Purpose		To guide the team in conducting the weekly status meeting
Entry Criteria		• All team members are present. • All the team members have provided updated TASK, SCHEDULE, and WEEK forms to the planning manager. • The planning manager has produced the composite weekly team status report from the team members' data (form WEEK). • The team leader has issued a meeting agenda.
General		In advance of the meeting, the team leader has • Asked team members for meeting agenda topics • Prepared and distributed the meeting agenda The team leader leads the weekly meeting. • The quality/process manager records the meeting topics. • Each team member generally reports his or her role work and development work at the same time. After the meeting, the team leader • Issues and distributes the meeting report • Puts a report copy in the project notebook
Step	**Activities**	**Description**
1	Agenda Review	The team leader opens the meeting and • Reviews the agenda and asks for additions or changes • Checks that all team members are fully prepared and defers the meeting if any are not
2	Role Reports	Starting with the development manager, the engineers report • Any overall role issues or concerns • Status on any role-related tasks or activities • Status on any issue or risk items that the engineer is tracking The development manager reports on development status. • Items designed, reviewed, inspected, implemented, and tested The planning manager reports on planning status. • Team hours and earned-value status against the plan The quality/process manager reviews data on • Each inspection and every integration and system test defect • The percentage of engineers following the process • Any suspected quality problems The support manager reports the status of the SCM and ITL systems. • Items submitted this week, changes made, system inventory
3	Engineer Reports	Each engineer reports his or her development status. • The hours worked this week and cycle compared to the plan • The earned value gained this week and cycle versus the plan • Times for the tasks accomplished this week and the plan times • The tasks to be accomplished in the next week • The hours to be worked in the next week • Any problem areas or topics of general team interest
4	Meeting Close	The team leader leads the discussion of any remaining topics and • Checks that all committed tasks have been reported • Verifies that all risks and issues have been reviewed • Ensures that next week's tasks have been identified and assigned • Discusses the items to include in the team's weekly report
Exit Criteria		• The meeting report completed and filed in the project notebook • Updated team and engineer TASK, SCHEDULE, WEEK, and CSR forms in the project notebook • Updated copy of the ITL log in the project notebook

APPENDIX E

Role Scripts

This appendix contains the scripts that describe each of the five TSPi team roles. These scripts were described in the five chapters on the roles, and they are included here for ready reference. The following table lists the scripts in this appendix, the pages on which they appear, and the chapters in which they are described. The scripts are listed in alphabetical order.

TSPi DEVELOPMENT MANAGER ROLE

Objective	The development manager leads and guides the team in defining, designing, developing, and testing the product.
Role Characteristics	The characteristics most helpful to development managers are the following. 1. You like to build things. 2. You want to be a software engineer and would like the experience of leading a design and development project. 3. You are a competent designer and feel you could lead a development team. 4. You are generally familiar with design methods. 5. You are willing to listen to other people's design ideas and can objectively and logically compare the qualities of their design ideas with yours.
Goals and Measures	Team member goal: Be a cooperative and effective team member. • Measures: Team peer ratings for team spirit, overall contribution, and helpfulness and support Goal 1: Produce a superior product. • Measure 1.1: The team produced a useful and fully documented product that met the basic requirements of the need statement. • Measure 1.2: The requirements are traceable from the need statement to the SRS, to the SDS, and to the final implementation. • Measure 1.3: The product design is fully documented and meets the team's design standards. • Measure 1.4: The implementation faithfully represents the design. • Measure 1.5: The product met all quality criteria. • Measure 1.6: The product met its functional and operational objectives. Goal 2: Fully utilize the team members' skills and abilities. • Measure 2.1: peer evaluations of how well the development manager role was performed • Measure 2.2: peer evaluations of the development manager's helpfulness and support • Measure 2.3: peer evaluations of product quality
Principal Activities	1. Lead the team in producing the development strategy. 2. Lead the team in producing the preliminary size and time estimates for the products to be produced. 3. Lead the development of the requirements specification (SRS). 4. Lead the team in producing the high-level design. 5. Lead the team in producing the design specification (SDS). 6. Lead the team in implementing the product. 7. Lead the team in developing the build, integration, and system test plans. 8. Lead the team in developing the test materials and running the tests. 9. Lead the team in producing the product's user documentation. 10. Participate in producing the development cycle report. 11. Act as a development engineer.

