

Software Project Management Project Planning

(Chapters 22, 23)

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What is a Project?

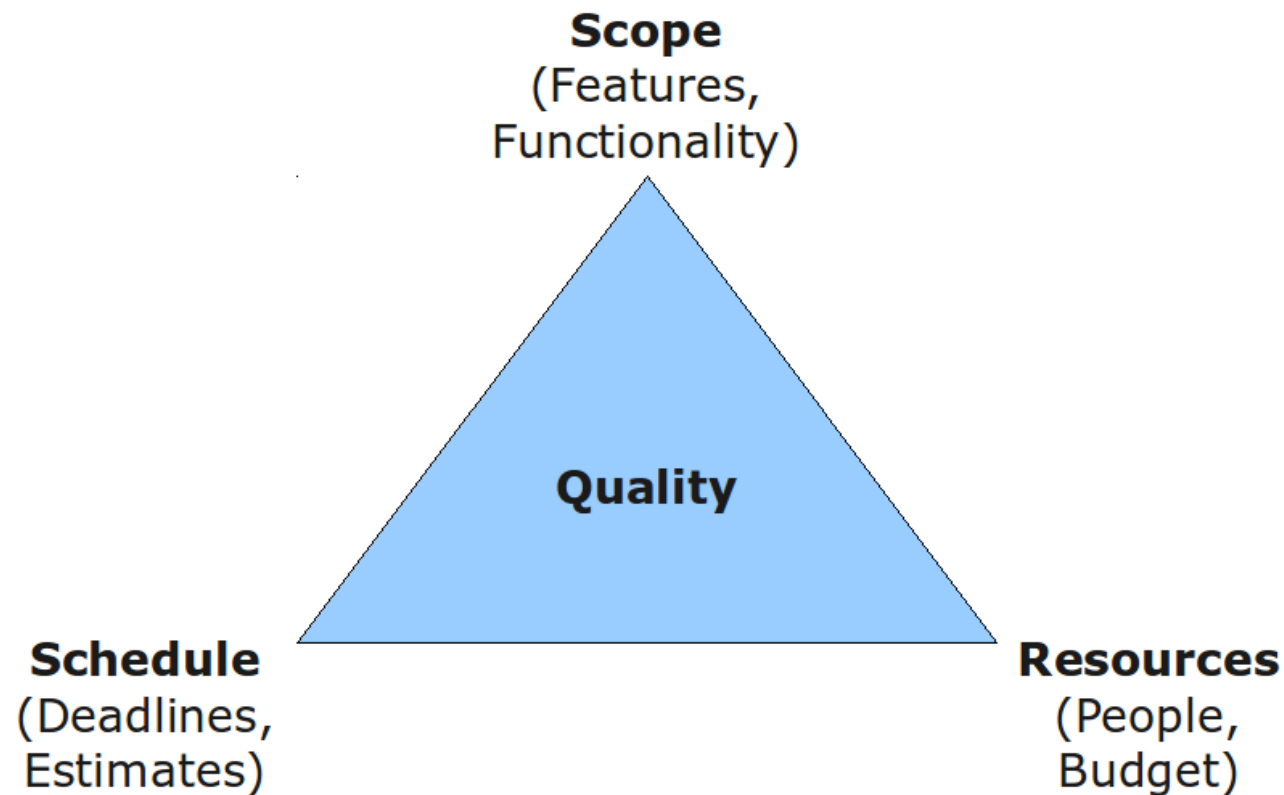
What is a project?

- A project is a planned activity that involves non-routine tasks and has a clearly defined beginning and an end.
- Other project characteristics:
 - Specific **objectives** are to be met
 - Specific **resources** are assigned for use on the project
 - A **schedule** should be met

Software project management

- ✧ Concerned with activities involved in ensuring that software is delivered on time and on schedule and in accordance with the requirements of the organisations 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 organisation developing the software.

The Iron Triangle



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.

Management activities

✧ *Project planning*

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

✧ *Reporting & controlling*

- 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.

✧ *Risk management*

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

Management activities

✧ *People management*

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

Project planning

- ✧ Project planning involves breaking down the work into parts and assign these to project team members, anticipate problems that might arise and prepare tentative solutions to those problems.
- ✧ The project plan, which is created at the start of a project, is used to communicate how the work will be done to the project team and customers, and to help assess progress on the project.

