

DigitalLabs@MMU

Live Projects

Team Setup



Have you
Registered?

Today

Greater Manchester tram network map

Hello!

Set up your team

Setup the project



Do your effort budget

Start to investigate

Registration

The Plan

Project Identity

Alice

Trello

GitHub

Source Tree

Base Project

Ideas

Plan your investigation

Next Time

16Personalities.com

Strengths and Weaknesses

Communication Roles

Key

Metrolink stop

Interchange with other services

Line and stop under construction

Bus interchange

Rail interchange

Park + Ride

Number of spaces available

Car Park

Limited spaces available

Cycle hub

Membership required

The resource planning tool

Check your tram times at www.metrolink.co.uk before travelling

Follow Along!

Go to:

www.github.com/alicedigitallabs

Click on:

SupportingLiveProjects_2017

Click on:

Find file

Type:

workshop1

This file is:

docs/workshops/WORKSHOP1_TEAMSETUP/team_setup.pdf

Download the file to your desktop and open it.



Hello!

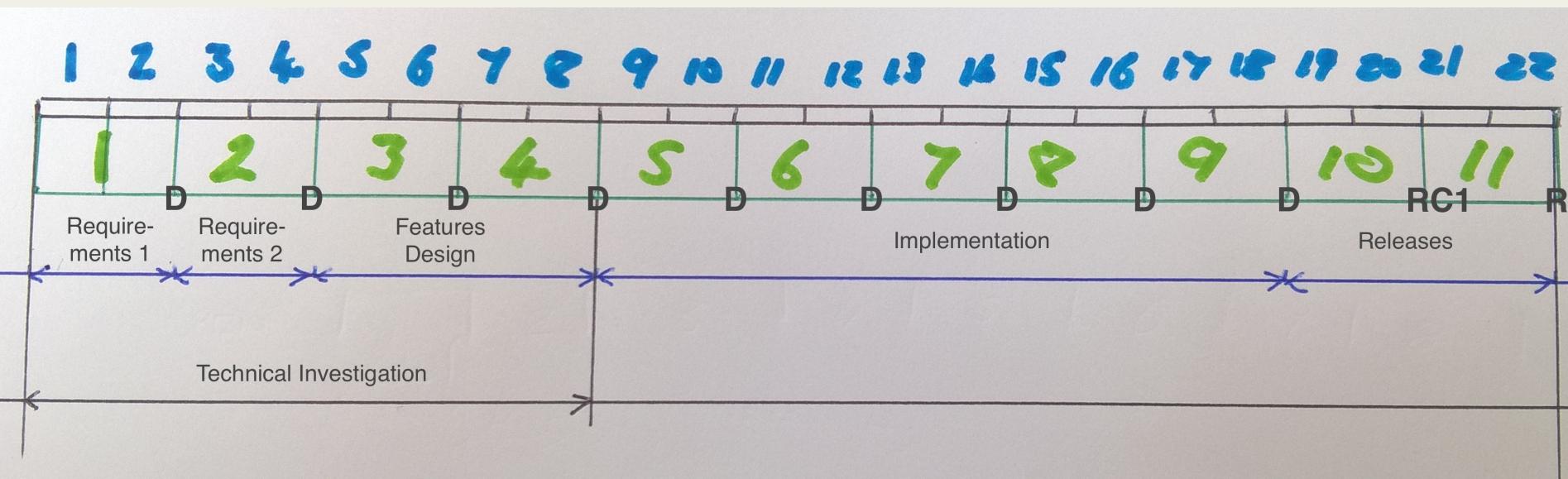
DigitalLabs@MMU



Hello!