TSPi DEVELOPMENT MANAGER PROJECT ACTIVITIES

Phase Week	**General**	**In addition to the engineer's standard tasks, the design manager does the following tasks each week.**	**References**
LAU 2,8,11	Project launch	Participate in the first team meeting.	Chapter 3
STRAT 2,8,11	Strategy criteria	Lead the team in establishing strategy criteria.	Chapter 4
	Development strategy	Lead the team in developing and reviewing the strategy.	
	Preliminary estimates	Lead the work to make preliminary size and time estimates.	
	Risk assessment	Lead the team in identifying and assessing project risks.	
	Configuration control	Participate in reviewing the configuration control process.	Appendix B
PLAN 3,8,11	Development plan	Participate in making the development plan.	Chapter 5
	Quality plan	Participate in making the quality plan.	
REQ 4,9,12	Need statement	Lead the team in clarifying the need statement.	Chapter 6
	Questions	Clarify the need statement with the instructor.	
	Outline SRS	Lead the team through outlining the SRS.	
	Produce SRS	Lead the team in producing the SRS.	
	System test plan	Lead the team in producing the system test plan.	Chapter 9
	SRS inspection	Participate in inspecting the SRS and system test plan.	Appendix C
	Final SRS	Obtain updates and produce the final SRS.	Chapter 6
	SRS approval	Obtain SRS approval from the instructor.	
DES 5,9,12	HLD	Lead the team in producing the high-level design.	Chapter 7
	Produce SDS	Lead the team in producing the SDS.	
	Integration plan	Lead the team in producing the integration test plan.	Chapter 9
	SDS inspection	Participate in inspecting the SDS and integration test plan.	Appendix C
	Final SDS	Obtain updates and produce the final SDS.	Chapter 7
IMP 6,10,13	Planning	Lead the planning for the implementation work.	Chapter 8
	Detailed design	Produce and review detailed designs.	
	Unit test plan	Produce and review unit test plans.	Script UT
	DLD inspection	Participate in inspecting detailed designs and unit test plans.	Appendix C
	Test development	Produce unit test materials.	Script UT
	Implementation	Implement and review programs.	Chapter 8
	Compile	Compile programs.	
	Code inspection	Participate in inspecting programs.	Appendix C
	Unit test	Unit-test programs.	Script UT
TEST 7,10,13	Test development	Lead the test development work.	Chapter 9
	Build	Lead the work to build the product.	
	Integration	Lead the integration testing work.	
	System test	Lead the system testing of the product.	
	User documentation	Lead the development and review of the documentation.	
PM 8,11,15	Cycle report	Participate in reviewing team performance and producing a report on the latest development cycle.	Chapter 10
	Prepare peer reviews	Complete a peer review for the development manager's role and for all the other team roles using form PEER.	
Every Week	Data reporting	Provide agreed weekly data to the planning manager.	Chapter 5
	Weekly meeting	Participate in the weekly team meetings.	Script WEEK
	CCB	Participate as a member of the configuration control board.	Appendix B
	Build control	Ensure that only baselined products are used in build, integration, and system test of the product.	

