



澳門理工學院
Instituto Politécnico de Macau
Macao Polytechnic Institute

COMP223: Software Engineering Project Management

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Agenda



- Risk management
- Managing people
- Teamwork



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Software Project



Software project management (1/3)



- Concerned with activities involved in ensuring that software is delivered on time and on schedule and in accordance with the requirements of the organizations developing and procuring the software.
- Project management is needed because software development is always subject to budget and schedule constraints that are set by the organization developing the software.

Software project management (2/3)



- Success criteria

- Deliver the software to the customer at the agreed time.
- Keep overall costs within budget.
- Deliver software that meets the customer's expectations.
- Maintain a coherent and well-functioning development team.

Software project management (3/3)



- Factors influencing project management
 - Company size;
 - Software customers;
 - Software size;
 - Software type;
 - Organizational culture;
 - Software development processes.

- These factors mean that project managers in different organizations may work in quite different ways.



Software management distinctions

- The product is intangible.
 - Software cannot be seen or touched. Software project managers cannot see progress by simply looking at the artefact that is being constructed.
- Many software projects are 'one-off' projects.
 - Large software projects are usually different in some ways from previous projects. Even managers who have lots of previous experience may find it difficult to anticipate problems.
- Software processes are variable and organization specific.
 - We still cannot reliably predict when a particular software process is likely to lead to development problems.

Universal management activities



- Project planning

- Project managers are responsible for planning, estimating and scheduling project development and assigning people to tasks.

- Risk management

- Project managers assess the risks that may affect a project, monitor these risks and take action when problems arise.

- People management

- Project managers have to choose people for their team and establish ways of working that leads to effective team performance.

Management activities



● Reporting

- Project managers are usually responsible for reporting on the progress of a project to customers and to the managers of the company developing the software.

● Proposal writing

- The first stage in a software project may involve writing a proposal to win a contract to carry out an item of work.
- The proposal describes the objectives of the project and how it will be carried out.



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Risk Management



Risk management

- ✧ Risk management is concerned with identifying risks and drawing up plans to minimise their effect on a project.
- ✧ Software risk management is important because of the inherent uncertainties in software development.
 - These uncertainties stem from loosely defined requirements, requirements changes due to changes in customer needs, difficulties in estimating the time and resources required for software development, and differences in individual skills.
- ✧ You have to anticipate risks, understand the impact of these risks on the project, the product and the business, and take steps to avoid these risks.

Risk classification

- ✧ There are two dimensions of risk classification
 - The type of risk (technical, organizational, ..)
 - what is affected by the risk:
- ✧ *Project risks* affect schedule or resources;
- ✧ *Product risks* affect the quality or performance of the software being developed;
- ✧ *Business risks* affect the organisation developing or procuring the software.

Examples of project, product, and business risks

Risk	Affects	Description
Staff turnover	Project	Experienced staff will leave the project before it is finished.
Management change	Project	There will be a change of organizational management with different priorities.
Hardware unavailability	Project	Hardware that is essential for the project will not be delivered on schedule.
Requirements change	Project and product	There will be a larger number of changes to the requirements than anticipated.
Specification delays	Project and product	Specifications of essential interfaces are not available on schedule.
Size underestimate	Project and product	The size of the system has been underestimated.
CASE tool underperformance	Product	CASE tools, which support the project, do not perform as anticipated.
Technology change	Business	The underlying technology on which the system is built is superseded by new technology.
Product competition	Business	A competitive product is marketed before the system is completed.

