

22G MENTOR-MENTEE

TRAINING PLAN (NOV/2015 – NOV/2017)

22/DEC/2015

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MENTEE: MINH TRAN (1630)

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MSS2/IDE3

AGENDA

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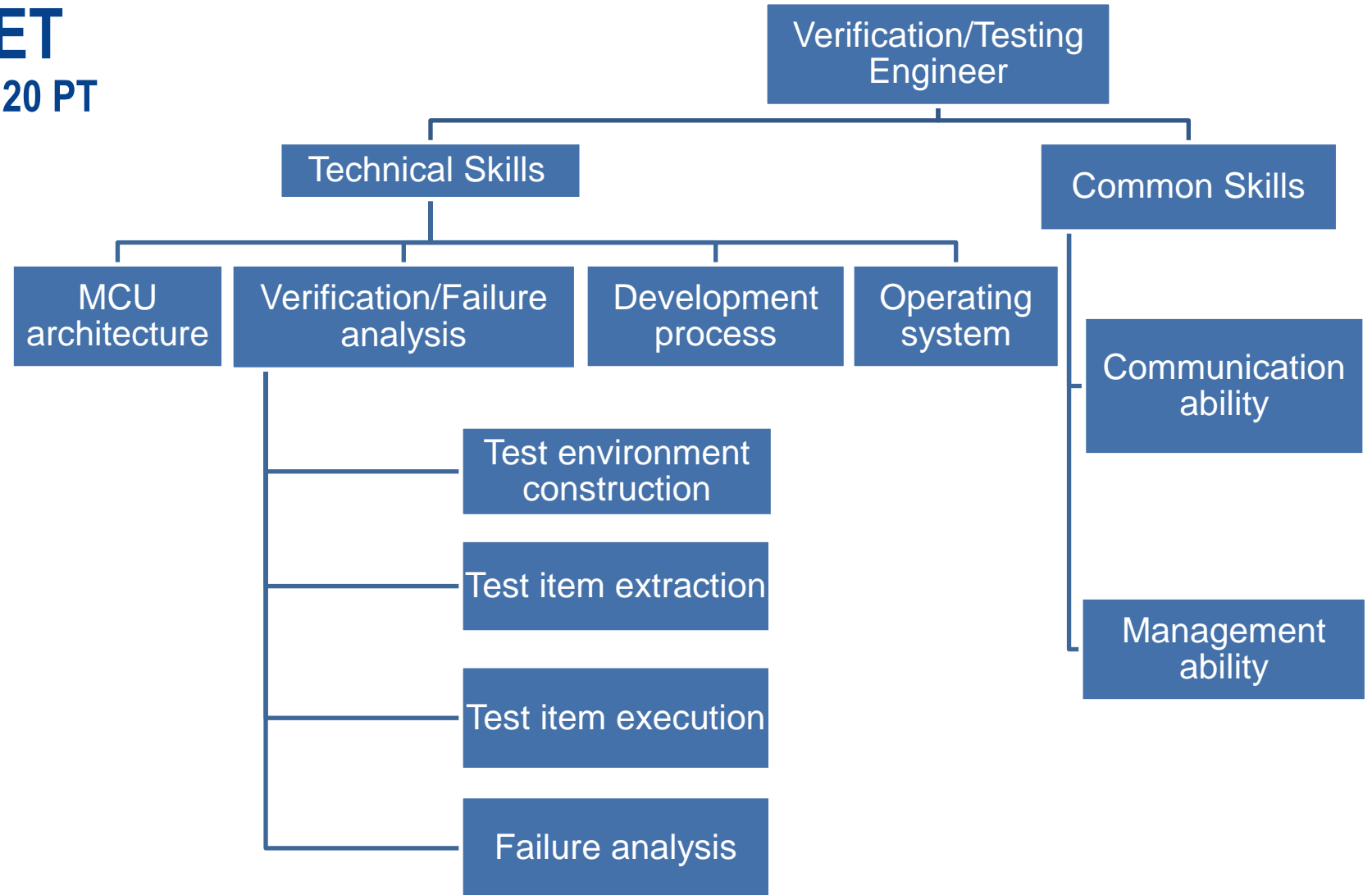
TRAINING TARGET