TSPi PLANNING MANAGER ROLE

Objective	The planning manager supports and guides the team members in planning and tracking their work.
Role Characteristics	The characteristics most helpful to planning managers are the following. 1. You have a logical mind and feel most comfortable when following a plan for doing your work. 2. Although you may not always be able to produce a plan, you tend to plan your work when given the opportunity. 3. You are interested in process data. 4. You are willing to press people to track and measure their work.
Goals and Measures	Team member goal: Be a cooperative and effective team member. • Measures: Team PEER ratings for team spirit, overall contribution, and helpfulness and support Goal 1: Produce a complete, precise, and accurate plan for the team and for every team member. • Measure 1.1: The team's plan covered all the tasks in the development cycle. • Measure 1.2: The plan was fully documented in TASK and SCHEDULE templates. • Measure 1.3: The average task hours were less than 5, and no individual engineer's tasks were more than about 10 hours. • Measure 1.4: The weekly hours and total plan hours accurately represented the actual cycle results. Goal 2: Accurately report team status every week. • Measure 2.1: You provided complete and accurate weekly team status reports. • Measure 2.2: The team members updated their personal TASK, SCHEDULE, and WEEK forms and provided them to you on time. • Measure 2.3: If one or more team members did not report all their data on time, you sought help from the team leader and the instructor.
Principal Activities	1. Lead the team in producing the task plan for the next development cycle. • Define the products to be produced and their estimated sizes. • Specify the tasks and task hours needed to produce the products. • Document the tasks in the TASK form. 2. Lead the team in producing the schedule for the next development cycle. • Determine the weekly hours that each engineer will spend on the project. • Enter the individual and team hours on the SCHEDULE template. • Produce the team SCHEDULE form. 3. Lead the team in producing the balanced team plan. • Obtain detailed plans from each engineer. • Identify workload imbalances among team members. • Lead the team in adjusting workload to achieve balance. • Generate the consolidated team plan. • Obtain detailed personal plans from each engineer. 4. Track the team's progress against the plan. • Get the team members' weekly data. • Produce a weekly team earned-value and time chart of team status. • Generate the weekly status report. • Produce a weekly analysis of the team's actual performance against plan. • Report personal and consolidated team status to the instructor. 5. Participate in producing the development cycle report. 6. Act as a development engineer.

TSPi PLANNING MANAGER PROJECT ACTIVITIES

Phase Week	**General**	**In addition to the engineer's standard tasks, the planning manager does the following tasks each week.**	**References**
LAU 2,8,11	Weekly meeting	Participate in the first team meeting.	Chapter 3
	Weekly data	Obtain agreement on the data to be provided every week.	
STRAT 2,8,11	Development strategy	Participate in developing and reviewing the strategy.	Chapter 4
	Configuration control	Participate in reviewing the configuration control process.	Appendix B
PLAN 3,8,11	Products and sizes	Lead the work to identify the project's products and sizes.	Chapter 5
	Task list	Lead the team effort to produce the task list.	
	Task hours	Lead the team in estimating the task hours.	
	Weekly hours	Obtain engineers' estimates for their weekly hours.	
	Team plan	Produce the preliminary team plan.	
	Quality plan	Participate in making the quality plan.	
	Individual plans	Help each engineer make a personal plan.	
	Balance the plan	Lead the team in balancing team workload.	
	Final plan	Produce final team and individual engineer plans.	
REQ 4,9,12	Need statement	Participate in analyzing and clarifying the requirements.	Chapter 6
	Produce SRS	Produce the assigned parts of the SRS.	
	System test plan	Participate in producing the system test plan.	Chapter 9
	SRS inspection	Participate in inspecting the SRS and system test plan.	Appendix C
DES 5,9,12	Design specification	Participate in developing the SDS.	Chapter 7
	Integration plan	Participate in producing the integration test plan.	Chapter 9
	SDS inspection	Participate in inspecting the SDS and integration test plan.	Appendix C
IMP 6,10,13	Planning	Participate in planning the implementation work.	Chapter 8
	Detailed design	Produce and review detailed designs.	
	Unit test plan	Produce and review unit test plans.	Script UT
	DLD inspection	Participate in inspecting detailed designs and unit test plans.	Appendix C
	Test development	Produce unit test materials.	Script UT
	Implementation	Implement and review programs.	Chapter 8
	Compile	Compile programs.	
	Code inspection	Participate in inspecting programs.	Appendix C
	Unit test	Unit-test programs.	Script UT
TEST 7,10,13	Test development	Participate in the test development tasks.	Chapter 9
	Build	Participate in building the product.	
	Integration	Participate in integrating the product.	
	System test	Participate in system-testing the product.	
	User documentation	Participate in producing the user documentation.	
PM 8,11,15	Cycle report	Participate in reviewing team performance and producing a report on the latest development cycle.	Chapter 10
	Prepare peer reviews	Complete a peer review for the planning manager's role and for all the other team roles using form PEER.	
Every Week	Data	Obtain the engineers' weekly data.	Chapter 5
	Weekly report	Generate the team's WEEK report.	
	Weekly analysis	Generate a brief analysis of team performance versus plan.	
	Weekly meeting	Participate in the weekly team meetings.	Script WEEK