The risk management process

✧ Risk identification

- Identify project, product and business risks;

✧ Risk analysis

- Assess the likelihood and consequences of these risks;

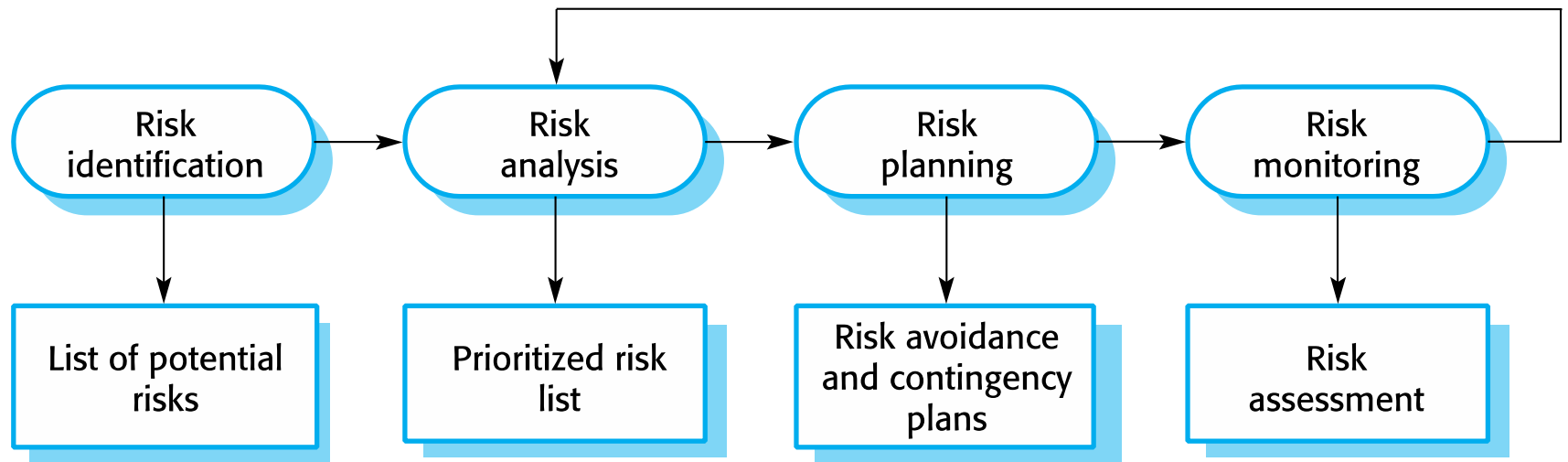
✧ Risk planning

- Draw up plans to avoid or minimise the effects of the risk;

✧ Risk monitoring

- Monitor the risks throughout the project;

The risk management process



Risk identification

- ✧ May be a team activities or based on the individual project manager's experience.
- ✧ A checklist of common risks may be used to identify risks in a project
 - Technology risks.
 - Organizational risks.
 - People risks.
 - Requirements risks.
 - Estimation risks.

Examples of different risk types

Risk type	Possible risks
Estimation	The time required to develop the software is underestimated. (12) The rate of defect repair is underestimated. (13) The size of the software is underestimated. (14)
Organizational	The organization is restructured so that different management are responsible for the project. (6) Organizational financial problems force reductions in the project budget. (7)
People	It is impossible to recruit staff with the skills required. (3) Key staff are ill and unavailable at critical times. (4) Required training for staff is not available. (5)
Requirements	Changes to requirements that require major design rework are proposed. (10) Customers fail to understand the impact of requirements changes. (11)
Technology	The database used in the system cannot process as many transactions per second as expected. (1) Reusable software components contain defects that mean they cannot be reused as planned. (2)
Tools	The code generated by software code generation tools is inefficient. (8) Software tools cannot work together in an integrated way. (9)

Risk analysis

- ✧ Assess probability and seriousness of each risk.
- ✧ Probability may be very low, low, moderate, high or very high.
- ✧ Risk consequences might be catastrophic, serious, tolerable or insignificant.

