SWEng Group 3

Marco Bolt

Team Leader

Summary of Individual Contribution

My role: Team Leader

As Team Leader, I was ultimately responsible for the entire team's output. It was my job to ensure the team were working together towards the same goals and objectives, whilst also making sure those goals were to our standards and the satisfaction of our client(s).

What I did to satisfy my role

Leadership

My approach to leading the team was to clearly outline objectives and delegate tasks in regular meetings, and allow each member to be in control of, and feel responsible for, their own work. On top of this, I needed to ensure the output was productive for the team effort and to the standards outlined in our documentation. To achieve this, I needed to have a clear vision of where we as a team currently were and where we were heading. I tried using a shared google calendar to keep track of all deadlines and referred to the project plan to gauge the timeline for when tasks should be started and finished.

Deliverables and contributions to each

D1   Functional Spec to supervisor
Wrote Introduction section and proof read and edited the Functional Specification document and its layout to be consistent.

D2   QA Manual uploaded to repository
Wrote "Introduction", "Roles and Responsibilities", "Team leader", "Project Management Methodology", "Milestones" and "Deliverables" sections.

D3   Financial Business Plan submission
Generated the project plan & projection documents to estimate work hours and spread.

D4   PWS agreed between groups
Went to meetings and discussed the schema contents with other teams.

D5   Group tender presentations
Hosted the presentation

D6   Financial Report 1 submission
Filled in time sheets; created and worked on the time sheet analysis spreadsheet.

D7   All contracts agreed and filed
Sought and arranged contracts with other teams

D8   Financial Report 2 submission
Filled in time sheets and helped with the time sheet analysis spreadsheet.

D9   First iteration complete
Created the Recipe class and subclasses; changed some of the layout files to use scalable elements; defined recipe icon layout; implemented a way to dynamically draw recipe icons to screen (layout

and adapter); fixed the home, favourites and search pages to include the recipe icon changes; helped fix the favourites handler (made it a static singleton), and the Filter class to work with the search page; made the recipe selection activity; made the demonstration video.

D11   Financial Report 3 submission
Filled in time-sheets

D12   Financial summary report submission
Researched server costs; decided on future company roles / salaries; wrote executive report.

D13   Demonstration / sales presentation
Aided in the development of the presentation (criticism mostly)

D14   HTML tour
Created the base HTML tour layout, css files and js scripts; wrote "First steps", "The team", "Project plan & projection", "Group tender presentation" and "Implementation" sections.

D15   Hand in of all deliverables
(This also includes final iteration) implemented image downloader service & image management; fixed history handler (made it a singleton) and history page; Fixed history section at top of home page; Improved recipe icon layout and made favourites icon work as a button; implemented background audio player and integrated it across pages; Implemented splash screen and loading activity.

Analysis on how effectively I performed my role

In the first stages of the project, we made very good progress and were very much in control of the flow of work as the the tasks were clear-cut and easy to track, as these were regular, (relatively) small deliverables where the expected outcome was clear.

When the project progressed to the development stage, its dynamic dramatically changed to having few, large deliverables at distant deadlines. As the tasks in the project plan were very large and spread out over a long period of time, there was no clear timescale to work to. To try and prepare for this, the Software Manager prepared programmer stories and tracked them using an online task tracker, for which individuals could self-delegate to the tasks they wanted to do. This attitude backfired as the lack of direction meant that the team wasn't motivated to do any work, and so we fell behind, resorting to massive work spikes towards the end of each deadline.

What I would do differently

Admittedly, I felt very un-prepared for this role, as I had never taken part in or led a software development project of this magnitude before. My inexperience led to several mistakes that had to be continuously updated throughout the project, and meant that my leadership was weak.

I would spend more time in taking a serious approach to the project plan, generating a more realistic timeline with regular milestones for us to plan for. On top of milestone re-definition, I would also re-think the deliverables of the project, asking for help when necessary, as it would give me much better insight into the project early on.