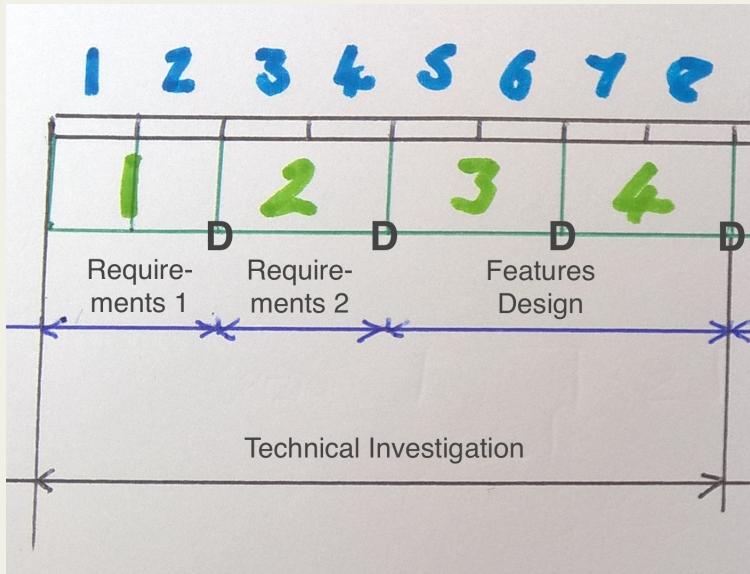
- Laurie Cooper
- Dave Mee
- Stuart Bennet

The Plan



- Object: Produce an MVP from a client brief in 22 weeks
- Phases:
 - Prep
 - Implementation
 - Release
- Regular short sprints and deliveries

The Plan



Prep:

Timescale:

8 weeks, 5 workshops, 4 deliveries.

By the end:

A workable, achievable design.

More Information?

See your [hand-out](#).

A person is flying a motorized hang glider against a clear blue sky. The hang glider has a large, colorful canopy with red, yellow, and blue sections. The frame is visible, and the landing gear is down. The background is a clear, light blue sky.

**Set-up
Your
Team**

Setup Your Team

Go to:

16personalities.com

Click on:

‘Take the Test’

You have 12 minutes!

Setup Your Team

Caveats:

- The outcome is not a label
- You don't have to share the outcome

Setup Your Team

About You:

Look at:

- Introduction
- Strengths and Weaknesses
- Workplace habits

Setup Your Team

Communications / Admin Roles:

Project Manager

Responsible for:

Collating / communicating project status
The integrity of the project
documentation
Making the delivery

Technical Lead

Responsible for

Collating / communicating the design
The integrity of the repo
Making the delivery

Setup Your Team

Communications / Admin Roles:

Discuss and
Nominate your
Project Manager
and
Tech Lead
Roles

Set-up The Project



Setup The Project

Project Identity

- Gmail address
- Allows the ‘project’ to do the investigation
- All transactions on behalf of the project are kept in one place
- Resulting SPAM is kept away from you
- Ideal form of communication to DigitalLabs
- Can pass the project account on

Setup The Project

Project Identity

Project Managers:

- Create a Gmail Address for the project
- Be aware of namespace pollution:
- Example:
 - LiveProject_2017_TeamGreen@gmail.com

Setup The Project

Project Identity

Use the project identity to:

- try out free-tier platforms and services
- communicate with DigitalLabs - Alice

Setup The Project

Alice

Alice is DigitalLabs' Support Entity:

- Contact Alice using your project identity
- Project Managers only
- Anyone else: if it's urgent, come to the shed



Setup The Project

Alice

Project Managers:

- Send a message to Alice, using your Project Identity



Setup The Project

Alice

Project Managers:

- Send a message to Alice, using your Project Identity



Setup The Project

Trello

- We use [Trello](#)
- Ridiculously easy to use
- Lists of cards
- Cards hold information (markdown, pictures, links, etc)
- Clever plugin to help estimate effort:
[Scrum for Trello](#)

Setup The Project

Trello

Project information in the early stages of the project

- Project Overview
- Project Status
- Brainstorming
- User Stories
- Feature cards
- Component Descriptions
- Wireframe images

Track Project Progress during implementation phase

Setup The Project

Trello

Everyone:

- Sign-up to [Trello](#)



Setup The Project

Trello

Project Managers:

- Create a Team
 - Use the same name as your Project Identity
- Invite Team Members to the Trello Team

Setup The Project

Trello

Project Managers:

- Create a board: Project Overview
 - Use the same name as your Project Identity
- Invite Team Members to the board
- Invite Alice to the board
 - alicedigitallabs

Setup The Project

Trello

Project Managers:

- Project Overview
 - Create a list: ‘Resources’
 - Add a card: ‘Project Identity’
 - In the card: Write the login details to the Project Gmail account.

