01/16: Schedule and Team Work

The Capstone Experience

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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

• 01/23: Status Report Presentations
• 01/28: Project Plan Presentations
• 02/18: Alpha Presentations
• 04/01: Beta Presentations
• 04/22: Project Videos
• 04/24: All Deliverables
• 04/25: Design Day Setup
• 04/26: 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

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)
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
  ▪ 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

- **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
  ▪ 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
Schedule and Team Work

✓ Schedule

✓ Team Work
What’s ahead?

• All-Hands Meetings
  ▪ W, 01/16: Schedule and Teamwork
  ▪ M, 01/21: MLK Day, No Meeting
  ▪ W, 01/23: Team Status Reports
  ▪ M, 01/28: Team Project Plan Presentations
  ▪ W, 01/30: Team Project Plan Presentations
  ▪ M, 02/04: Team Project Plan Presentations
  ▪ W, 02/06: Team Project Plan Presentations
  ▪ M, 02/11: Resume Writing and Interviewing
  ▪ W, 02/13: Creating and Giving Presentations
  ▪ M, 02/18: Alpha Presentations
What’s ahead?

• Team Status Report Presentations
  ▪ **PowerPoint Template**
  ▪ Use Windows Version of MS Office
  ▪ Due Midnight, Tuesday, January 22
  ▪ Email to Dr. D.
    ▪ Subject: Team <Company Name>: Status Report
    ▪ Subject: Team Auto-Owners: Status Report
    ▪ Attachment: team-<company-name>-status-report-presentation.ppt
    ▪ Attachment: team-urban-science-statue-report-presentation.ppt

• Dr. D. Will Combine Into Single PowerPoint
  ▪ To Speed Things Up During Meeting
  ▪ Do NOT Modify Master Slide Page

• Each Team Presents
  ▪ Using Dr. D.’s Laptop
  ▪ At Most 5 Minutes (Rehearse Timing)
  ▪ Single or Multiple Presenters (Your Choice)
01/23: Team Status Reports

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Instructions (Delete this slide.)

- Required Template
  - Do not edit the master slides.
  - Do not change the organization or number of slides.
  - Make your presentation fit within these four slides.
- Content
  - For the slide titles, replace <Company Name> with your company name as in “Team Auto-Owners”.
  - All presentations will be posted on the course web site so do not include company confidential information or anything that your client would not want posted.
  - Delete this slide from the presentation.
- Presenting
  - The order of the presentations during our meeting will be team numerical order.
  - The time limit for your presentation is 5 minutes, which will be strictly enforced. Practice your presentation to ensure that you will finish within the allotted time.
- Submission by Email
  - All presentations are due via email to me by midnight, Tuesday, January 22.
  - For subject, use “Team <Company Name>: Status Report” as in “Team Urban Science: Status Report”.
  - Attach the PowerPoint source file named “team-<company-name>-status-report-presentation.ppt” as in team-auto-owners-status-report-presentation.ppt.
Team <Company Name>

Status Report

<Project Title>

• Project Description
  ▪ Description Point 1
  ▪ Description Point 2
  ▪ Description Point 3
  ▪ Description Point 4

• Project Plan Document
  ▪ Status Point 1
  ▪ Status Point 2
  ▪ Status Point 3
  ▪ Status Point 4
Team <Company Name>

Status Report

<Project Title>

• Server Systems / Software
  ▪ Description &/or Status Point 1
  ▪ Description &/or Status Point 2
  ▪ Description &/or Status Point 3

• Development Systems / Software
  ▪ Description &/or Status Point 1
  ▪ Description &/or Status Point 2
  ▪ Description &/or Status Point 3
Team <Company Name>

Status Report

<Project Title>

• Client Contact
  ▪ Status Point 1
  ▪ Status Point 2

• Team Meetings
  ▪ Status Point 1
  ▪ Status Point 2

• Team Organization
  ▪ Description Point 1
  ▪ Description Point 2
Team <Company Name>

Status Report

<Risk Title>

Risks

• Risk 1
  ▪ Description
  ▪ Mitigation

• Risk 2
  ▪ Description
  ▪ Mitigation

• Risk 3
  ▪ Description
  ▪ Mitigation

• Risk 4
  ▪ Description
  ▪ Mitigation
What’s ahead?

• Project Plan Presentations
  ▪ PowerPoint Template
    o Download Now
    o Read the Read Me Slide (Over and Over and Over…)
  ▪ Submission
    o Both Project Plan Document and PowerPoint Slide Deck
    o Due Midnight, Sunday, January 27
    o See Submission Instructions in Template
  ▪ Presenting
    o 3 Teams Per Meeting Over 2 Meetings
    o Schedule Posted Sunday Evening
    o Strict 15 Minute Time Limit
    o Use Team Member Laptop
      ❖ Bring Power Cord
      ❖ Test In Meeting Room (in Advance)
    o Rehearse
    o 5% of Final Grade
    o Business Casual Dress
  ▪ Formal Team Photos
    o Immediately Following Meeting
    o In Capstone Lab