Risk types and examples

Risk	Probability	Effects
Organizational financial problems force reductions in the project budget (7).	Low	Catastrophic
It is impossible to recruit staff with the skills required for the project (3).	High	Catastrophic
Key staff are ill at critical times in the project (4).	Moderate	Serious
Faults in reusable software components have to be repaired before these components are reused. (2).	Moderate	Serious
Changes to requirements that require major design rework are proposed (10).	Moderate	Serious
The organization is restructured so that different management are responsible for the project (6).	High	Serious
The database used in the system cannot process as many transactions per second as expected (1).	Moderate	Serious

Risk types and examples

Risk	Probability	Effects
The time required to develop the software is underestimated (12).	High	Serious
Software tools cannot be integrated (9).	High	Tolerable
Customers fail to understand the impact of requirements changes (11).	Moderate	Tolerable
Required training for staff is not available (5).	Moderate	Tolerable
The rate of defect repair is underestimated (13).	Moderate	Tolerable
The size of the software is underestimated (14).	High	Tolerable
Code generated by code generation tools is inefficient (8).	Moderate	Insignificant

Samsung – Risk Management



Risk
Management Updat



프로젝트명		사업자 Trend에 따른 솔루션 및 OMA표준 기술 확보 Phase 2													
부서명		유럽 개발팀 SW개발 그룹													
Risk 영역	초기 Risk 평가					Risk 감소 계획									
	Risk 항목	관련 사항	파급효과	확률	효과	Risk Score	Risk 감소 방안	담당자	성공 기준	확률	Risk Score	완료 일정	확률	효과	Risk Score
1	Define 단계 세부 Risk					101					65				30
1-1	프로젝트 멤버들간의 의사소통 지연	의사소통	프로젝트 기간 지연	2	4	8	파트간 협의회 수시 개최	전담BB	프로젝트의 적기 진행	1	4	7/31	2	2	4
1-2	MBB, FEA, Champion과의 의사소통	의사소통	프로젝트 기간 지연	2	4	8	시그마파라크적극활동	MBB	MBB 결재 및 적극지원	2	8	8/29	2	2	4
1-3	타부서와 협업시 의사소통	의사소통	프로젝트 기간 지연	4	3	12	MBB와 협업	MBB	참고문, FEA의 결재	2	6	8/29	4	2	8
1-4	기능 PL들의 참여 유도	의사소통	단발성 프로젝트 전략	5	5	25	담당 임원의 지속적인 관심	담당임원	개발8G 전체의 관심여부	3	15	8/29	2	1	2
