# *Development Project II (420-K50-HR)*

# *Assignment 4 – User Docs; Final Retrospective: Lessons Learned*

Date assigned: Monday May 5th, 2025

Date due:

Friday May 16th

Section 1 (user docs):

23:59 midnight (group)

Thursday May 23rd,

Section 2 (retrospective):

1:00 PM (individual),

23:59 midnight (group)

**Learning Objectives**

Upon successful completion of this assignment, students will be able to:

* Properly document the systems’ usage through documentation
* Implement documentation for a web application
* Identify the lessons learned throughout the development of the system
* Complete a self-evaluation of their performance on a project
* Evaluate the performance of their team mates
* Clean up and close up “shop”

**Students are required to pass this assignment in order to pass the course.** Students who complete and fail this assignment before late marks are deducted may correct and resubmit the assignment for a maximum mark of 60% less the late marks on the original assignment.

To do:

**Write your individual and team answers in blue text, below the questions.**

**Section 1: User Docs Updated**

You will return to Assignment 2 and develop the User Document you had proposed in **A2: Section 2.2.**

Create tasks in Azure DevOps for individual and group submissions to support the above. Ensure that these tasks are detailed and that the expected and actual hours are accurate, before your final submission on Moodle.

If your team developed usability aids or online documentation, then follow that plan. Utilize the ability of Azure DevOps to have a “Wiki-style” user doc. You don’t need to use a Word or .pdf file. Ask the professor for more details here.

You will be graded against your planned document structure and content, per the rubric. Follow your plan to the best of your ability.

**Section 1: To Submit**

When you have completed this portion of the assignment, upload the relevant documents (or link) to Moodle.

1 **Submit** a URL to your User Doc on Azure DevOps if you have opted for the Wiki-style documentation, **or**

2 export the final version of the document and attach it to Moodle.

**Section 2: Retrospective**

This part of the assignment, Parts A- G, are to be mainly completed as an individual activity. Please update and submit this document to Moodle. It will be used to record the answers to the assignment.

Create tasks in Azure DevOps for individual and group submissions to support the above. Ensure that these tasks are detailed and that the expected and actual hours are accurate, before your final submission on Moodle.

**Section 2 Part A - Lessons Learned**

The purpose of lessons learned is to identify any insights gained during a project that can be usefully applied on future projects. Experiences gained through projects, whether they were successes or failures, can teach a project team important lessons.

**Overall Project**

Answer the following questions related to the overall project. Double click on the checkbox that best matches your choice and change it to be checked and include any relevant comments:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. How clearly defined were the objectives for this project? | | | |
| Very | Somewhat | Not Very | Not at all |
| If not well defined, what could have been done differently? Add any other comments. | | | |
| 1. How clear was your role in the project? | | | |
| Very | Somewhat | Not Very | Not at all |
| If your role was not clear, what could have been done differently? Add any other comments.  **For example, here is my student response.** | | | |
| 1. How involved did you feel in project decisions? | | | |
| Very | Somewhat | Not Very | Not at all |
| If you did not feel involved, what decisions did you feel left out of? Add any other comments. | | | |
| 1. How efficient and effective was communication among the project sponsor (user), project manager and team members? | | | |
| Very | Somewhat | Not Very | Not at all |
| If not, what could have been done differently? Add any other comments. | | | |
| 1. To what degree do you feel the entire team was committed to the project schedule? | | | |
| Very | Somewhat | Not Very | Not at all |
| If not, what could have been done differently? Add any other comments. | | | |
| 1. Do you feel appreciated, recognized and rewarded for your efforts? | | | |
| Very | Somewhat | Not Very | Not at all |
| If not, explain what would have made you feel appreciated and rewarded? Add any other comments. | | | |
| 1. How satisfied are you with the finished deliverable? | | | |
| Very | Somewhat | Not Very | Not at all |
| If yes, what is good about it? Add any other comments. | | | |
| If no, what’s wrong with it? Add any other comments. | | | |

**Specific Aspects of the Project**

For each of the following aspects of the project, write a short assessment addressing

* how well the team performed in the aspect
* how it could have been improved

Include a brief justification for the assessment of each aspect.

