

# Comp3900

## Week 1 - Introduction

Donna Turner



# Agenda

- ◆ Attendance
- ◆ Introduction
  - ◆ Instructor
  - ◆ Course
- ◆ Logistics
  - ◆ “Lectures” and Labs, Grades
- ◆ Team Formation and Project Selection
- ◆ Overview of project schedule and stages
- ◆ 10 minutes to form teams

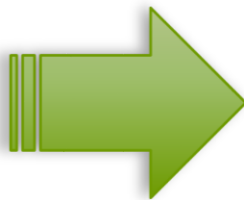
# Introduction

## ◆ Instructor

- ◆ Donna Turner, P.Eng., PMP  
[dturner80@bcit.ca](mailto:dturner80@bcit.ca) 604-456-8092
- ◆ Office hours: TBD
- ◆ Office location: NE21-110 (for now)

## ◆ Course

- ◆ No textbook
- ◆ No midterm
- ◆ No final exam



It's ALL project!

# Introduction

- ◆ This is not your typical course, you get “thrown in” quickly
- ◆ You will be working for real industry clients, on real industry projects.
  - ◆ Treat this as a business relationship
  - ◆ Be mindful of your communication
- ◆ The goals are set by the Client, and each project will be very different in terms of challenges and final product
- ◆ Terms: Instructor, Team, Supervisor, Client/Sponsor

# Logistics



# Logistics - time

- ◆ 5 credit course = 10 hours/week
  - ◆ 5 lab hours scheduled per week (some sets are tricky)
    - ◆ 1 of these is mandatory (see D2L news)
    - ◆ Weekly Team, Supervisor, and Client meetings
  - ◆ 5 hours working time outside of scheduled lab hours
- ◆ See Course Outline for absence policies

# Logistics - grades

- Team members should contribute equally
- Group contract on D2L
- Peer evaluations
  - Before Midterms
  - End of project

Component	% of Final
Stage 1	15
Stage 2	15
Stage 3	15
Stage 4	15
Overall Project, Final Presentation	40
<b>Total</b>	<b>100</b>

- Supervisors assign grades for Stages
- Instructor assigns overall project grade
  - takes into account complexity, plus all evaluations and feedback

# Team Formation & Project Selection





# Team Formation

- Teams **must** be within the same set, no exceptions
- Students form their own teams of 4
  - It's not perfect, Instructor may need to perform leveling
- Self-Enroll in D2L group; email me as a last resort

**Deadline:  
Friday 5:30pm**

Set	Groups
A	1 – 5
B	6 – 11
G	12 – 17
O	18 – 22
S	23 – 28

# Team Formation

- My goal: finalize teams by Saturday noon
- Wait for my confirmation on D2L News, then...
- 💧 Submit Project Selection Form in D2L dropbox
- 💧 Submit Group Ground Rules Contract in D2L dropbox
- 💧 email me: [dturner80@bcit.ca](mailto:dturner80@bcit.ca)
  - 💧 Include entire team, **non-D2L** email addresses
  - 💧 Subject “Comp3900, Group X”
  - ❖ **Deadline: Saturday 11:59pm**

# Project Selection

- 💧 Try to pick your project before teams are finalized
- 💧 View Project Catalog on D2L
  - 💧 Client ID and Contact info will be provided once project is assigned
- 💧 Complete the Project Selection form, one per team
  - ❖ **Deadline: Saturday 11:59pm**
- 💧 I will assign projects in the fairest way possible
- 💧 My Goal: assign Projects and Supervisors before Week 2