1-5	특허팀과의 의사소통 지연	의사소통/특허	특허 출원지연	3	4	12	OMA를 위한 특허출원 프로세스 확립	특허팀	특허출원 일정	2	8	7/31	2	2	4
1-6	결재 지연	의사소통	프로젝트 기간 지연	5	4	20	결재를 위한 Pre-process 도입	담당임원	프로젝트 일정 준수	3	12	8/29	2	1	2
1-7	과제진행자 공감대 형성	의사소통	프로젝트 완성도	4	4	16	사전미팅 실시	All	공감대 형성 및 프로젝트의 완성도 향상	3	12	2/28	3	2	6
2	Measure 단계 세부 Risk					65					38				24
2-1	기술확보를 위한 OMA WG 선정	프로세스	개발지연, 기술적기 미확보	5	5	25	QFD를 통한 연계 프로젝트 진행	유럽개발	연계 프로젝트(BB) 진행	3	15	3/31	3	3	9
2-2	OMA 특허 및 기고를 위한 체계적인 방법 필요	프로세스	단발성 프로젝트 전략	5	4	20	관련 Process 확립 (연계 프로젝트)	전담BB	연계 프로젝트의 파일럿 테스트 결과	2	8	3/31	4	3	12
2-3	연계 과제의 수행 가능성	프로세스	연계과제의 성숙도	4	5	20	과제실해 계획서 사전 Review	전담BB	관련 인력들과 긴밀한 Communications	3	15	8/29	3	1	3
3	Analyze 단계 세부 Risk					72					58				26
3-1	관련 기능에 대한 특허 확보	특허확보	개발에 실제 영향을 주는 특허 확보	4	5	20	특허팀과 연합한 업무연계	특허팀-유럽개발	특허건수	3	15	7/31	2	3	6
3-2	확보특허에 대한 OMA 기고	특허확보	개발팀의 기술이 반영된 OMA 기고 확보	4	5	20	연구소 표준팀과 직접연계	특허팀-유럽개발	특허대비 기고 건수	4	20	7/31	4	3	12
3-3	선정된 과제에 대한 연계 과제 Setup	특허확보	체계적인 6시그마 과제 진행	3	4	12	개발팀 6시그마 연계과제 진행	All	연계과제 건수	2	8	7/31	2	1	2
3-4	연계과제의 현수준 파악	프로세스	프로세스 성과 목표 기준 부재	4	5	20	Phase 1을 이용한 객관적인 현재 수준 파악 기준 확립	전담BB	현 수준 파악 자료 작성	3	15	2/28	2	3	6
4	Optimize/Define/Verify 단계 세부 Risk					51					29				19
4-1	연계과제 일정 조율	프로세스	임원과제 등록 일정에 영향을 줌	4	5	20	사전 조율 및 Draft 버전 사전 Review	All	일정 준수율	3	15	7/31	3	3	9
4-2	연계과제 지연	의사소통	다른 일정 등으로 6시그마 과제 지연	3	5	15	연계과제 진행 인력간 원활한 업무 교류	All	요청에 대한 답변율	2	10	8/29	2	5	10
4-3	Mega과제와 연동한 시스템 구조 설계	프로세스	체계적인 6시그마 과제 진행	4	4	16	Reminder 및 다양한 방법의 Communication 방법 모색	전담BB	다양한 프로젝트 Tool을 이용	1	4	7/31			
5						61					40				19
5-1	연계과제에 대한 특허 확보	특허확보	연계과제를 통한 특허에 대한 임원 MBO 만족	4	4	16	6시그마 과제 및 특허를 연계하여 진행	유럽개발	IP포털 등록 기준	2	8	8/29	3	2	6
5-2	연계과제에 대한 측정지표 확보	프로세스		3	3	9	Pilot형태의 기고과제 진행	유럽개발	연계과제의 Pilot진행 건수	3	9	8/29	3	3	9
5-3	특허에 대한 Input Contribution Set ups	의사소통	연구소-특허팀과의 원활한 업무관계 형성	4	4	16	긴밀한 업무 협조 및 원활한 communication process 확립	특허팀-유럽개발	인맥관계형성	2	8	8/29	2	1	2
5-4	Mega과제와 연동한 시스템 구조 설계	프로세스	임원과제에 대한 지속적인 발굴 및 향상	4	5	20	단계적으로 진행 할 수 있는 임원 과제 발굴	담당임원	Mega과제 Set up	3	15	8/29	2	1	2