Planning stages

- ✧ At the proposal stage, when you are bidding for a contract to develop or provide a software system.
- ✧ During the project startup phase, when you have to plan who will work on the project, how the project will be broken down into increments, how resources will be allocated across your company, etc.
- ✧ Periodically throughout the project, when you modify your plan in the light of experience gained and information from monitoring the progress of the work.

Plan-driven development

- ✧ Plan-driven or plan-based development is an approach to software engineering where the development process is planned in detail.
 - Plan-driven development is based on engineering project management techniques and is the 'traditional' way of managing large software development projects.
- ✧ A project plan is created that records the work to be done, who will do it, the development schedule and the work products.
- ✧ Managers use the plan to support project decision making and as a way of measuring progress.

Plan-driven development – pros and cons

- ✧ The arguments in favor of a plan-driven approach are that early planning allows organizational issues (availability of staff, other projects, etc.) to be closely taken into account, and that potential problems and dependencies are discovered before the project starts, rather than once the project is underway.
- ✧ The principal argument against plan-driven development is that many early decisions have to be revised because of changes to the environment in which the software is to be developed and used.

Project plans

✧ In a plan-driven development project, a project plan sets out the resources available to the project, the work breakdown and a schedule for carrying out the work.

✧ Plan sections

- Introduction
- Project organization
- Risk analysis
- Hardware and software resource requirements
- Work breakdown
- Project schedule
- Monitoring and reporting mechanisms

Project plan supplements

| Plan | Description |
|-------------------------------|--|
| Quality plan | Describes the quality procedures and standards that will be used in a project. |
| Validation plan | Describes the approach, resources, and schedule used for system validation. |
| Configuration management plan | Describes the configuration management procedures and structures to be used. |
| Maintenance plan | Predicts the maintenance requirements, costs, and effort. |
| Staff development plan | Describes how the skills and experience of the project team members will be developed. |

The planning process

- ✧ Project planning is an iterative process that starts when you create an initial project plan during the project startup phase.
- ✧ Plan changes are inevitable.
 - As more information about the system and the project team becomes available during the project, you should regularly revise the plan to reflect requirements, schedule and risk changes.
 - Changing business goals also leads to changes in project plans. As business goals change, this could affect all projects, which may then have to be re-planned.

Project scheduling

- ✧ Project scheduling is the process of deciding how the work in a project will be organized as separate tasks, and when and how these tasks will be executed.
- ✧ You estimate the calendar time needed to complete each task, the effort required and who will work on the tasks that have been identified.
- ✧ You also have to estimate the resources needed to complete each task, such as the disk space required on a server, the time required on specialized hardware, such as a simulator, and what the travel budget will be.

Project scheduling activities

- ✧ Split project into tasks and estimate time and resources required to complete each task.
- ✧ Organize tasks concurrently to make optimal use of workforce.
- ✧ Minimize task dependencies to avoid delays caused by one task waiting for another to complete.
- ✧ Dependent on project managers intuition and experience.