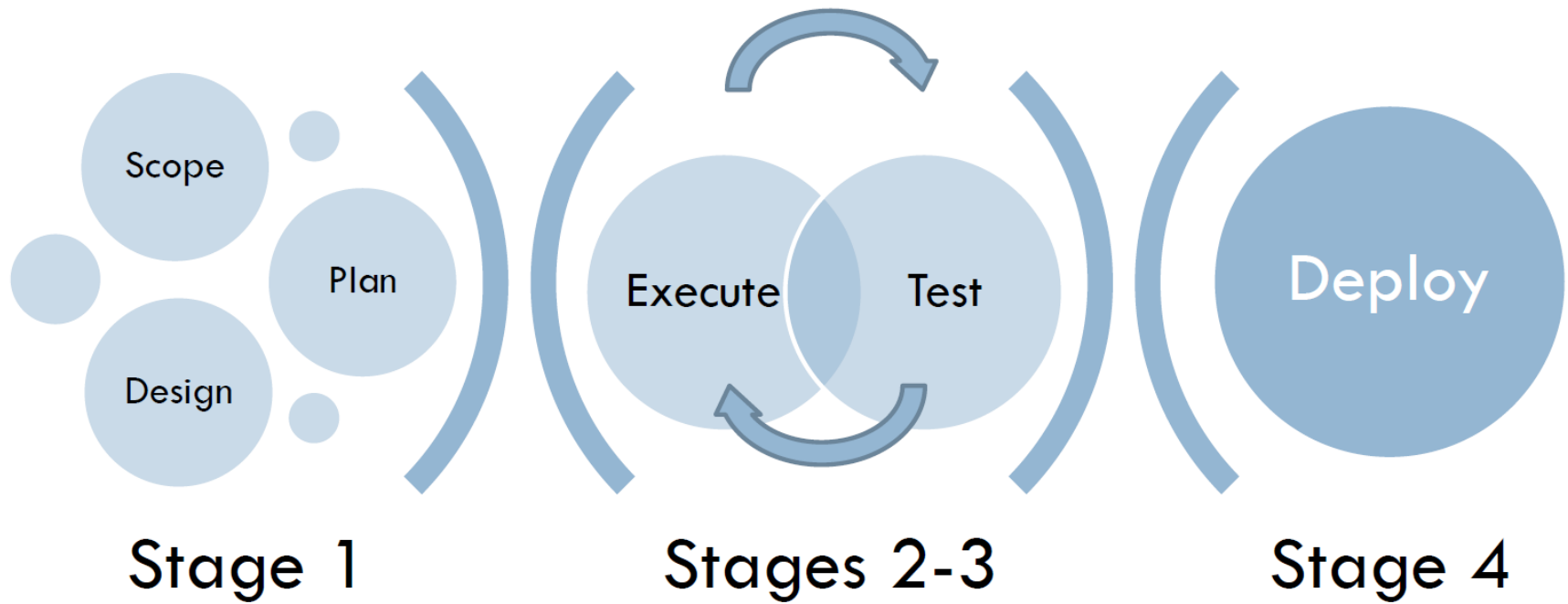
# Timeline Summary

- ◆ Friday 5:30
  - ◆ Teams of 4 formed and self-enrolled in Groups; remaining students have emailed me
- ◆ Saturday noon
  - ◆ I have finalized teams and confirmed this via D2L News
  - ◆ Go and check D2L Groups to see final team members
- ◆ Saturday midnight
  - ◆ Project Selection forms submitted in D2L, one per team
  - ◆ Email sent to me with **non-D2L** email addresses, one per team
- ◆ Sunday midnight
  - ◆ I have finalized Projects and Supervisors, and informed teams of applicable contact info using the emails mentioned above