Setup The Project

Trello

Project Managers:

- Project Overview
 - Create a list: ‘Team’
 - Add a card: ‘Project Manager’
 - In the card: Write the name of the project manager
 - Add a card: ‘Technical Lead’
 - In the card: Write the name of the tech lead
 - Add a card: ‘Members’
 - In the card: names of team members
 - In the card: **email addresses of team members**

Setup The Project

Trello

Project Managers:

- Create a board: Workshop 1
- Invite Team Members to the board
- Invite Alice to the board
 - alicedigitallabs

Setup The Project

Trello

Project Managers:

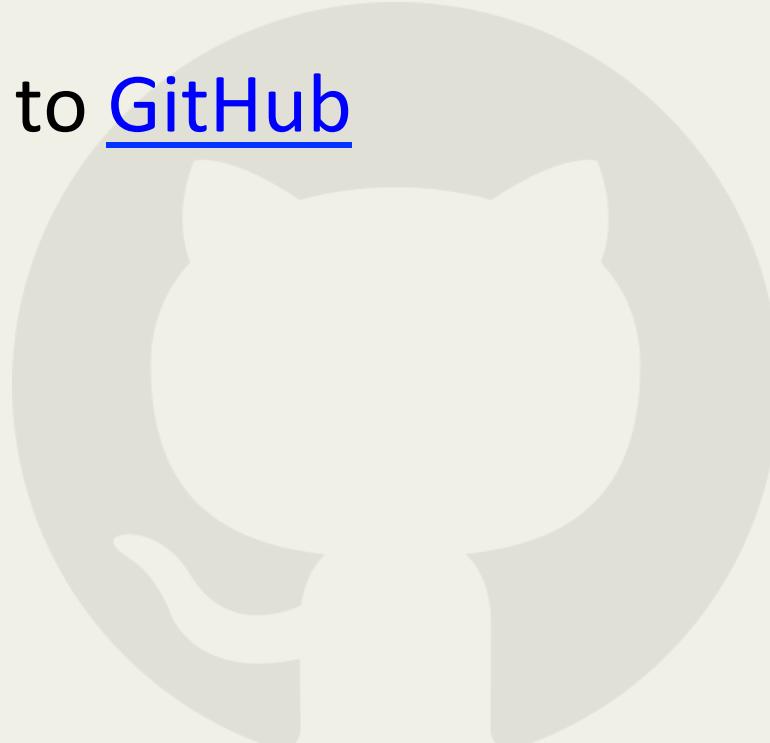
- Workshop 1
 - Create a list: ‘Resources’
 - Add a card: ‘Brief’
 - Add your brief pdf to the card

Setup The Project

GitHub

Everyone:

- Sign-up to [GitHub](#)



Setup The Project

GitHub

- We use [Github](#)
- Document repository
- [De-facto place for open source projects and example code](#)
- Multiple people working on many documents at the same time
- Check-in, check-out documents
- Merge other people's changes
- [As easy as it can be](#)

Setup The Project

GitHub

Project Managers:

- Create an organisation
 - Use the same name as your Team – if possible
- Invite Team Members to the organisation
- Invite Alice to the organisation
 - AliceDigitalLabs

Setup The Project

GitHub

Project Managers:

- Create a repository
 - Use the same name as your Project Identity
- Make sure that the organisation owns the repo

Setup The Project

GitHub

Everyone:

- Check you can see the organisation
- Check you can see the repo

Setup The Project

GitHub

This is your Base Repository

You will probably need to create more repos
If you do, document what they are and what
they do, check this information into your base
repo.

