an HD*
- New University policy of no more than 50% D+HD
  - *Change of ECM Faculty policy*
- Scaling may be needed.
  - *Leave essay marks generally unscaled*
  - *Sometimes scale project downwards, if required*

The Deliverables: A

- Deliverable A is worth 5% but is important (low weight as teams are settling in)
  - *Do as much planning and estimation as you can*
- It is a Requirements Analysis Document (RAD) – have a look at the unit website for specifics
- No client sign-off (though they need to be given a copy)

The Deliverables: B

- Deliverable B (20%) takes less time than you think

- A project plan - use a project planning tool, e.g. *MS Project* in MS Office or *GanttProject* (open source).

- Skills Audit and Risk Analysis

- Client sign off for RAD plus any prototypes.

- The definition of Use Cases, etc (based on same template as deliverable A)

- Acceptance Tests, based on the Test Manual template by Bruegge & Dutoit.

The Deliverables: C

- C (40%) Will take more time than you expect
  - *Plan for this*
  - *Make sure the process is followed*
  - *Allow work on deliverables to overlap*
- Track progress
- Cut what you deliver in C to fit the time available
  - *Value versus difficulty estimate important for this*
- Deadline for electronic submission is firm

The Deliverables: D

- Worth 10%

- Give a short account of your greatest achievements

- Explain what went wrong and why. Suggest improvements to your software engineering process.

- Will be assessed by people attending the talk.

The Deliverables: D

- Summarise your hours spent on the project
  - *comparing estimated with actual times.*
  - *Give the total hours spent on the project as a whole. (This can be an elaboration and review of the time analysis performed in Deliverable C.)*
- You are also required to review the generic skills practiced or learnt in your project.

Bug/Issue Tracking/Version Control

- These help you in your project
- Use bug/issue tracking, e.g. Trac (bug tracking) or other bug tracking/reporting
- Search existing bug reports
  - *Start using for Deliverable A*
  - *Use Product ID, of the form CITS3200T (group T)*
- Use CVS or Subversion for Del C and maybe Del B
  - See instructions on web (under resources)
- Some Groups used Github very successfully over the past couple of years. Trello, Bitbucket recent additions.

Other Useful Apps

- Google Docs may be useful for group communication, but is no substitute for CVS or similar version control
  - *Some groups have been using Facebook for communication. Also Slack. Better than email as everyone has trace of conversations*
  - *General project/group management online tools, e.g. Trello, Basecamp*
- Sikuli (http://sikuli.org/) looks like a very interesting way of testing GUIs

Timesheet

- Aims to help you keep track of time and effort spent and remaining

- More about this in a minute

Determining Value using the hundred-dollar test

What is it?

- A quick and easy method of getting your client to indicate the importance they place on a requirement. We use money as its something most people are used to thinking about!

- This will show you the relative values of each requirement – i.e. you can see how much more important one requirement is to another so you will know where your time is best spent!

How to use it

- Develop the list of your requirements with the client

- Go back to the client with the final list of requirements

- Tell them that they have $100 to divide over the requirements.
  - *There is no point distributing the money evenly!*

- The way that they spend the $100 indicates the priority that they put on each requirement

How to use it – An Example

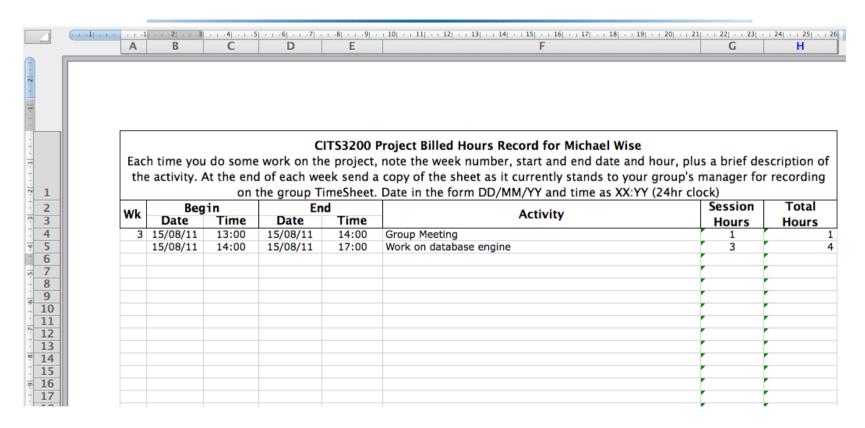| Requirement	Value
Authentication System	$20
Database	$40
GUI	$20
Web Access	$15
Command line access	$5

Why we use it

In your project there will be more requirements than it is possible for you to meet with your time constraints

The $100 test shows us:

• where our time is best spent

• how much of the value of the total project we are meeting by fulfilling one requirement