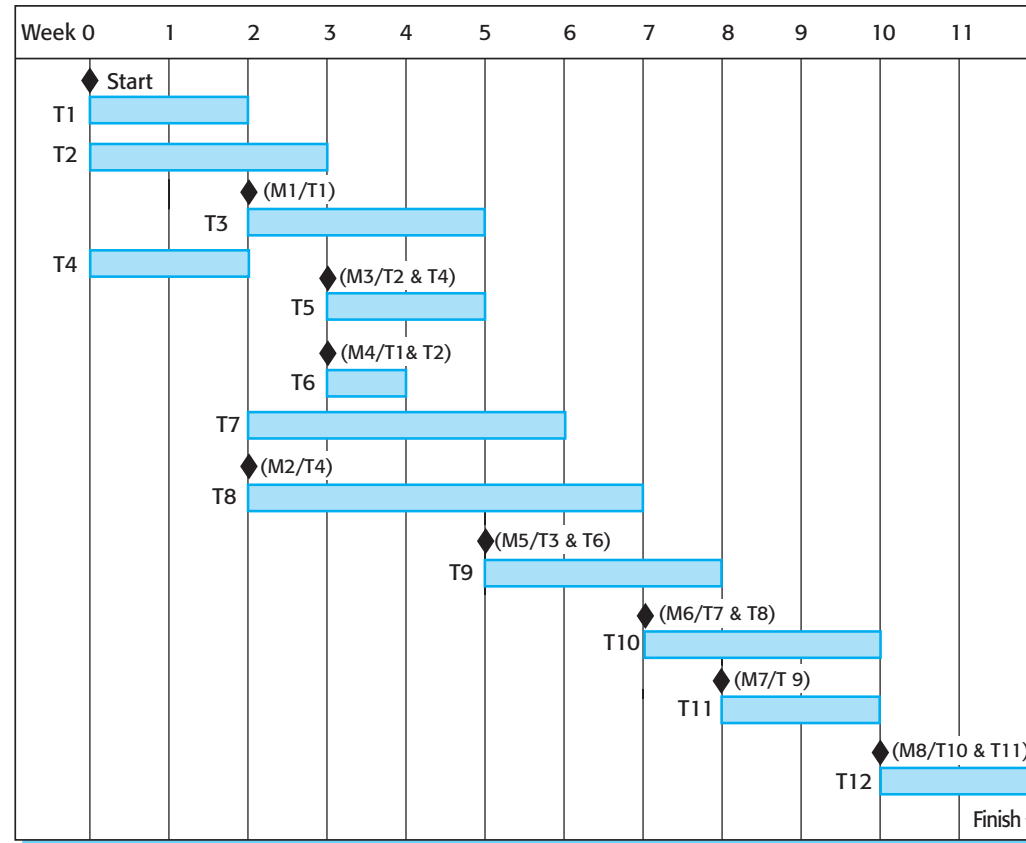
Milestones and deliverables

- ✧ Milestones are points in the schedule against which you can assess progress, for example, the handover of the system for testing.
- ✧ Deliverables are work products that are delivered to the customer, e.g. a requirements document for the system.