Setup The Project

Source Tree

- We use [Source Tree](#) – as an easy Github UI

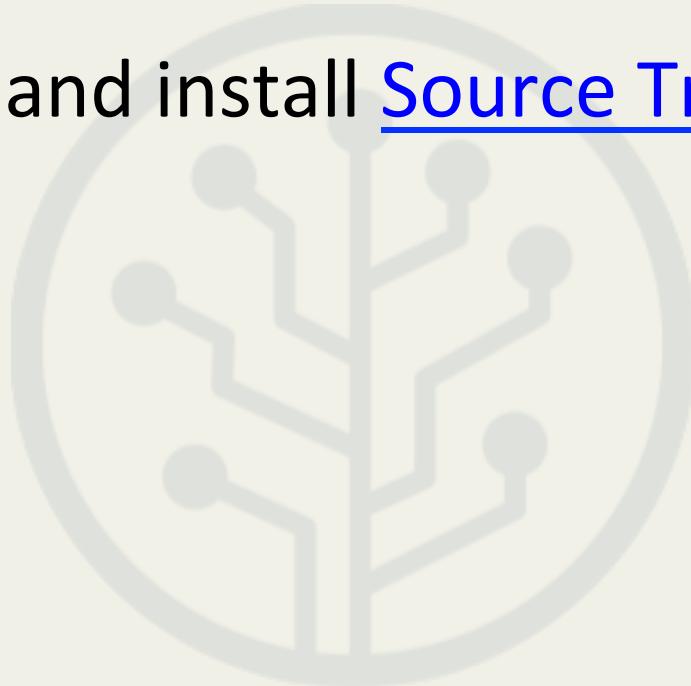


Setup The Project

Source Tree

Everyone:

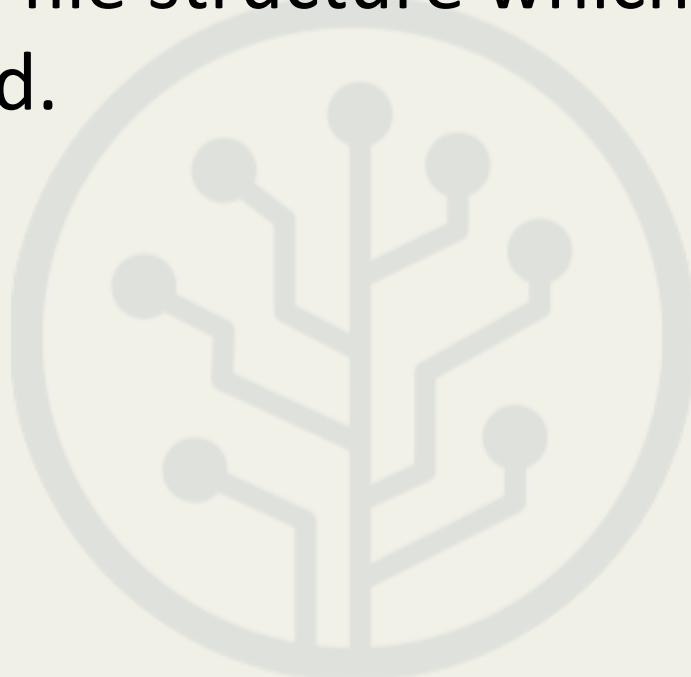
- Download and install [Source Tree](#)



Setup The Project

The Base Project

This is a basic file structure which will help you stay organised.



Setup The Project

Source Tree

Everyone Follow Stuart:

- Hands Up! Who wants Stuart to set-up their repo as a demo?
- You other teams need to follow along...

Setup The Project

Source Tree

Follow Stuart (Part 1) : Everyone

- Lucky Team: Invite Stuart to your Repo
- Stuart + Everyone:
 1. GitHub site: Join the Repo
 2. GitHub site: Repo shortcut to clipboard
 3. Make a folder on your local filesystem
 - /<user>/projects/your_project_name/
 4. Source Tree: join remote repo
 5. Source Tree: pull repo
 6. Check repo is now on your local filesystem