# Project Overview



# Stages

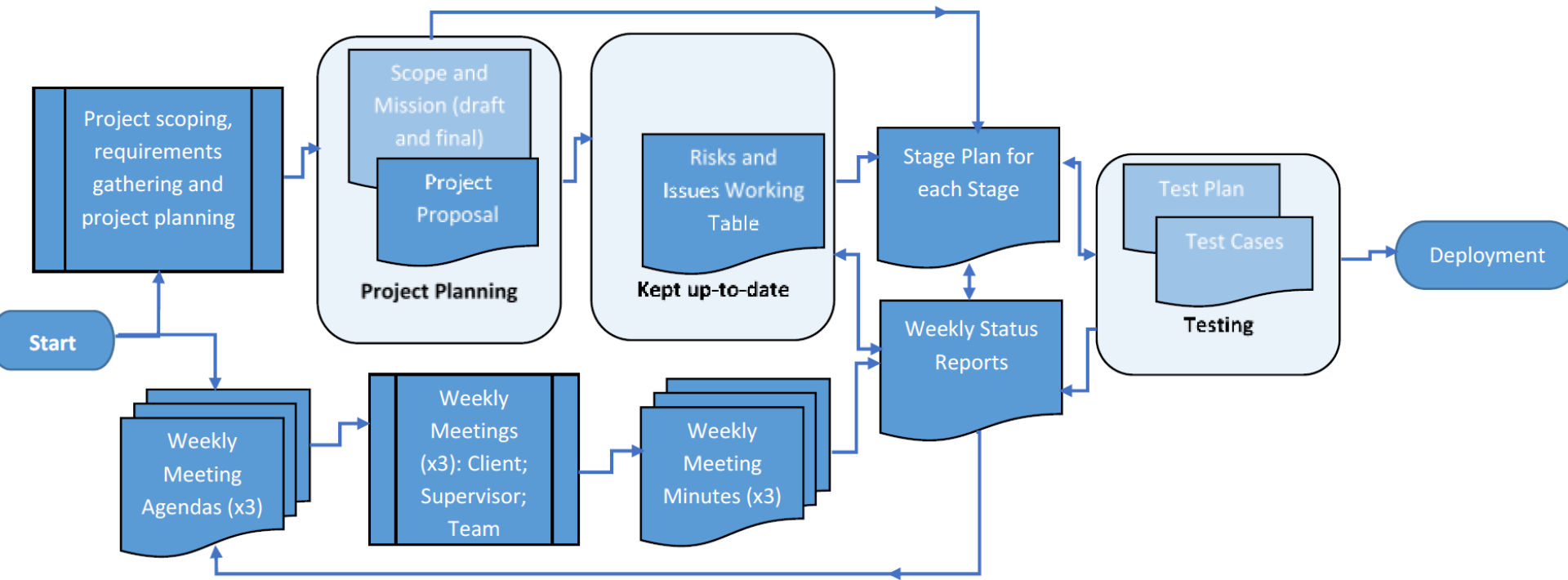


# Stages

- 💧 Waterfall with iterations
- 💧 Each stage is 3 weeks long
  - 💧 Mandatory labs will include time for brainstorming, group discussion, and team collaboration
- ❖ Stage 1: Scope and Plan
- ❖ Stage 2 & 3: Execute, according to plan  
“Plan the work, work the plan” Re-plan
- ❖ Stage 4: Integrate & Deploy
- 💧 Which do you think is the most important stage?

# Documentation

- 💧 A Documentation Guide is available on D2L

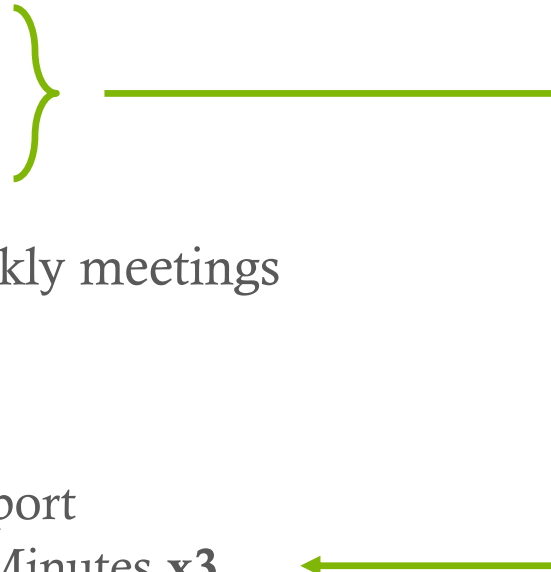




# Next Week (week 2)

- Establish weekly meetings with:

- Team
- Supervisor
- Customer



- Hold first set of weekly meetings

- Deliverables:

- Stage 1 Plan
- Weekly Status Report
- Weekly Meeting Minutes x3

# Comp3900

## Week 1 – Introduction

Donna Turner

...

# Start forming project teams