OPTIONAL SUBHEADLINE 20 PT

Target: **Verification/Testing engineer** role **level 2** by **Nov 2017**



Can perform FIT/Smart Configurator tasks without support from Senior, within a certain degree of difficulty



MCU: Micro Controller Unit

CURRENT STATUS AND TARGET (1/2)

Skill	Current Status	Level	Target
Test item construction	<ul style="list-style-type: none"> Can setup environment for testing based on guideline and senior's instruction 	1	<ul style="list-style-type: none"> Can setup environment for complex test cases to conduct and evaluate test without support
Test item extraction	<ul style="list-style-type: none"> Extract test items based on existing reference test-cases. Can create test specification for simple test cases follow existing test specification. 	1	<ul style="list-style-type: none"> Extract test item from design specification and related document. Can create new test specification from extracted test items.
Test execution	<ul style="list-style-type: none"> Can make simple automation test scripts and conduct simple test cases based on test specification Can update existing test report 	1	<ul style="list-style-type: none"> Can make complex automation test scripts and conduct most test cases according to test specification Can create test report and summarize test result
Failure analysis	<ul style="list-style-type: none"> Can locate simple bugs 	1	<ul style="list-style-type: none"> Can detect most bugs Can analyze the root cause of bugs Can have countermeasure and prevent similar bugs

CURRENT STATUS AND TARGET (2/2)

Skill	Current Status	Level	Target
MCU architecture	<ul style="list-style-type: none"> Limited knowledge of MCU 	1	<ul style="list-style-type: none"> Can understand architecture of objective MCU of assigned product
Operating System	<ul style="list-style-type: none"> Limited knowledge of Operating System 	1	<ul style="list-style-type: none"> Can understand objective Operating System of assigned product
Development process	<ul style="list-style-type: none"> Lack of experience in following the process 	1	<ul style="list-style-type: none"> Can do feedback by looking at result of works Can follow the development process
Management ability	<ul style="list-style-type: none"> Can keep schedule 	1	<ul style="list-style-type: none"> Can keep schedule and raise alarm if necessary
Communication ability	<ul style="list-style-type: none"> Can write weekly report to clearly inform status of tasks 	1	<ul style="list-style-type: none"> Can clearly report problem to leader Can report work status in team

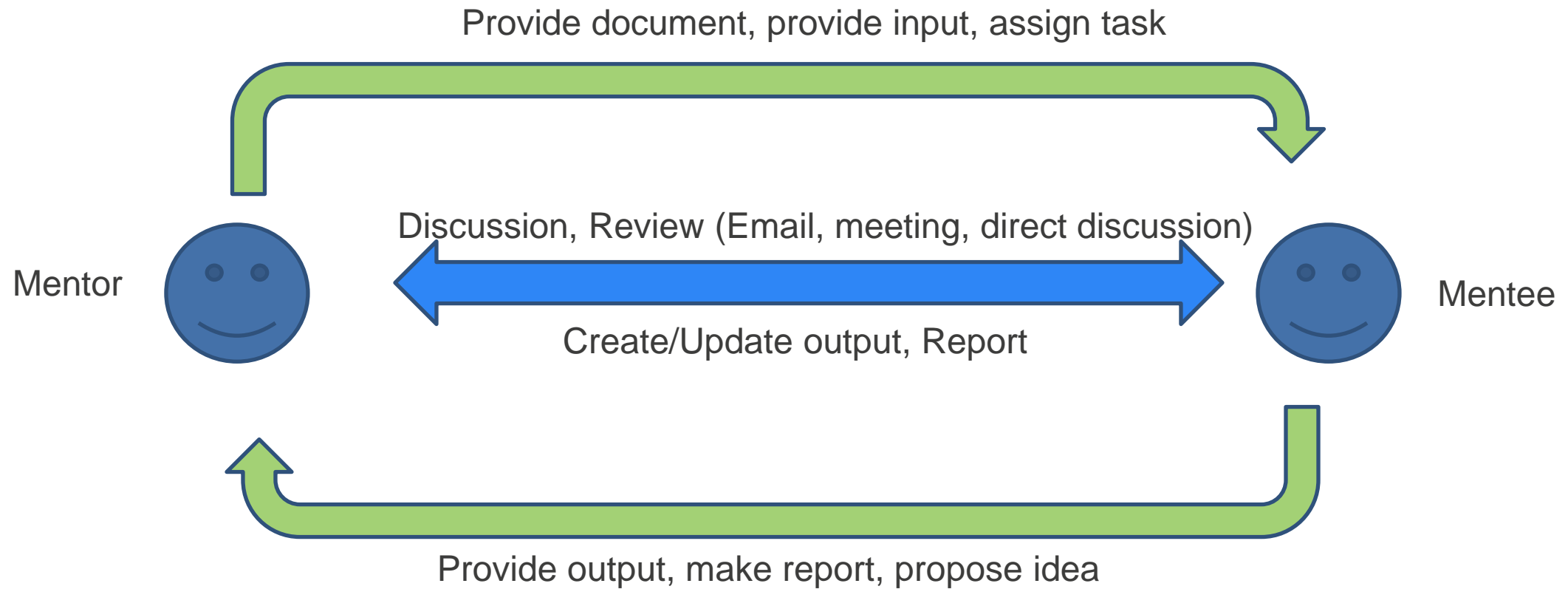
GAP ANALYSIS AND SOLUTION (1/2)