Setup The Project

Source Tree

Follow Stuart (part 2): Tech Leads

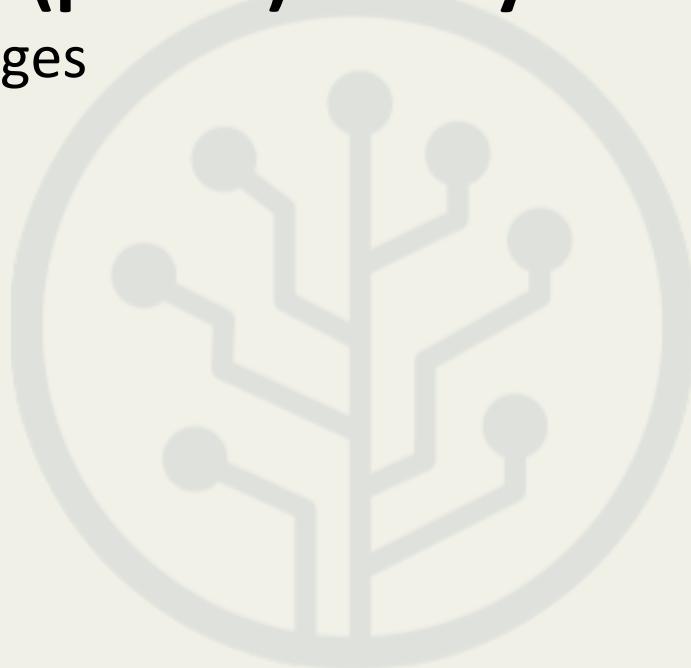
- Stuart:
 1. Download [project_template.zip](#)
 2. Unpack project_template.zip in local project structure
 3. Source Tree: check-in base project

Setup The Project

Source Tree

Follow Stuart (part 3): Everyone

- ‘Pull’ the changes



Setup The Project

Source Tree

Everyone

- You now have one repo connected
- You can have many repos connected
- Try some [tutorials](#)
- You MUST be familiar with GitHub, Trello, SourceTree
- AS SOON AS POSSIBLE

Setup The Project

Source Tree

Project Managers

- Look after Trello. See that it is kept tidy

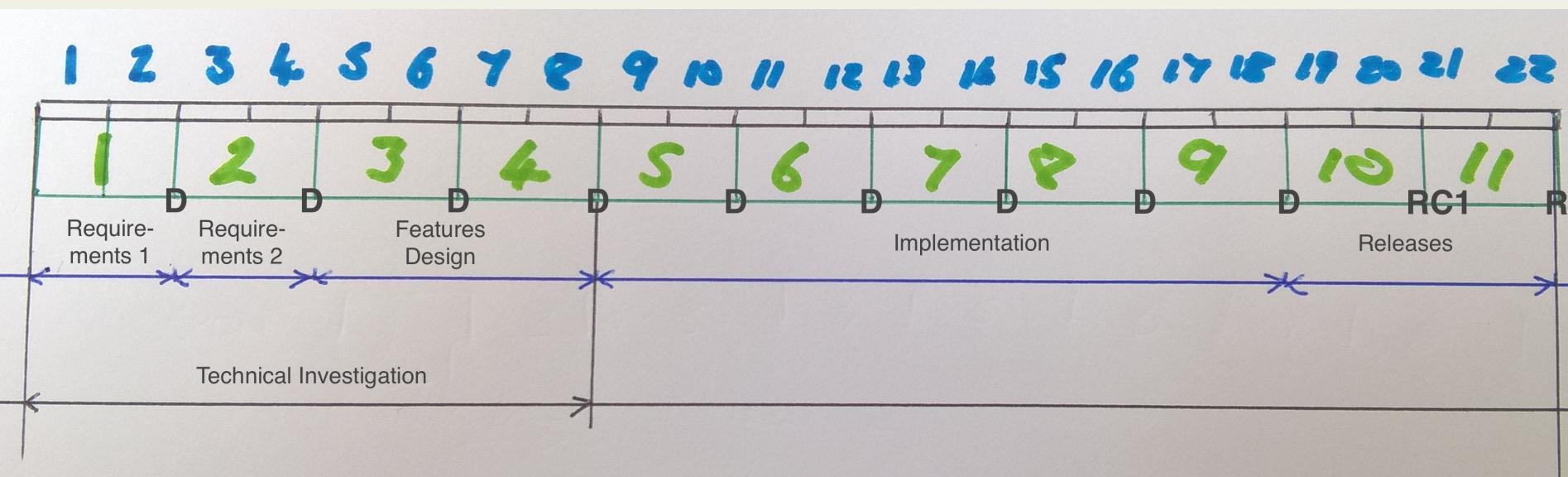
Technical Leads

- Look after the Project Repo. See that it is kept tidy
- Explore the filestructure. Learn what goes where.
- Learn how to check-in / check-out
- Do the tutorials. Pass the knowledge on.

