MICHIGAN STATE UNIVERSITY

10/12: Schedule and Teamwork

The Capstone Experience

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From Students…
…to Professionals

Schedule and Teamwork

- Schedule
- Teamwork

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?

Schedules

- Schedules > All-Hands Meeting
- Schedules > Major Milestones
  - ~~09/14: Status Report Presentations~~
  - ~~09/19: Project Plan Presentations~~
  - 10/17: Alpha Presentations
  - 11/14: Beta Presentations
  - 12/05: Project Videos
  - 12/07: All Deliverables
  - 12/08: Design Day Setup
  - 12/09: 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?
  - Trello?

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

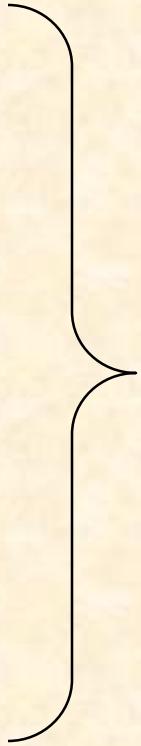
1. Divide Next Big Task Into Little Tasks
2. Assign Little Tasks to Team Members
3. Complete Little Tasks
   a. Implement
   b. Test
4. Integrate Little Tasks Into Big Task
5. Test Big Task

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
  - GitHub
  - Visual SourceSafe
  - GNU RCS (Revision Control System)



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 Spencer
  - Identify Slippage
  - Hold Each Other Accountable (or Contact Dr. D. or Spencer)
  - Set Corrective Action
  - Adjust Schedule

Schedule and Teamwork

✓Schedule

➢Teamwork

Team Organization

- Up to Each Team
- Organize into Roles
  - Client Contact
  - Program Manager
  - Developer
  - Tester
  - Systems Administrator
  - 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 Me
- Be Ready to Discuss During Interviews

Grading

- 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

- 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

1. Describe the technical contributions (or lack thereof) of each team member, starting with you. That is, describe what each team member contributed as a software developer to your project. Be specific. Contributions may include things like architecture, design, algorithms, and code. Include comments about the quality of their work.
2. Describe the team contributions (or lack thereof) of each team member, starting with you. That is, describe what each team members contributed as a team member to your team. Be specific. Include comments about attendance at meetings, timeliness of completing work, commitment to the project, reliability, and effort put forth.
3. Whom do you feel did the best (either in effort or overall contribution to the team)? Why? Be specific.
4. 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
- Addressing Problems
  - ASAP
  - Directly
  - Respectfully
  - Maturely
- Resolving Problems
  - Internally First
  - See Dr. D. and/or Spencer Next but ASAP (Don't Wait)
- "Bad" Team Not an Acceptable Excuse
- Dr. D. and Spencer
  - Can Help
  - Have Limited Experience with Time Travel

Potential For Bad Effect on 70% of Your Grade

Grading

[3 of 3]

- We reserve the right to make changes with sufficient notice.
- No special consideration will be given for final grades including but not limited to
  - status in any academic program including CSE,
  - financial aid,
  - rank in the armed forces,
  - job,
  - graduation,
  - mortgage,
  - wedding,
  - visa status,
  - or anything else.

Schedule and Teamwork

✓Schedule

✓Teamwork

What's ahead? [1 of 2]

- All-Hands Meetings
  - 10/10: Creating and Giving Presentations
  - 10/12: Schedule and Teamwork
  - 10/17: Team Alpha Presentations
  - 10/19: Team Alpha Presentations
  - 10/24: Team Alpha Presentations
  - 10/26: Team Alpha Presentations
  - 10/31: Design Day and the Project Videos
  - 11/02: Camtasia Demo
  - 11/07: Intellectual Property
  - 11/09: Ethics and Professionalism
  - 11/14: Team Beta Presentations

What's ahead? [2 of 2]

- Alpha Presentation Slide Decks
  - Template on Downloads Page
  - Due by 4:00 a.m. Monday, October 17 (Think Sunday night.)
- Design Day Booklet Content
  - Edited templates and instructions will be posted online.
  - Second round is due 4:00 a.m., Monday, October 17. (Think Sunday night.)
    - Project Description
    - Artwork