

SWEng Group 3 Enterprise QA Self Assessment Sheet

Name: Marco Bolt

Role: Team Leader

How do you feel the project is going in terms of the whole Group's effort?

Despite a few hiccups, I am incredibly pleased with the progress we have made as a team, everybody has really engaged in their roles, and put in the effort to succeed.

Even when stress levels were high the team has consistently been able to pull together, and help each other out. Their support and comradery have made this project effortless.

How do you feel the project is going in terms of your individual effort?

Having a good understanding and overview of the entire project, it has been incredibly easy to chip away at multiple tasks, and so I have been putting in a reasonable amount of time into it. However, I feel like I could, and should, be doing more as a Team Leader, planning and overviewing the entire project as opposed to working on the front lines.

Do you think that you are meeting the QA metrics that you set for the QA Manual (if applicable)

My QA metrics are:

Deadlines are being met
Deliverables are being met
Team output is to client's satisfaction

So far, we have not missed a deadline, met the outline deliverables (though perhaps these should be modified and have more added), and as for the client, despite weeks of trying to contact, he has failed to respond.

That said, my role description tasks are stated as:

- Organising weekly meetings with all members in the team.
- Defining a clear direction for the company.
- Outlining weekly tasks and objectives for each team member.
- Supervising the overall operation of the company, ensuring that it is making good progress and meeting specification.

- Ensuring that all team members' voices are heard, and generating a cooperative work environment that allows teamwork to thrive.
- To regularly communicate/meet with the client and ensure the company is meeting requirements.
- Producing the project plan and timing schedule.

The two points I have failed on recently have been points 3 and 6, and so I will be putting more effort into improving those.

Do you have any issues with how work is being carried out in the Group? If so, what are they?

I think people could work much more efficiently and effectively if they knew exactly what they should be doing, and I think as team leader, I've dropped the ball a bit on that one when things started to get hairy. I'll be putting in more effort to direct the team.

Do you have any issues with how meetings are being carried out in the Group? If so, what are they?

I've tried to structure them, but frequent distractions make them last longer than they should.. Though it's not a terrible thing as it develops friendships and improves morale.

Do you have any further queries you would like to be brought up in a meeting?