The Effort Budget

The Effort Budget

The Plan:



- Object: Produce an MVP from a client brief in 22 weeks
- Phases:
 - Prep
 - Implementation
 - Release

The Effort Budget

The Spreadsheet:

| Investigation | | 163 | | | | | | | | | | | | | | | | 81 | | | | | | | | | | | | | | | |
|---------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|-------------------|----------|----------|----------|----------|----------|----------|----------|-------------|----------|----------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|--|--|
| Requirements | | 81 Design | | | | | | | | 81 Implementation | | | | | | | | 142 Release | | | | | | | | | | | | | | | |
| Term | Term | Term | Term | Term | Term | Term | Term | Non-term | Non-term | Non-term | Term | Term | Term | Term | Term | Term | Term | Term | Term | Term | Term | Term | Term | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | |
| 23/10/17 | 30/10/17 | 06/11/17 | 13/11/17 | 20/11/17 | 27/11/17 | 04/12/17 | 11/12/17 | 18/12/17 | 25/12/17 | 01/01/18 | 08/01/18 | 15/01/18 | 22/01/18 | 29/01/18 | 05/02/18 | 12/02/18 | 19/02/18 | 26/02/18 | 05/03/18 | 12/03/18 | 19/03/18 | | | | | | | | | | | | |
| Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | None | None | None | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | | | |
| Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | None | None | None | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | | | |
| Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | None | None | None | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | | | |
| Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | None | None | None | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | Minimum | | | |
| None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | | | |
| None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | | | |
| None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | | | |
| None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | | | |
| None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | | | |
| None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | | | |
| None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | None | | | |

You can find this locally in: <your_project_name>/docs/budget, but we will use it on-line right now.

The Effort Budget

The Spreadsheet:

Project Managers

- Sign-in to the Project Identity on Google
- Go to [Google Sheets](#)
- Create a new Spreadsheet
- Import...
- Upload...
- Drag the <your_project_name>/docs/budget/effort_commitment.xlsx onto the upload area
- The spreadsheet imports

The Effort Budget

The Spreadsheet:

Project Managers

- Change Member Names on the Sheet
- Invite your Team Members to the Sheet
- (Use your Trello Board to give you contact information)
- Invite Alice to the Sheet

The Effort Budget

The Spreadsheet:

Everyone

- The sheet is a representation of how much effort is available from the whole team over the project
- It helps with budgeting
- As you get more understanding of the technologies you will be using, you can estimate how much functionality you will put into your app.
- For more guidance, see the [handout](#)

The Effort Budget

The Spreadsheet:

Everyone

- Fill In the Sheet!
- How many hours have you got?
- Discuss some common activities (Like installing a dev system)
- Think about what you can get done in a week
- Think about what your team can get done in a week

The Investigation

The Investigation

Ideas:

Project Managers

- Go to the Trello board: 'Workshop 1'
- Create a List called Investigations
- Create a List for each week of the investigation phase

The Investigation

Ideas:

Everyone

- Go to the Trello board: 'Workshop 1'
- Brainstorm - discuss:
 - The brief
 - Technologies you might be using
 - Investigations they might need.
- Use the Trello board to organise your thoughts

The Investigation

Plan your investigation:

Everyone

- Go to the Trello board: 'Workshop 1'
- There are 4 deliverables
- The first Deliverable is at the end of Sprint 1
- See the [Handout](#) for details.
- If your project has specific hardware requirements come and see us.

The Investigation

Deliverable

- Project Manager is responsible for delivery
 - “Requirements 1: Team Response to the Brief”
 - Markdown Text Document, checked into your Repo
 - Email the URL. See the how-to [here](#).
 - Evidence:
 - Code samples / worklogs checked into your repos
- We are looking for your first stab at understanding what of the brief is achievable, and how.

The Investigation

Deliverable

- The first Deliverable is at the end of Sprint 1
- Project Manager is responsible for delivery
 - “Requirements 1: Team Response to the Brief”
 - Markdown Text Document, checked into your Repo
 - Email the URL. See the how-to [here](#).
 - Evidence:
 - Code samples / worklogs checked into your repos
- We are looking for your first stab at understanding what of the brief is achievable, and how.

The Investigation

Next Time

The next workshop date and time is available [here](#):

- Any hardware should be available.
- We will be helping ready you for delivery of 1st Draft Requirements.