M5 Deliverables

Purpose: (In other words, why are you writing this?)

Communication is very important in any project, and especially in any DWE project. Throughout the semester, we emphasize the importance of documentation and metadata. We also stress how important it is for this content to be as meaningful, useful, and clear as possible (in spite of how difficult that is to do sometimes). Since there is such a large degree of variability and lack of standards within the DWE field, it is often difficult to share our experiences across projects, even when we try to look at so-called "similar" projects. In other words, if we want to repeat successful experiences and prevent repeating the mistakes of the past, we need to attempt to analyze the reasons that certain projects / lifecycle phases / tasks / etc. succeeded or failed. DWE projects can be very idiosyncratic and therefore very unpredictable and risky. The attempt to capture these details is sometimes called a "post-mortem" or "retrospective" in project management. That is our goal here. There is no substitute for practical experience; any lessons learned will provide us with unique and valuable insights into our current DWE project and other DWE projects too. Therefore, it is very important for us to attempt to capture any recommendations and hopefully improve our process (our lifecycle). I offer two different "motivations" to help you decide how to write this document / where to begin. Use one of the motivations to help you organize your content for this milestone.

A.   Motivation #1:   (In other words, where do you begin?)

Imagine you work for a company (perhaps it is Rusty's RV's, perhaps it is your real job, or perhaps some other mythical example company). Suppose this company is considering doing some sort of DWE project (perhaps one that impacts your job) or suppose this company is simply trying to gain more knowledge and experience with data warehousing tools, techniques, and environments. Further suppose that "your company" has read some of the articles (but not too much) and has a reasonable grasp of the terminology – but not too many of the specifics. Now suppose that they picked somebody (namely, you) who just went through some data warehousing experiences (namely, our class project). They wouldn't know exactly what to ask about (since they had not done the project themselves), but would certainly have questions about things that worked well (or did not work well). Since you did take a course, read articles and books, and you did have some DWE experiences (namely, performing the data warehousing activities in this project), write the paper that this "imaginary somebody at your company" would want to read about lessons learned within the milestones. Please don't include any details about the company, "what data warehousing is", etc. in the paper – that's not important!

The point here is to write about what you learned!

B.   Motivation #2:   (In other words, where do you begin?)

If the first motivation did not make sense to you, or does not sound like an approach you want to take for this paper, then use this alternate motivation instead. Another way to approach this is to write this paper in a more directly applicable sense—by thinking about "what you would want to know" before doing an academic or a real data warehousing project (based on what you now know because of your academic data warehouse project experiences). In other words, if you could travel back in time to the start of this project, what advice / information would you give yourself, regarding the project milestone activities that lie ahead, to make your project experience better, to make your project more successful, to repeat successes, to avoid pitfalls or at least fail differently, etc.

C.   Emphasis: (In other words, what do you write?)

Regardless of which motivation you decide to use, focus on lessons learned. In other words, consider "**What was done right?**", "**What was done wrong?**", "**What you would do the same?**", and / or "**What you would do differently?**" You can also include tips about what you should have researched more (concepts, tools, techniques) or researched less (things that did not help even though you read / looked at them). Again, focus on what made the activities better / more successful (or on what might have made them better / more successful). **Focus on what can be gained from the project experience**. For example, if you felt the team communication worked very well, then describe what made it work well. If you felt that it did not work well, try to identify what could be done differently next time to improve communication and avoid similar outcomes in the future, for different people, places, and projects – **focus on improvement not blame**. Solutions are not the same as problems. Think about what could have been done differently to help **solve or avoid** the problems. In other words, "Try to avoid generating more '**heat**' than '**light**'."

You can do this with any set of project activities and concepts. For example, if **you or your team** made certain decisions as part of performing the MDM activities for M2, and you thought these decisions worked out very well, try to explain why this worked so great. Conversely, if you thought that some decision you or your team made did not work out very well– try to explain what would make it better next time (not the actual better decision, but the better decision-process). To clarify, this is about YOUR experiences and the decisions / actions that were within YOUR TEAM'S control—NOT CHANGES TO THE PROJECT REQUIREMENTS THEMSELVES or to things outside your control. Decide which activities, tools, techniques, concepts, etc. you want to focus on in this write-up and then try to capture your thoughts, experiences, and lessons learned. If you are not sure where to begin, what to say, or what to write about, please **ASK THE INSTRUCTOR** if you are "on the right track" or "how to begin".