Booked Hours Spreadsheet

	A	B	C	D	E	F	G	H

CITS3200 Project Billed Hours Record for Michael Wise

Each time you do some work on the project, note the week number, start and end date and hour, plus a brief description of the activity. At the end of each week send a copy of the sheet as it currently stands to your group's manager for recording on the group TimeSheet. Date in the form DD/MM/YY and time as XX:YY (24hr clock)

Wk	Begin		End		Activity	Session Hours	Total Hours
	Date	Time	Date	Time			
3	15/08/11	13:00	15/08/11	14:00	Group Meeting	1	1
	15/08/11	14:00	15/08/11	17:00	Work on database engine	3	4

- Booked Hours Spreadsheets are to be completed by **each member of the Group** showing what you did that week, both General and Requirements-related tasks. Just add to the next line and resubmit
- Please don't mess with the formatting; not a robust document

Handling the Timesheet

- MS Excel spreadsheet

- Submitted by Group Manager every Friday starting Week 2, based on Booked Hours spreadsheet sent to him/her by Group Members

- Read the Instructions on the worksheet

- Your estimates will change over time – this is a good thing…it shows you are monitoring your project and constantly reevaluating!

TimeSheet - General Tasks

- List of general tasks are there already.
- You can add to it, but don't remove them if you add a task fill in the week added column
- Fill in the total hours your group has allocated to the project
- Fill in the team member responsible
- Each week fill in
  - the Actual time you spend on each task (A)
  - the time you estimate *is remaining*. (E)
  - If you complete a task put the week number in the completed column

Fill in the actual time spent

Fill in the estimated time remaining

If you compete a task fill in the week

Total Hours our group has allocated =																		
Task			ed time remaining, A=Actual time spent this week)															
Task Name	Week Added	Team Members Responsible	k 5		week 6		week 7		week 8		week 9		week 10		week 11		Completed	
			A	E	A	E	A	E	A	E	A	E	A	E	A	(Week Number)	
Learning Techniques and tasks (eg bugzilla and CVS)	0																	
Research and Investigation	0																	
Requirements Gathering	0																	
Requirements Analysis	0																	
System Design	0																	
Test Design	0																	
Documentation	0																	
Project Meeting and Communication	0																	
Review	0																	