1. Agile development process
   1. sprint planning meetings
   2. daily scrums
   3. sprints
   4. length of sprints
   5. sprint review meetings
   6. retrospective meetings
2. Use of DevOps to track the backlog
3. Accuracy of estimates
4. Distribution of work among team members
5. Leadership opportunities for the students
6. Architecture/design of the system
7. Unit testing
8. Integration process and peer review (checking in work and integrating it with the work done by the rest of the team)
9. Runbook. Include purpose/value/audience and what would happen to the project if this did not exist.
10. System test
11. User Documentation
12. Developer Documentation. Include purpose/value/audience and what would happen to the project if this did not exist.

**Section 2 Part B – Lessons Learned Conclusion**

1. What were the highlights (key benefits) of the project?
2. What are the most significant overall improvements which could have been made in the project (the process of developing the system, not the system itself)?
3. What could have been done differently to improve the quality of the system?
4. List the major enhancements that should be made to the system as part of maintenance.
5. The three main criteria for measuring the success of a project are: Quality of work, Schedule, and, Budget. Overall, how successful would you rate the project based on this criteria? Please include any additional comments you have on the project.

**Section 2 Part C – Program Integration**

1. Briefly assess how well the project integrated the knowledge from the different courses in the program. What value did you receive from the Development Project Course of 3rd year.
2. Briefly describe how the Development Project courses could be improved to address other aspects of the program.
3. From your perspective, briefly describe the strengths of the Computer Science Program.
4. Briefly describe how the Computer Science Program could be improved. Consider readiness for your post-college plans, either work or university.

**Section 2 Part D - Teammates Assessment**

1. Complete the final Teammates self- and peer-assessment for the course.

**Section 2 Part E - Course Evaluation**

1. Complete the course evaluation for the course on Omnivox (due Tues May 23rd, 2025).

**Section 2 Part F – Project Closure – Team and Individual**

Before you go, you need to leave the project in a clean state for teams (and generations) to come.

Complete the following checklist. APM’s to submit a softcopy via email to the Professor slash Project Manager by Monday May 12th, 5 PM. Sync up with Prof Chris during the last class for this.

(Put a team member’s name against each checkmark in the Individual section)

|  |  |  |  |
| --- | --- | --- | --- |
| Task # | Task Description | Team/Individual | Completed (insert checkmark) |
| 1 | DevOps README.md for your project is updated.  You’ve examined last year’s projects. Your README is just as good or better in terms of covering the same information and communicating clearly. | Team |  |
| 2 | All documents are checked in as per the document plan. | Team |  |
| 3 | Database – Pristine source DB on CSDEV and CSTEST | Team |  |
| 4 | Cleanup your personal DB and applications (CSDEV/CSTEST) | Individual | (Team member 1)  (Team member 1)  […] |
| 5 | Release Candidate published on CSTEST with sample data for demonstration. | Team |  |
|  | *URL for the above:*  *[…]* |  |  |
| 6 | *Final Detailed Unit/Integration Test Report with coverage % and pass/fail %*  *(emailed to PM/Prof)* | Team |  |
| 7 | Sandbox for User updated with Release Candidate. Final email announcement sent. Your lasting legacy.  Either on Test or Production servers  (depending on QA status)  Thanks and gratitude. | Team |  |
|  | *URL for the above:*  *[…]* |  |  |
| 8 | DevOps cleanup. Ensure that Azure DevOps’ task board is up to date and there is nothing pending on you. No tasks left abandoned in past sprints. | Individual | (Team member 1)  (Team member 1)  […] |

**Section 2 Part G – Team Retrospective**

Following all of the completion activities, you will be asked to sit with your teammates and do a final 60 minute retrospective where you compare your notes about the entire length of the project across both semesters. Lessons learned here are key and will stay with you for the length of your careers, so pay close attention, take notes, and participate.

The APM is to send the Course Professor slash Project Manager the summary of the highlights of the group discussion via email. Mark this email “K50 Final Team Retrospective [Team Name] 2025”.

**Section 2 Marking Scheme**

|  |  |
| --- | --- |
| Part A – Lessons Learned Overall Project | 7 |
| Part A – Lessons Learned Specific Aspects | 24 |
| Part B – Lessons Learned Conclusion | 20 |
| Part C – Program Integration | 12 |
| Part D - Peer assessment | 10 |
| Part F - Closure | 10 |
| Part G – Team Retrospective | 5 |
| Proper use of English | 5 |
| Correct Submission of Files | 4 |

**Section 2: To Submit**

When you have completed this portion of the assignment, upload the relevant documents to Moodle.

Email the professor the group submission, and other submissions mentioned, above.