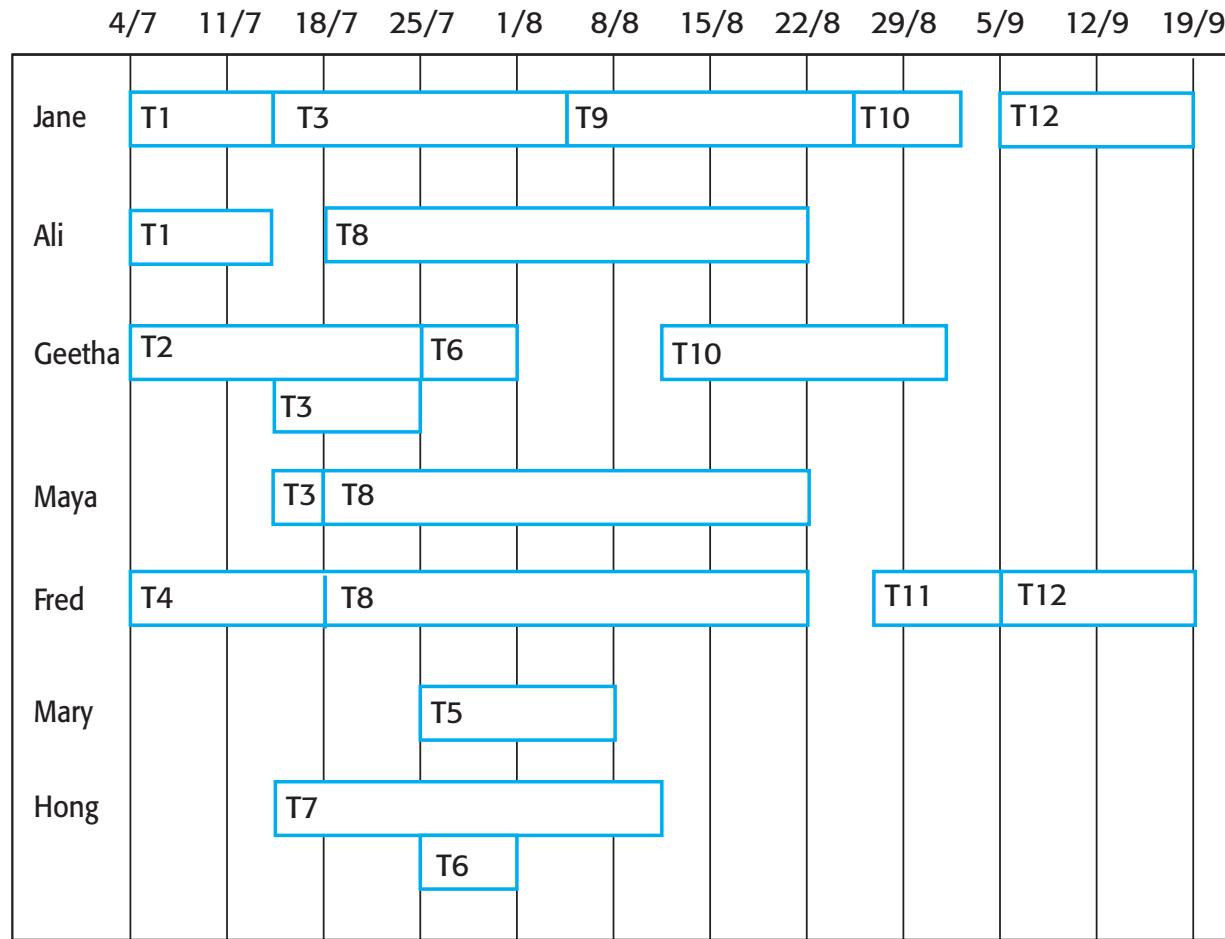
Scheduling problems

- ✧ Estimating the difficulty of problems and hence the cost of developing a solution is hard.
- ✧ Productivity is not proportional to the number of people working on a task.
- ✧ Adding people to a late project makes it later because of communication overheads.
- ✧ The unexpected always happens. Always allow contingency in planning.

Activity bar chart



Staff allocation chart



Agile planning

- ✧ Agile methods of software development are iterative approaches where the software is developed and delivered to customers in increments.
- ✧ Unlike plan-driven approaches, the functionality of these increments is not planned in advance but is decided during the development.
 - The decision on what to include in an increment depends on progress and on the customer's priorities.
- ✧ The customer's priorities and requirements change so it makes sense to have a flexible plan that can accommodate these changes.

Agile planning stages

- ✧ Release planning, which looks ahead for several months and decides on the features that should be included in a release of a system.
- ✧ Iteration planning, which has a shorter term outlook, and focuses on planning the next increment of a system. This is typically 2-4 weeks of work for the team.

Story-based planning

- ✧ The system specification in XP is based on user stories that reflect the features that should be included in the system.
- ✧ The project team read and discuss the stories and rank them in order of the amount of time they think it will take to implement the story.
- ✧ Release planning involves selecting and refining the stories that will reflect the features to be implemented in a release of a system and the order in which the stories should be implemented.
- ✧ Stories to be implemented in each iteration are chosen, with the number of stories reflecting the time to deliver an iteration (usually 2 or 3 weeks).

Estimation techniques

- ✧ Organizations need to make software effort and cost estimates. There are two types of technique that can be used to do this:
 - *Experience-based techniques* The estimate of future effort requirements is based on the manager's experience of past projects and the application domain. Essentially, the manager makes an informed judgment of what the effort requirements are likely to be.
 - *Algorithmic cost modeling* In this approach, a formulaic approach is used to compute the project effort based on estimates of product attributes, such as size, and process characteristics, such as experience of staff involved.

