

Team 20

Lab number 3

Process Refinement

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Version 1.0

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By signing below, each group member approves of this document and contributed fairly to its completion.

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On our honors, as students of the University of Virginia, we have
neither given nor received unauthorized aid on this assignment.

Raymond Tang, Andrew McMillion, Archit Rupakhetee, Tyler Lenig

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Process Successes

Our successes thus far have centered on our organizational structure. Through the use of outside software components, such as Trello, Google Docs and GitHub, we have been able to provide a central area for process management and design. These tools have allowed us to keep a concrete schedule of tasks to complete for the week (mainly through the use of Trello) and an area to collaborate on these tasks to complete them (mainly through the use of GitHub and Google Docs).

Process Failures

The main problems we have faced throughout our experience thus far have stemmed from miscommunication and scheduling conflicts. The main problem with miscommunication has been not amongst our own team members, but with our partner team. As we were completing our draft of the communications protocol, we ran into a variety of obstacles when attempting to communicate with our partner team. These obstacles were eventually overcome, but the time lost through miscommunication was time we could have spent completing and refining the rest of the post lab deliverables.

Our other problem thus far has been merging all of our group members' schedules together to generate a weekly schedule that works for all of us. As we begin to optimize our meeting process, we will be able to have fewer meetings and for shorter amounts of time which will mitigate this risk and allow for a better product to be produced.

Process Refinement

In order to refine our current process, we first had to evaluate the level we were currently operating at in the Capability Maturity Model. After an in depth conversation as a team, we decided that we were operating at the repeatable level in the model. During our meetings, we are able refine our management process to a point where we can repeat it every week. Our current schedule of meetings is comprised of three to five two-hour meetings a week. In our initial meetings, we finalize scheduling for other meetings during the week, divide up the workload for the deliverables and begin to compile a basic understanding of what is required for the deliverables. Although this process has proven to be effective in the prior labs, we have much room for improvement. In order to continue to ascend through the CMM, we will have to begin to optimize our meeting structure. As we begin to assess where each group member's strengths lie, we can begin to meet less during the week and allow for more completion of documents individually as opposed to mass group meetings multiple times per week.