MICHIGAN STATE UNIVERSITY

10/08: Schedule and Team Work

The Capstone Experience

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Fall 2012

From Students…
…to Professionals

Schedule and Team Work

- Schedule

- Team Work

Where do you start?

- Project Plan
- Prioritized Risks
- Feature Set(s)
- Fixed Milestones
  - Course
  - Client

Tradeoffs...

Features

vs.

Time

Are there fixed milestones in the "real" world?

Major Milestones

- 09/12: Status Report Presentations
- 09/17: Project Plan Presentations
- 10/15: Alpha Presentations
- 11/05: Beta Presentations
- 12/03: Project Videos
- 12/05: All Deliverables
- 12/06: Design Day Setup
- 12/07: Design Day

Project Parts

- Break Down Project
  - Main Parts
  - Sub-Parts
  - Sub-Sub-Parts
  - Etc…
- Categorize
  - Risks
  - Dependencies (Particularly Risk Dependencies)
  - Priorities
- Worry About
  - Interfaces Between Parts
  - Integration of Parts

Building A Project Schedule

- Start With Fixed Course Milestones
- Estimate Times for Tasks for Parts
  - Building
  - Integrating
  - Testing
- Assign Tasks to Team Members
- Must Keep Everyone Busy All the Time
- Use “Short” Deadlines (E.g., 2-3 Days) Why?
- Document and Track
  - Microsoft Project?
  - Collaboration Tool?

Estimating Time for Tasks

- Rough Estimate
  - Intuition
  - Experience
- Refined Estimate
  - Prototype or Partial Build
  - Extrapolation
  - E.g., 2 Days to Build 1 → 6 Days to Build 3
- Keys
  - Be Realistic
  - Include Buffer Time if Unsure
- Adjust Schedule Accordingly

Typical Build Cycle

Until Project Done Do

1. Divide Next Big Task Into Little Tasks
2. Assign Little Tasks to Team Members
3. Complete Little Tasks
   a. Implement
   b. Test
4. Integrate Little Tasks Into Big Task
5. Test Big Task

Very Important

High Priority Risks Get High Priority Scheduling

Revision Control

- Versioning
  - Discrete “Internal” Versions (States)
  - May Correspond to Builds
- Revision Control Systems
  - Check Code In and Out
  - Mark Specific States as Versions
- Motivation
  - Build Breaks System
  - Revert to Earlier Build
  - Avoid Bridge Burning
- Examples
  - Visual SourceSafe
  - GNU RCS (Revision Control System)

Can Be Serious Problem

Living Schedule

- Schedule Is Dynamic
  - Unforeseen Problems
  - Added Features (Avoid Feature Creep)
  - Etc..
- Track Your Progress
  - Microsoft Project?
  - Collaboration Tool?
- Revisit Schedule Often
  - Weekly Team Meetings
  - Weekly Triage Meetings with TA
  - Identify Slippage
  - Hold Each Other Accountable (or Contact TA or Me)
  - Set Corrective Action
  - Adjust Schedule

Schedule and Team Work

✓Schedule

➢Team Work

Team Organization

- Up to Each Team
- Organize into Roles
  - Client Contact
  - Program Manager
  - Developer
  - Tester
  - Systems Administrator
  - Web Master
  - Etc…
- Everyone Must Make Technical Contributions

Team Dynamics

- Key to Success
- Significant Component of Course Grade
- Address Problems Immediately
  - Within Team
  - With Dr. D. and/or TA
- Be Ready to Discuss During Interviews

Grading

(1 of 2)

- Team (70%)
  - Project Plan Document & Presentation 10
  - Alpha Presentation 10
  - Beta Presentation 10
  - Project Video 10
  - Project Software & Documentation 25
  - Design Day 5
  - Total 70
- Individual (30%)
  - Technical Contribution 10
  - Team Contribution 10
  - Team Evaluation 5
  - Meeting Attendance 5
  - Total 30

Grading (2 of 2)

- Final Grade Sum Of…
  - Individual Total
  - % of Team Total Based on Team Contribution
- Grand Total =

  (Individual Total)

  +

  (Team Total) * (Team Contribution) / 10.0
- *Nota Bene*: Your Team Contribution will have a very significant effect on your final grade.

Team of Peers

Effective Team Members

- Relate as Equals
- Have Specific Roles and Responsibilities
- Respect Specific Roles and Responsibilities
- Empowers Individuals in Their Roles
- Have Specific Skills
- Hold Each Other Accountable
- Drive Consensus-Based Decision-Making
- Give All Members a Stake in the Project

Potential Problems

Over and/or Under

- Bearing
- Qualified
- Achiever
- Etc…

Mutual Responsibility

- You are your “brother’s/sister’s keeper”.
- Responsible For
  - Your Contribution

    and
  - Your Teammates’ Contributions
- What Won’t Work
  - “They never asked me to do anything.”
  - “They never let me do anything.”
  - “He/she never asked to do anything.”
  - “He/she never wanted to do anything.”
  - Etc...

Team Evaluation Form

- 5% of Final Grade
- Rate Each Team Member
  - Technical Contributions
  - Overall
    - Effort
    - Performance
- Other Questions
  - 8. Describe the contributions of each team member, starting with you. Be specific. Include comments about your/their individual technical contributions as well as your/their contributions to the team as a whole.
  - 9. Whom do you feel did the best (either in effort or overall contribution to the team)? Why? Be specific.
  - 10. Whom do you feel did the worst (either in effort or overall contribution to the team)? Why? Be specific.

Team Problems

- Can Be
  - Really Hard
  - Awkward
  - Frustrating
  - Etc…
- Addressing Problems
  - ASAP
  - Directly
  - Respectfully
  - Maturely
- Resolving Problems
  - Internally First
  - See Dr. D. and/or TA Next but ASAP (Don't Wait)
- "Bad" Team Not an Acceptable Excuse

Potential For Bad Effect on 70% of Your Grade

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