Deliverables for Milestone-05:

There is only one deliverable for this milestone: **EACH STUDENT (NOT EACH TEAM)** will submit a short, post mortem project write-up. The paper must use proper grammar and spelling. Please proofread before submitting. If possible, having somebody **outside of our class** proofread your paper is a good idea (just to catch your typos, spelling, and grammar mistakes). Please **DO NOT** ask your classmates to do this—this is **NOT** a group assignment it is intended to be your own **INDIVIDUAL VOICE**, reflecting upon your own **INDIVIDUAL EXPERIENCE**!

A.   *Formatting Requirements:*

- Use a word processing program to create the document then create a PDF file named "**SEIS_732_02_M5_<CLASS-ID>.pdf**"
  (replace <CLASS-ID> with your 4-digit-number-dash-first-name-or-nickname)

  and Submit it to the blackboard (**DO NOT SUBMIT A HARDCOPY**) to:

  COURSE MATERIALS >
      ASSIGNMENTS >
              PROJECT MILESTONE INDIVIDUAL SUBMISSIONS >
                  M5 >

- Make sure you include a separate Title Page (containing your CLASS_ID, first & last name, "M5", the course, section, and the date)

- Use page numbers on each page (in the header or footer), 1-inch margins, single-spaced paragraphs, and Times New Roman, 12-point font.

- Make sure the "real" paper content (w/o title or endnotes pages) is 3-4 pages.

B.   *Reference Requirements:*

- **There is NO REQUIREMENT to include any references—BUT IF YOU DECIDE TO include ideas that are not your own**, or wish to explicitly reference some external source in the write-up, then please remember UST's plagiarism policy and include the reference details as a last, separate page of **endnotes (not footnotes)**.
- Please don't feel the need to pad the paper by including lengthy quotes or restating complete ideas from external sources (the textbook, other books, the web, lectures, etc.).
- Please feel free to refer to other sources if you wish to, but this is optional, and can be done very briefly if you decide to do so.
- It is ok to include short quotes or paraphrase ideas and concepts **briefly**, but not as padding (especially if the content came from our class materials!)

For example:

THIS IS BAD:

> If we had done that first, we could have prevented wasting so much time and energy in the team meeting arguing about what Kimball meant when he said, "Dimensional Modeling is a logical design technique that seeks to present the data in a standard framework that is intuitive and allows for high-performance access."
> [The Data Warehouse Lifecycle Toolkit, 1st Edition, Ralph Kimball p.144]

This is BETTER:

> If we had done that first, we could have prevented wasting so much time and energy in the team meeting arguing about the meaning of Kimball's definition of 'Dimensional Modeling' [Kimball-1].

Of course, in your **endnote** for [Kimball-1] you must mention the necessary book, edition, author, and page info; but remember that you can use Ibid, Op Cit, or any similar technique to prevent unnecessary duplication of redundant bibliographic information across the endnotes too! All the endnotes should be on a separate page at the end of the paper. If this is not clear, please ask for clarification before you begin writing!

C.   Content Requirements:

- The real paper content (the heart of the paper, excluding the separate title and endnotes pages) should use simple paragraphs.
- Please **DO NOT** include any table of contents, tables, figures, pictures, charts, diagrams, bulleted lists, numbered lists, etc.
- As mentioned above, this content (excluding title, references, pictures, lists, etc.) **must be 3-4 pages in length**.
- The emphasis here is on **CONTENT** more than length but a reasonably intelligent paper should need at least 2 pages to communicate ideas effectively, while anything beyond 4 pages would probably be excessive.
- This content most likely consists of a brief introduction, which is then followed by a few paragraphs reflecting on the project activities (could be all within a single milestone, or spanning all the milestones – but always with an emphasis on repeating success and avoiding problems in the future) and then finally followed by a short conclusion.

Final packaging for M5 submission:

WHAT TO DO for Final M5 submission:

EACH TEAM MEMBER MUST create a separate PDF file named "SEIS_732_01_M5_<CLASS-ID>.pdf".
For example, " SEIS_732_01_M5_3500_Jane.pdf " is a good name for the document submitted for Milestone-5, Student named "Jane Doe" with the number 3500 in her class id.

Before the start of the lecture in which it is due, submit the zip file to:

COURSE MATERIALS>
      ASSIGNMENTS >
           PROJECT MILESTONE INDIVIDUAL SUBMISSIONS>
              M5

DO NOT PRINT ANYTHING!
DO NOT TURN IN ANY HARDCOPY FOR THIS MILESTONE!
DO NOT FORGET TO SUBMIT!