Fill in total time allocated

Fill in the person responsible; be specific

Fill in the week added

Add tasks here
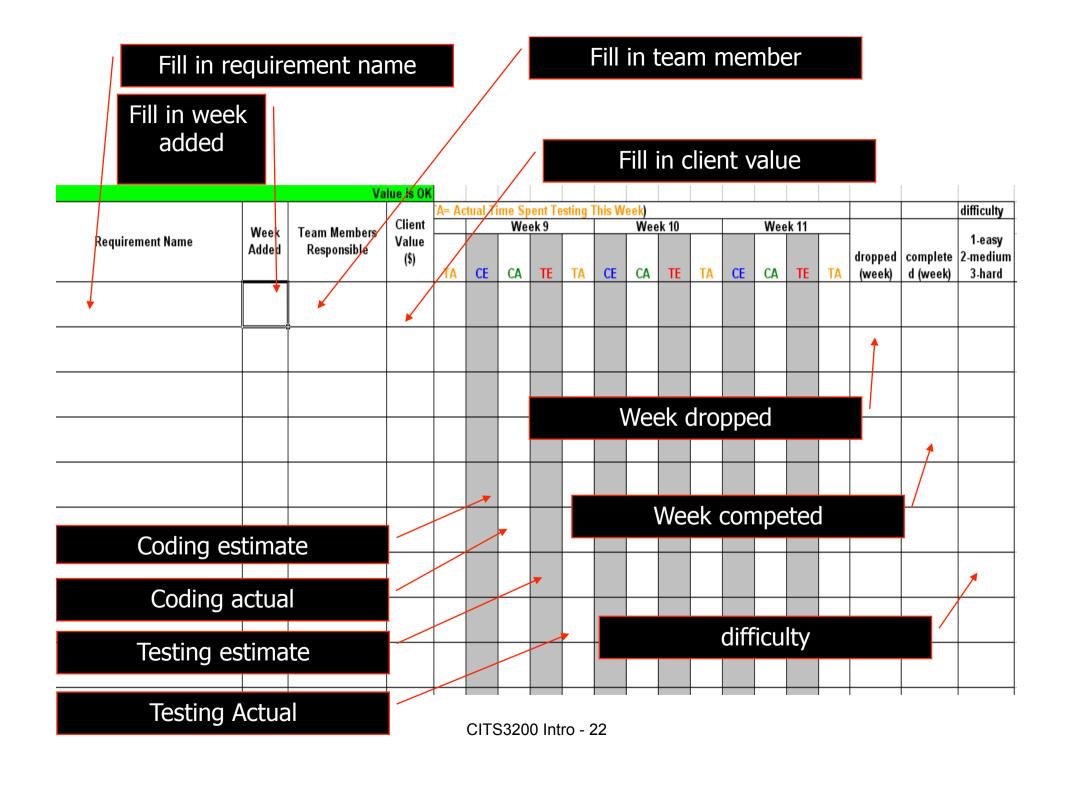
Requirements

- Add the requirements in when you know them, it should be finished when you submit deliverable A
  - *Put in the name of the requirement*
  - *The week added*
  - *Who is responsible*
  - *The client value*
  - *How difficult you think it is (easy, medium, hard)*
- Adding requirements after Del B suggest scope creep.
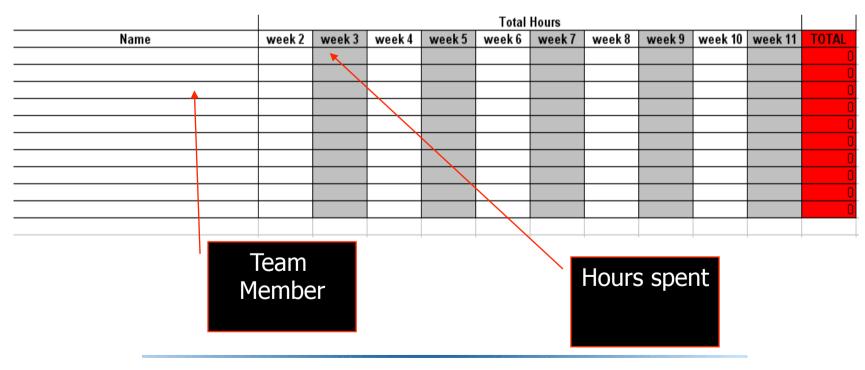
Requirements

- Each week fill in
  - *the Actual time you spend on coding (CA)*
  - *The Estimated time you have left on coding (CE)*
  - *The Actual time you spend testing (TA)*
  - *The Estimated time you have left on testing (TE)*
  - *If you complete a requirement put the week number in the completed column*
  - *If you drop the requirement put the week number in the dropped column*

Fill in requirement name

Fill in team member

Fill in week added

Fill in client value

Value is OK

TA= Actual Time Spent Testing This Week)

Requirement Name	Week Added	Team Members Responsible	Client Value ($)	Week 9				Week 10				Week 11				dropped (week)	completed (week)	difficulty 1-easy 2-medium 3-hard
				TA	CE	CA	TE	TA	CE	CA	TE	TA	CE	CA	TE	TA		

Week dropped

Week competed

Coding estimate

Coding actual

Testing estimate

difficulty

Testing Actual

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Per Person

- Add in each team member
- Record how many hours they spent each week (Based on Bookable Hours)

Name	week 2	week 3	week 4	week 5	week 6	week 7	week 8	week 9	week 10	week 11	TOTAL
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0

Total Hours

Team Member

Hours spent

Results

- Don't change any existing formulas on this sheet but feel free to add anything that you think will help you

- Total Time Spent shows
  - *How your time differs to the recommended 60hrs*
  - *How your time differs to the time you agreed to spend*
  - *How your time differs to the estimates you gave when deliverables A and B were due*

- Requirements
  - *Number of requirements met*
  - *The value of the requirements met*
  - *The number scrubbed and the value scrubbed*

- Tasks
  - *The number of tasks remaining and the number completed*

A	B	C	D

TOTAL TIME SPENT

Suggested Total Time to be spent by group =	0	(Computed as 60 hours per person)	
Actual Total Time Spent By Group =	0		
Hours Remaining From Suggested Time Budget =	0	within budget	
Hours Remaining From Your Groups Chosen Time Budget =	0	within budget	
Initial Time Estimate compared to Actual Time Spent =	0	within estimate	(Taken from week 4)
Initial Time Estimate compared to Actual Time Spent =	0	within estimate	(Taken from week 8)

REQUIREMENTS

Number of Requirements Met =	0		
Value of Requirements Met =	0	less than 60% met	
Number of Requirements Scrubbed =	0		
Value of Requirements Scrubbed =	0	less than 40% scrubbed	

TASKS

Number of Tasks Completed =	0		
Number of Tasks Remaining =	9		

Minutes

- Minutes are to be kept of all group meetings
  - *Mentor meetings have also to be minuted*
- Responsibility of Group Leader, but can be delegated to another Group Member
- **NOTE**: Marks will be lost for each thing (Minutes, TimeSheet, Zip/Gzip file of Booked Hours spreadsheets) not submitted on time