

## Audit 1 Feedback Reflection

Status Key: **Backlog** **In Progress** **Complete**

Feedback	Reflection and learning	Changes to make	Status
Things in your repository are currently very “wordy”. Consider when diagrams and charts (such as timelines and milestones) may be more effective.	Stakeholders prefer visual aids to show them how the project will work as this will assist their understanding	Create more visual documentation and update GitLab README	Complete
Regulatory Compliance implies “Influencer” type stakeholders, which could be significant. Consider the target users a bit more. Consider adding ease of use for citizen science projects. Recognise beneficiaries (project brief mentions Honours and HDR students) and influencers (you mentioned regulatory compliance in your SOW, which are one example of influencer type stakeholders that need to be recognised). Recognition and analysis of stakeholders, as well as ensuring appropriate representation of significant stakeholders and making a communication plan is very important.	It was unclear that we have users involved within our stakeholder groups.	Update stakeholder roles to make it clear users are important to this project	Complete
The first 3 of your risks in the SOW are just things that need to be part of good project management, inherent to every project. You need to think about more real project and product risks.	Risks have not been explored to a sufficient level and they need to be a larger consideration in the project.	Create a risk register which includes a plan for monitoring risks, potential actions to be taken with triggers identified (what indicates risk occurring and what will we do) and risk status, based on risk matrix	Complete
If following the agile methodology, possibly using something like a Jira board could be good to document development work. To better organise their planned output, they could set up a project road map. The development methodology should be more well-defined. So far you have some high-level project objectives, so how are you going to go about decomposing these into implementable components of functionality? Assumptions, dependencies, constraints should be included as they provide foundation for your project and relationship.		Create a user story map to identify a clear MVP and	Complete
It would have been much more inspiring if they discussed an existing app and how this one is going to be different from theirs. By doing so, it could have answered my question of “Why this app?” when there are some existing ones.	Stakeholders did not feel as though we had a good	Create a piece of documentation in our	Complete

<p>I would like to be see you demonstrating a lot more understanding of the context, uses, how the technical goals/project purpose is part of a bigger picture.</p> <p>How what you are doing maps into client vision, organisational goals, and measurable objectives, and the difference you will make.</p>	<p>understanding of the project and why this product is going to differ from others in the market. This is important as if the product is to be successful, we need to be able to convince people that our product will be useful for them, filling a “gap in the market”</p>	<p>repository which explores existing apps and explains why ours will differ to fill this “gap”</p>	
<p>One area of improvement would be to doc decisions on a separate log in addition to the slack polls as it is much easier for later development teams to get access to.</p> <p>A good general approach is to (where applicable) ask stakeholders to confirm, revise or provide a list of measurable outputs and notify them frequently to maintain alignment as production ensues.</p> <p>Telegraphing decisions to non-core stakeholders should be done by routinely publishing process results.</p> <p>Decisions significant to the future of the project need to be summarised in a simple format in your repository, with appropriate links.</p> <p>It is likely that research outcomes would provide the background to a decision – so these clearly need to be included in your repository Assumptions, constraints, and dependencies are also likely to be the basis for some decisions, so these should be clearly documented and regularly revalidated.</p> <p>Consider having a discussion thread for every poll.</p> <p>In order to inform me and other stakeholders about your decision, I would strongly recommend having a decision log which would be of use for everybody involved in the project (including external stakeholders).</p> <p>Consider having a discussion thread for every poll.</p> <p>Telegraphing decisions to non-core stakeholders should be done by routinely publishing process results.</p> <p>I believe that it should not be heavily relied upon as utilizing zoom meetings might lead to better decisions as there is more of a chance for people to readily provide input into the process. Also, the voting system may lead to pressure to select the option that already has many votes which may discourage input from team members that may disagree.</p> <p>As a word of caution, tie breaking voting with the client is time-consuming so you need to consider that if all their decisions are voted it may slow down development.</p> <p>Having a proper decision-making process that includes the client when necessary would benefit them even more since your clients are the ones most effected by the decisions made during the project.</p>	<p>The decision log isn’t only for the current team and client, it could also be useful for future project teams and users. There could also be an issue with the voting system we have in place as there are an even number of group members.</p>	<p>Create a decision log for the landing page including decisions significant to the future of the project, research outcomes to provide a background to decisions and any assumptions /constraint-s/dependenc ies which contributed to a decision. Also ensure decisions are discussed until more than half the team agree on a decision, but if a decision really can’t be made, resort to asking the client to be a tie breaker.</p>	<p>Complete</p>

