PM GUIDE 101

## IMPORTANT PM RESPONSIBILITIES:

# Scheduling:

**\*** Plan carefully based on everyone’s schedule and avoid mistakes made during the previous iteration

\* Ensure team follows agile process of design first, code later.

\* Understand the iteration tasks well (Use cases & individual tasks).

\* Know the end dates of each tasks

\* Plan your next step, always be the one who knows the schedule

# Track Team’s Progress:

\* Remind team members on their schedule, push your members if needed

\* Track progress, ask for updates from your pair teams report in % complete

\* Keep track of obstacles, bugs, critical changes

\* A wiki/forum update session will be conducted by the team members and PM every day to ensure that everyone is always abreast with the latest updates

\* Progress review

* UPDATING DOCUMENTATIONS : (Update Schedule, PPlog metrics,Compare metrics to see whether goals are met)
* CODE OWNERSHIP : Check team’s progress in terms of coding
* Check whether team has improved by comparing against the list of mistakes made during the last iteration

# Deliverables:

\* Ensure

a) detailed test cases

b) updated metrics

c) diagrams

d) proper subversion logs

e)Constant updates of pplog and project schedule on violet

f) Verified minutes

g) Code

-Completed working functionality without bugs

- Code commenting and javadocs

- **Proper code Commenting**

h) Critical Path

i) Any documents for the next supervisor meeting / Review

\* Set the agenda for the next meeting and have an action plan at the end of every meeting

\* Have a progress review whenever necessary ( **minimally should have a mid-iteration and post-iteration review**)

# Metrics:

- Schedule Metrics to update

a) immediately after planning

b) during interim meeting

c) during end of iteration

* PPlog Metrics to update when pair programmers have finished their full pp session
* Bug Metrics
  + Update whenever a completed feature faces a possible bug (during pp-session)
  + Update during integration phase
  + Update during testing phase

Openshift Deployment Account :

**Common Openshift Account :** [**sloca2014@gmail.com**](mailto:sloca2014@gmail.com)

**Password : ilovese!**

# Knowing what to do for a supervisor meeting /PM review/ Heuristic Eval/ UAT.

\* Be prepared to be asked any questions about the project

\* Prove to supervisor that everything is on time and if he ask to walk through the app, everything must be able to run smoothly.

\*Always prepare a summarized version of our progress ( PPT or other format) to quickly refer to the relevant information when needed.

# IMPORTANT TEAM MEMBER RESPONSIBILITIES:

**1) Team Members should update their weekly schedule as soon as possible (latest by Thursday 2359hrs) to allow the PM to plan the upcoming week schedule.**

**2) Team Members must be responsible for their deliverables and documentation required for all tasks.**

**3) Team Members must TAKE INITIATIVE to avoid the mistakes made during previous iterations and also to stay abreast of the wiki forums and updates.**

4) **A wiki/forum update session will be conducted by the team members and PM every day to ensure that everyone is always abreast with the latest updates**

ANNEX A

PLANNING FOR THE NEXT ITERATION :

1. Project Schedule

-Planned according to the stages of the waterfall method :

## Learning & design ->  coding -> integration -> deployment -> testing-> Debugging ->Updating of metrics/diagrams/deliverables -> Progress Review

-Buffer time is time you **DO NOT** put anything at all : Need to decide when to allocate this for unexpected adhoc tasks / time extensions

## *( Buffer time and mid-iteration review to be included in between where necessary!)*

2. Allocation of workload

Allocate workload fairly based on:

1) time - everyone must have fair share amt of time

2) level of difficulty of a functionality

3 PPLog

* Team members have to create their ppLogs before pp session starts.
* **Once pp session ends, team members have to manually update the project schedule (save the coding session as completed)**
* **Team members must report to the PM if ppLog doesn’t follow the schedule e.g. time extension required. And give an appropriate justification for the deviation from schedule**
* If we have a task exceeding 3 days, break it down into manageable time frames e.g. 5 hrs a day instead of say a 15 hour straight coding session.

4. Testing Phase \*\* **Refer to the Test Plan for more details**

\*\* test case **must** be ready on SVN on a timely basis.

* Debugging time will be factor in when you do testing or plan another task as debugging time
* it is never accurate it’s just estimation.

5. Deployment Phase

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**6. New Structure For Information Documentation ( Outside Subversion )**

Dropbox (SE G4T7) :

* + - follows directory structure of svn directory. Documents will be placed here for any verification before committing directly to subversion
    - Tutorials and meetings will also be shifted over.

Google Drive : May be used for metrics update , scheduling etc. later on