Skill	Gap	Mentee's action	Mentor's action
Test item construction	<ul style="list-style-type: none"> Lack of knowledge about different environment versions 	<ul style="list-style-type: none"> Learn from guideline, mentor's instruction and make note for self-investigate to improve knowledge about different environments 	<ul style="list-style-type: none"> Provide material, instruction Confirm Mentee's understanding
Test item extraction	<ul style="list-style-type: none"> Lack of experience in creating new test cases and test specification Lack of knowledge about project workflow 	<ul style="list-style-type: none"> Investigate existing test specification, test scripts to know how to extract test items Investigate material to understand FIT Configurator functionalities. 	<ul style="list-style-type: none"> Provide material Confirm Mentee's unclear point Confirm Mentee's understanding
Test execution	<ul style="list-style-type: none"> Lack of experience in making complex test scripts and test report 	<ul style="list-style-type: none"> Investigate document about RCPTT, existing test scripts and test reports to know how to make complex test scripts and to write clear report 	<ul style="list-style-type: none"> Provide material Review and feedback Mentee's output
Failure analysis	<ul style="list-style-type: none"> Lack of experience in locating bug and analyzing the cause of issue Lack of experience in making clear and consistent report 	<ul style="list-style-type: none"> Investigate design and function specification to understand project's functionality Investigate source code to improve understanding of project's functionalities in detail Investigate existing report Using JIRA to keep track and fix bugs 	<ul style="list-style-type: none"> Provide material Confirm Mentee's unclear point Review and feedback Mentee's output Support Mentee to fix bugs

GAP ANALYSIS AND SOLUTION (2/2)