Risk planning

- ✧ Consider each risk and develop a strategy to manage that risk.
- ✧ Avoidance strategies
 - The probability that the risk will arise is reduced;
- ✧ Minimization strategies
 - The impact of the risk on the project or product will be reduced;
- ✧ Contingency plans
 - If the risk arises, contingency plans are plans to deal with that risk;

What-if questions

- ✧ What if several engineers are ill at the same time?
- ✧ What if an economic downturn leads to budget cuts of 20% for the project?
- ✧ What if the performance of open-source software is inadequate and the only expert on that open source software leaves?
- ✧ What if the company that supplies and maintains software components goes out of business?
- ✧ What if the customer fails to deliver the revised requirements as predicted?

Strategies to help manage risk

Risk	Strategy
Organizational financial problems	Prepare a briefing document for senior management showing how the project is making a very important contribution to the goals of the business and presenting reasons why cuts to the project budget would not be cost-effective.
Recruitment problems	Alert customer to potential difficulties and the possibility of delays; investigate buying-in components.
Staff illness	Reorganize team so that there is more overlap of work and people therefore understand each other's jobs.
Defective components	Replace potentially defective components with bought-in components of known reliability.
Requirements changes	Derive traceability information to assess requirements change impact; maximize information hiding in the design.

Strategies to help manage risk

Risk	Strategy
Organizational restructuring	Prepare a briefing document for senior management showing how the project is making a very important contribution to the goals of the business.
Database performance	Investigate the possibility of buying a higher-performance database.
Underestimated development time	Investigate buying-in components; investigate use of a program generator.

Risk monitoring

- ✧ Assess each identified risks regularly to decide whether or not it is becoming less or more probable.
- ✧ Also assess whether the effects of the risk have changed.
- ✧ Each key risk should be discussed at management progress meetings.

Risk indicators

Risk type	Potential indicators
Estimation	Failure to meet agreed schedule; failure to clear reported defects.
Organizational	Organizational gossip; lack of action by senior management.
People	Poor staff morale; poor relationships amongst team members; high staff turnover.
Requirements	Many requirements change requests; customer complaints.
Technology	Late delivery of hardware or support software; many reported technology problems.
Tools	Reluctance by team members to use tools; complaints about CASE tools; demands for higher-powered workstations.



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Managing People



Managing people

- ✧ People are an organisation's most important assets.
- ✧ The tasks of a manager are essentially people-oriented. Unless there is some understanding of people, management will be unsuccessful.
- ✧ Poor people management is an important contributor to project failure.

People management factors

✧ Consistency

- Team members should all be treated in a comparable way without favourites or discrimination.

✧ Respect

- Different team members have different skills and these differences should be respected.

✧ Inclusion

- Involve all team members and make sure that people's views are considered.

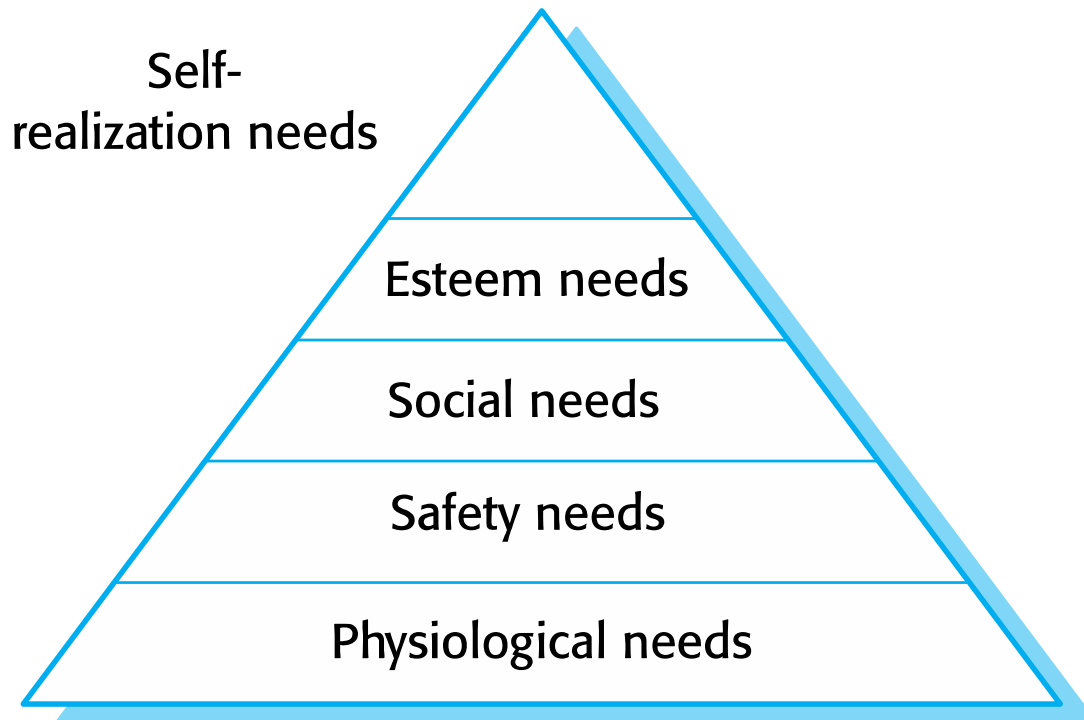
✧ Honesty

- You should always be honest about what is going well and what is going badly in a project.