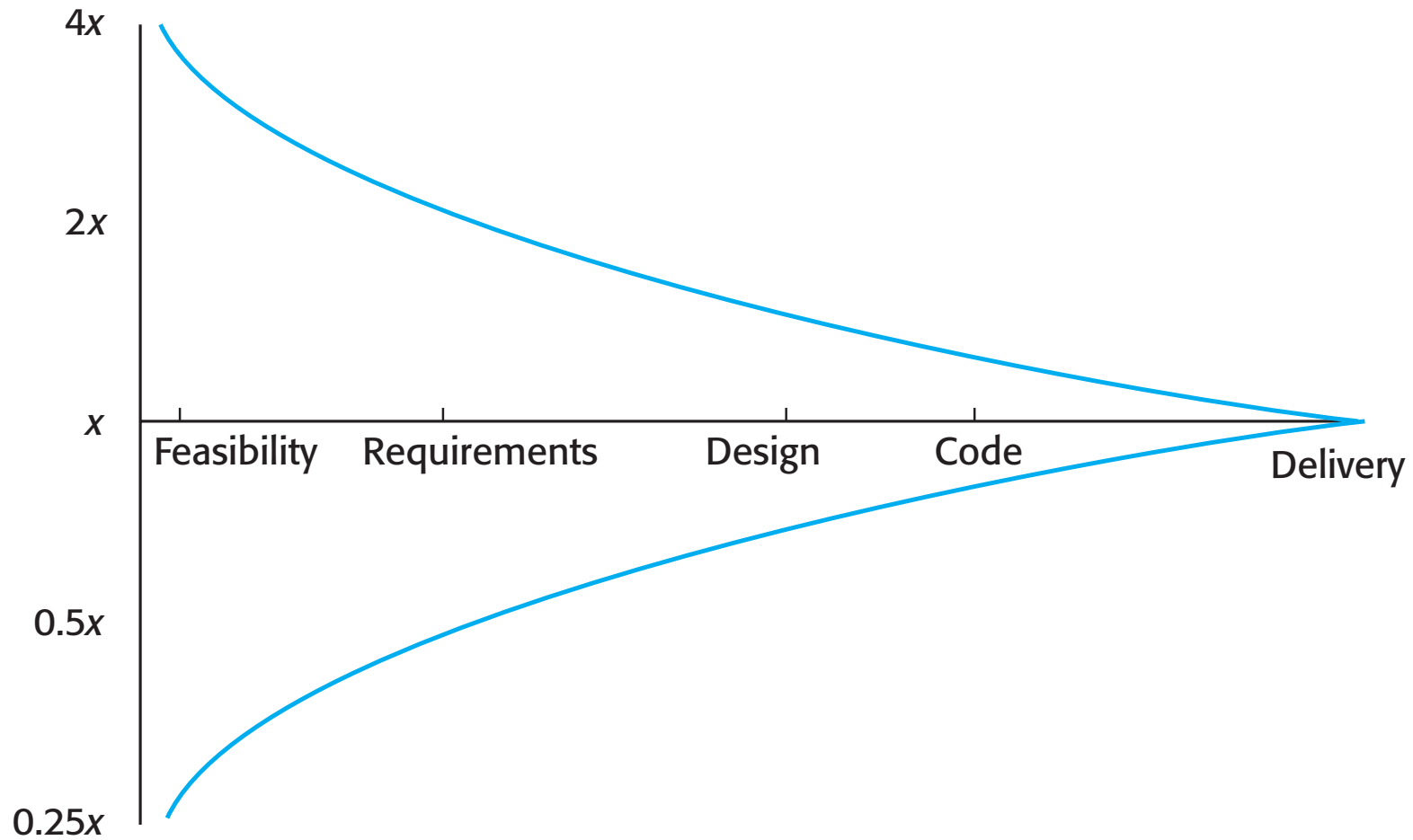
Experience-based approaches

- ✧ Experience-based techniques rely on judgments based on experience of past projects and the effort expended in these projects on software development activities.
- ✧ Typically, you identify the deliverables to be produced in a project and the different software components or systems that are to be developed.
- ✧ You document these in a spreadsheet, estimate them individually and compute the total effort required.
- ✧ It usually helps to get a group of people involved in the effort estimation and to ask each member of the group to explain their estimate.

Algorithmic cost modelling

- ✧ Cost is estimated as a mathematical function of product, project and process attributes whose values are estimated by project managers:
 - $\text{Effort} = A \times \text{Size}^B \times M$
 - A is an organisation-dependent constant, B reflects the disproportionate effort for large projects and M is a multiplier reflecting product, process and people attributes.
- ✧ The most commonly used product attribute for cost estimation is code size.
- ✧ Most models are similar but they use different values for A, B and M.