<p>Your decision-making process needs to be part of your Team Charter – it is the team’s agreement and commitment around how decisions will be made.</p> <p>Your communication commitments need to be identified – method, frequency, content, outcomes.</p> <p>Your quality plan needs to include acceptance criteria, which is currently completely open.</p> <p>It is not clear how they will be handling quality assurance and making decisions about code.</p> <p>But one major flaw would be the failure to discuss the process which they were following.</p> <p>More shared responsibilities should be had. Such as documentation manager. This should be a shared responsibility.</p> <p>Teamwork can be further improved by the use of a visualised task tracking system that allows for better comprehension of and faster updates to how things are progressing.</p> <p>In a small agile team, it is unlikely that each member can take on just one role. Think about how you are covering BA, testing and quality management. Also, what about backups for critical roles such as client liaison. Include a more comprehensive table in your team charter.</p> <p>If this is not already in place having the ability to hold impromptu meetings could be a good way of working collaboratively. This could be useful if there are any problems in development or if someone wants to communicate an idea. Zoom may not be the best software for this and something like Microsoft Teams or Discord may be better.</p> <p>I would like to hear more from the other team members, especially seeing more members answer questions.</p> <p>To improve they could have a regular meeting schedule.</p> <p>Software development methodology is not well defined.</p> <p>Some overlap in roles might be better to have others help in any issues that arise.</p> <p>You should definitely allocate proper roles to your team just so you have mini leaders that are responsible for their area of work.</p> <p>With respect to client communication there should be regular communication between the client and the team if possible. Email may not suffice in communicating as details could be left out in comparison to online calls where communication is a bit easier and clearer.</p> <p>Regularly scheduled client meeting could be useful!</p> <p>An improvement would be to involve the client in more active channels for discussion such as Slack.</p>	<p>Stakeholders would find it easier and clearer to find information on our project if we had a document which included our decision-making process, communication commitments, quality plan and all other relevant details about the team and project in one place.</p>	<p>Create a team charter which outlines all processes, requirements and documentation of the team and the project. It should include things like team objectives, acceptable behaviours, team member skills, processes, tooling, communication, and meetings. It should be used to refer to, to help monitor, to reflect on and as a basis for managed change as to how the team works. Also, how will you be accounting for your time.</p>	<p>Complete</p>
<p>I can’t find any record of team meetings. Every team meeting should have minutes recorded. As well as capturing important discussions and decisions, minutes spawn action items, and in turn many other project artefacts.</p> <p>A clear link to the slack group needs to be added onto the landing page as not everyone had access.</p> <p>Communication with all stakeholders can be further improved by adding more and regularly updating information on the project landing page and git repository.</p> <p>We would like you to focus on demonstrating that you have planned and achieved effective interactions. I can’t find any record of meetings with your client or any other stakeholder. Every stakeholder meeting should have minutes recorded. As for Team</p>	<p>We have not started adding agendas and minutes for meetings to our repo. We need to ensure we are adding everything we make so our stakeholders always have access to work</p>	<p>Add all work we do to the GitLab so everyone can access it.</p>	<p>Complete</p>

<p>Meetings, as well as recording important discussions and decisions, minutes spawn action items, and in turn many other project artefacts. It was great that you client was satisfied with your communications, but we need evidence in your repository to assess things like this.</p> <p>One important thing to reflect on is that any of the auditors could have chosen to complete and submit audit reports just after 9AM on Monday. What should you have done differently and how should you apply this to future audits? For example, and unsigned SOW in the repository would have been better than no SOW at all. Make sure the repository is a central up-to-date hub for all that you are working on at all times.</p>	<p>we are producing.</p>		
<p>It is a good idea to start a reflection log.</p> <p>The team does not seem to have a documented reflection process. They should implement a retro process.</p> <p>Be sure to have a separate folder and documents for reviewing feedback and it shows us, your clients, and tutors that you are considering their input. Right now, it can be a little hard for people to find them as they are hidden in your meeting minutes!</p>	<p>We need to think about what we have learned, how it will change what we are doing and how it will impact our future.</p>	<p>Create a reflection log which is updated weekly to reflect on the previous week.</p>	<p>In Progress</p>