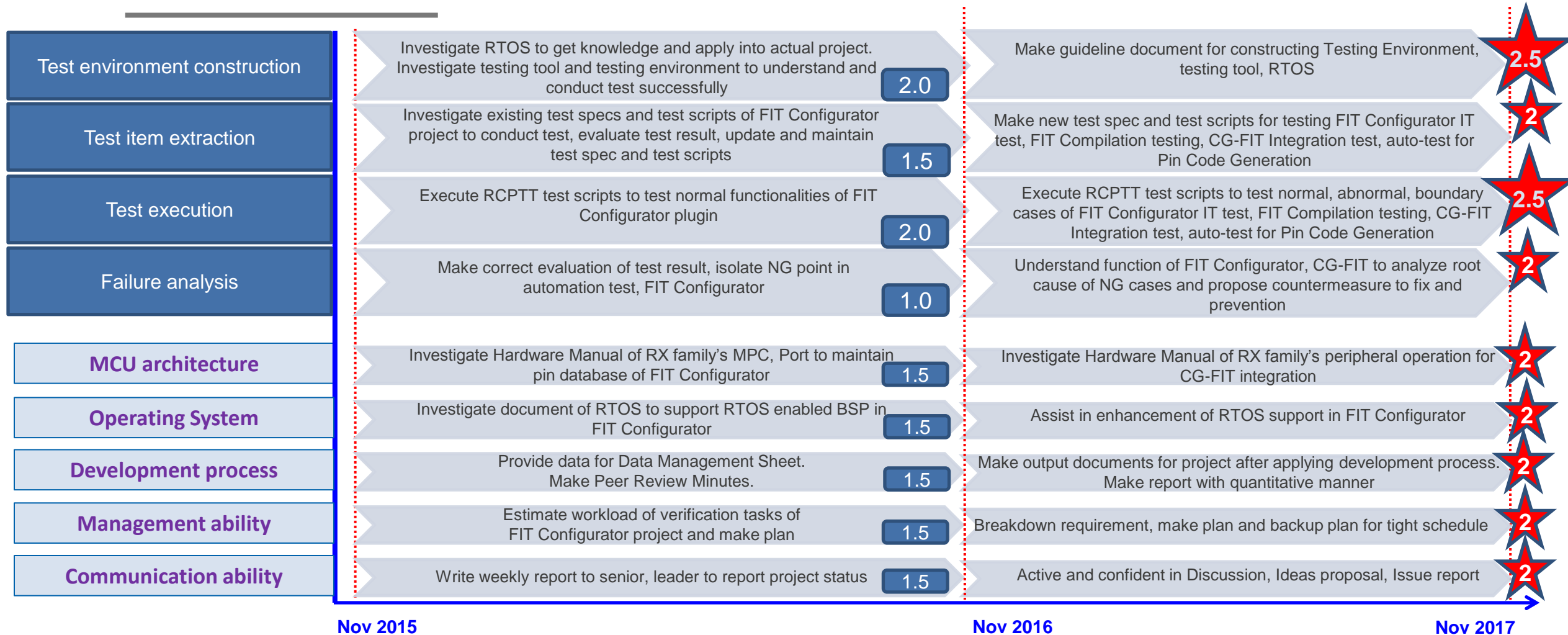
Skill	Gap	Mentee's action	Mentor's action
MCU architecture	<ul style="list-style-type: none"> Lack of working experience involved Port, MPC information related to FIT Configurator/SMARTConfigurator 	<ul style="list-style-type: none"> Investigate Hardware Manual of RX family MCU to improve understanding of MCU architecture 	<ul style="list-style-type: none"> Provide material Give instruction advice for unclear point
Operating System	<ul style="list-style-type: none"> Lack of working experience involved different Operating System 	<ul style="list-style-type: none"> Investigate document of RTOS to know how to work with RTOS 	<ul style="list-style-type: none"> Provide material Confirm unclear point
Development process	<ul style="list-style-type: none"> Lack of understanding about the software development process 	<ul style="list-style-type: none"> Attend meeting to follow the process requirement Refer to Meeting Minutes to catch up the project status Investigate Development Process standard to apply into work 	<ul style="list-style-type: none"> Review and confirm Mentee's output
Management ability	<ul style="list-style-type: none"> Lack of experience in estimating workload and risk Lack of experience in making effective working plan 	<ul style="list-style-type: none"> Improve estimating ability based on previous works and experience Practice making effective ganttchart plan and follow plan 	<ul style="list-style-type: none"> Provide guideline and review result Confirm understanding of mentee
Communication ability	<ul style="list-style-type: none"> Lack of experience in writing report 	<ul style="list-style-type: none"> Practice writing weekly report with quantitative manner Join discussion, meeting actively and confidently 	<ul style="list-style-type: none"> Review mentee's report Give instructive advices

MENTOR-MENTEE INTERACTION



RCPTT: Rich Client Platform Testing Tool, an Eclipse-based application used for GUI testing automation
 RTOS: Real Time Operating System
 FIT: Firmware Integration Technology
 CG: Code Generator
 BSP: Board Support Package

TRAINING PLAN



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Thank you for your attention

APPENDIX

Commitment for Mentor-Mentee training result (after 2 years):

- Technical ability:
 - Can do assigned tasks (Verification/Failure analysis) of FIT/Smart Configurator projects without support.
 - Can support other related projects
 - Can switch to other project with certain time of catching up.
 - Follow development process standard.
- Other abilities:
 - Keep schedule and raise alarm if necessary.
 - Report working status of team.