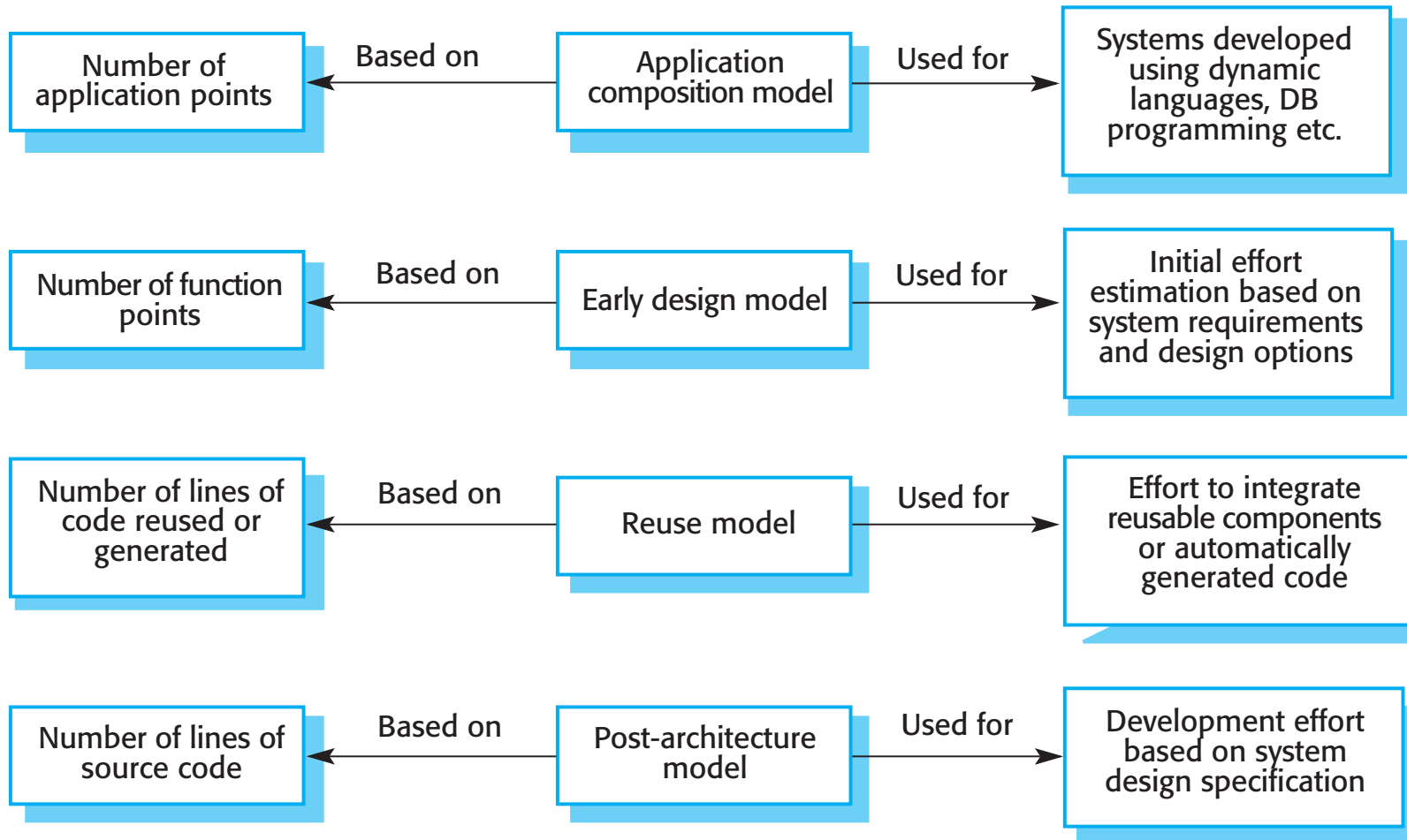
Estimate uncertainty



The COCOMO 2 model

- ✧ An empirical model based on project experience.
- ✧ Well-documented, 'independent' model which is not tied to a specific software vendor.
- ✧ Long history from initial version published in 1981 (COCOMO-81) through various instantiations to COCOMO 2.
- ✧ COCOMO 2 takes into account different approaches to software development, reuse, etc.

COCOMO estimation models



Project duration and staffing

- ✧ As well as effort estimation, managers must estimate the calendar time required to complete a project and when staff will be required.
- ✧ Calendar time can be estimated using a COCOMO 2 formula
 - $TDEV = 3 \times (PM)^{(0.33+0.2*(B-1.01))}$
 - PM is the effort computation and B is the exponent computed as discussed above (B is 1 for the early prototyping model). This computation predicts the nominal schedule for the project.
- ✧ The time required is independent of the number of people working on the project.

Effort vs. Schedule

✧ Pay attention to the terms used:

- Use HOURS when talking about effort
- Use DAYS when talking about schedule
- Do not mix estimated efforts and calendar time!!!

Software pricing

- ✧ Estimates are made to discover the cost, to the developer, of producing a software system.
 - You take into account, hardware, software, travel, training and effort costs.
- ✧ There is not a simple relationship between the development cost and the price charged to the customer.
- ✧ Broader organisational, economic, political and business considerations influence the price charged.

Risk management

- ✧ Risk management is concerned with identifying risks and drawing up plans to minimise their effect on a project.
- ✧ A risk is a probability that some adverse circumstance will occur
 - 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.

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;

Examples of common 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. |

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.
 - People risks.
 - Organisational risks.
 - Requirements risks.
 - Estimation risks.

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 planning

- ✧ Consider each risk and develop a strategy to manage that risk.
- ✧ Avoidance strategies
 - The probability that the risk will arise is reduced;
- ✧ Minimisation 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;

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.

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.

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.

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 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

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.

Questions?