Motivating people

- ✧ An important role of a manager is to motivate the people working on a project.
- ✧ Motivation means organizing the work and the working environment to encourage people to work effectively.
 - If people are not motivated, they will not be interested in the work they are doing. They will work slowly, be more likely to make mistakes and will not contribute to the broader goals of the team or the organization.
- ✧ Motivation is a complex issue but it appears that there are different types of motivation based on:
 - Basic needs (e.g. food, sleep, etc.);
 - Personal needs (e.g. respect, self-esteem);
 - Social needs (e.g. to be accepted as part of a group).

Human needs hierarchy



Need satisfaction

✧ In software development groups, basic physiological and safety needs are not an issue.

✧ Social

- Provide communal facilities;
- Allow informal communications e.g. via social networking

✧ Esteem

- Recognition of achievements;
- Appropriate rewards.

✧ Self-realization

- Training - people want to learn more;
- Responsibility.



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Teawork



Teamwork

- ✧ Most software engineering is a group activity
 - The development schedule for most non-trivial software projects is such that they cannot be completed by one person working alone.
- ✧ A good group is cohesive and has a team spirit. The people involved are motivated by the success of the group as well as by their own personal goals.
- ✧ Group interaction is a key determinant of group performance.
- ✧ Flexibility in group composition is limited
 - Managers must do the best they can with available people.

Group cohesiveness

- ✧ In a cohesive group, members consider the group to be more important than any individual in it.
- ✧ The advantages of a cohesive group are:
 - Group quality standards can be developed by the group members.
 - Team members learn from each other and get to know each other's work; Inhibitions caused by ignorance are reduced.
 - Knowledge is shared. Continuity can be maintained if a group member leaves.
 - Refactoring and continual improvement is encouraged. Group members work collectively to deliver high quality results and fix problems, irrespective of the individuals who originally created the design or program.

Team spirit

Alice, an experienced project manager, understands the importance of creating a cohesive group. As they are developing a new product, she takes the opportunity of involving all group members in the product specification and design by getting them to discuss possible technology with elderly members of their families. She also encourages them to bring these family members to meet other members of the development group.

Alice also arranges monthly lunches for everyone in the group. These lunches are an opportunity for all team members to meet informally, talk around issues of concern, and get to know each other. At the lunch, Alice tells the group what she knows about organizational news, policies, strategies, and so forth. Each team member then briefly summarizes what they have been doing and the group discusses a general topic, such as new product ideas from elderly relatives.

Every few months, Alice organizes an 'away day' for the group where the team spends two days on 'technology updating'. Each team member prepares an update on a relevant technology and presents it to the group. This is an off-site meeting in a good hotel and plenty of time is scheduled for discussion and social interaction.

The effectiveness of a team

✧ The people in the group

- You need a mix of people in a project group as software development involves diverse activities such as negotiating with clients, programming, testing and documentation.

✧ The group organization

- A group should be organized so that individuals can contribute to the best of their abilities and tasks can be completed as expected.

✧ Technical and managerial communications

- Good communications between group members, and between the software engineering team and other project stakeholders, is essential.

Selecting group members

- ✧ A manager or team leader's job is to create a cohesive group and organize their group so that they can work together effectively.
- ✧ This involves creating a group with the right balance of technical skills and personalities, and organizing that group so that the members work together effectively.

Assembling a team

- ✧ May not be possible to appoint the ideal people to work on a project
 - Project budget may not allow for the use of highly-paid staff;
 - Staff with the appropriate experience may not be available;
 - An organisation may wish to develop employee skills on a software project.
- ✧ Managers have to work within these constraints especially when there are shortages of trained staff.

Group composition

- ✧ Group composed of members who share the same motivation can be problematic
 - Task-oriented - everyone wants to do their own thing;
 - Self-oriented - everyone wants to be the boss;
 - Interaction-oriented - too much chatting, not enough work.
- ✧ An effective group has a balance of all types.
- ✧ This can be difficult to achieve software engineers are often task-oriented.
- ✧ Interaction-oriented people are very important as they can detect and defuse tensions that arise.

Group composition

In creating a group for assistive technology development, Alice is aware of the importance of selecting members with complementary personalities. When interviewing potential group members, she tried to assess whether they were task-oriented, self-oriented, or interaction-oriented. She felt that she was primarily a self-oriented type because she considered the project to be a way of getting noticed by senior management and possibly promoted. She therefore looked for one or perhaps two interaction-oriented personalities, with task-oriented individuals to complete the team. The final assessment that she arrived at was:

- Alice—self-oriented
- Brian—task-oriented
- Bob—task-oriented
- Carol—interaction-oriented
- Dorothy—self-oriented
- Ed—interaction-oriented
- Fred—task-oriented

Group organization

- ✧ The way that a group is organized affects the decisions that are made by that group, the ways that information is exchanged and the interactions between the development group and external project stakeholders.
 - Key questions include:
 - Should the project manager be the technical leader of the group?
 - Who will be involved in making critical technical decisions, and how will these be made?
 - How will interactions with external stakeholders and senior company management be handled?
 - How can groups integrate people who are not co-located?
 - How can knowledge be shared across the group?

Group organization

- ✧ Small software engineering groups are usually organised informally without a rigid structure.
- ✧ For large projects, there may be a hierarchical structure where different groups are responsible for different sub-projects.
- ✧ Agile development is always based around an informal group on the principle that formal structure inhibits information exchange

Informal groups

- ✧ The group acts as a whole and comes to a consensus on decisions affecting the system.
- ✧ The group leader serves as the external interface of the group but does not allocate specific work items.
- ✧ Rather, work is discussed by the group as a whole and tasks are allocated according to ability and experience.
- ✧ This approach is successful for groups where all members are experienced and competent.

Group communications

- ✧ Good communications are essential for effective group working.
- ✧ Information must be exchanged on the status of work, design decisions and changes to previous decisions.
- ✧ Good communications also strengthens group cohesion as it promotes understanding.

Group communications

✧ Group size

- The larger the group, the harder it is for people to communicate with other group members.

✧ Group structure

- Communication is better in informally structured groups than in hierarchically structured groups.

✧ Group composition

- Communication is better when there are different personality types in a group and when groups are mixed rather than single sex.

✧ The physical work environment

- Good workplace organisation can help encourage communications.

Session Summary (1/3)



- Good project management is essential if software engineering projects are to be developed on schedule and within budget.
- Software management is distinct from other engineering management.
- Software is intangible: Projects may be novel or innovative with no body of experience to guide their management. Software processes are not as mature as traditional engineering processes.

Session Summary (2/3)



- Risk management involves identifying and assessing project risks to establish the probability that they will occur and the consequences for the project if that risk does arise. You should make plans to avoid, manage or deal with likely risks if or when they arise.
- People management involves choosing the right people to work on a project and organizing the team and its working environment.
- People are motivated by interaction with other people, the recognition of management and their peers, and by being given opportunities for personal development.

Session Summary (3/3)



- Software development groups should be fairly small and cohesive. The key factors that influence the effectiveness of a group are the people in that group, the way that it is organized and the communication between group members.
- Communications within a group are influenced by factors such as the status of group members, the size of the group, the gender composition of the group, personalities and available communication channels.