TSPi QUALITY/PROCESS MANAGER ROLE

Objective	The Quality/Process Manager supports the team in defining the process needs, in making the quality plan, and in tracking process and product quality.
Role Characteristics	The characteristics most helpful to quality/process managers are the following. 1. You are concerned about software quality. 2. You are interested in process and process measurements. 3. You have some experience with or awareness of inspection and review methods. 4. You are willing and able to constructively review and comment on other people's work without antagonizing them.
Goals and Measures	Team member goal: Be a cooperative and effective team member. • Measures: Team PEER ratings for team spirit, overall contribution, and helpfulness and support Goal 1: All team members accurately report and properly use TSPi data. • Measure 1: The extent to which the team faithfully gathered and used all the required TSPi data Goal 2: The team faithfully follows the TSPi and produces a quality product. • Measure 2.1: How well the team followed the TSPi • Measure 2.2: How well the team's quality performance conformed to the quality plan • Measure 2.3: The degree to which you kept the team leader and instructor informed of quality problems • Measure 2.4: The degree to which you accomplished this goal without antagonizing the team or any team members Goal 3: All team inspections are properly moderated and reported. • Measure 3.1: All inspections were conducted according to the INS script and the team's quality standards. • Measure 3.2: INS forms are completed for all team inspections and all major defects reported on the owners' LOGD forms. Goal 4: All team meetings are accurately reported and the reports put in the project notebook. • Measure 4: The percentage of the team meetings with reports filed in the project notebook
Principal Activities	1. Lead the team in producing and tracking the quality plan. 2. Alert the team, the team leader, and the instructor to quality problems. 3. Lead the team in defining and documenting its processes and in maintaining the process improvement process. 4. Establish and maintain the team's development standards. 5. Review and approve all products before submission to the CCB. 6. Act as the team's inspection moderator. 7. Act as recorder in all the team's meetings. 8. Participate in producing the development cycle report. 9. Act as a development engineer.

TSPi QUALITY/PROCESS MANAGER PROJECT ACTIVITIES

Phase Week	General	In addition to the engineer's standard tasks, the quality/process manager does the following tasks each week.	References
LAU 2,8,11	Weekly meeting	Participate in the first team meeting.	Chapter 3
STRAT 2,8,11	Development strategy	Participate in developing and reviewing the strategy.	Chapter 4
	Document criteria	Document the selected strategy criteria.	
	Document strategy	Document the selected strategy.	
	Configuration control	Participate in reviewing the configuration control process.	Appendix B
PLAN 3,8,11	Development plan	Participate in making the development plan.	Chapter 5
	Quality plan	Lead the team in making the quality plan.	
REQ 4,9,12	Need statement	Participate in analyzing and clarifying the requirements.	Chapter 6
	Produce SRS	Produce the assigned parts of the SRS.	
	System test plan	Participate in producing the system test plan.	Chapter 9
	SRS inspection	Lead the inspection of the SRS and system test plan.	Appendix C
DES 5,9,12	Design specification	Participate in developing the SDS.	Chapter 7
	Name glossary	Lead the team effort to produce the name glossary.	
	Design standards	Lead the team effort to produce the design standards.	
	Integration plan	Participate in producing the integration test plan.	Chapter 9
	SDS inspection	Lead the inspection of the SDS and integration test plan.	Appendix C
IMP 6,10,13	Planning	Participate in planning the implementation work.	Chapter 8
	Detailed design	Produce and review detailed designs.	
	Unit test plan	Produce and review unit test plans.	Script UT
	DLD inspection	Lead inspections of the detailed designs and unit test plans.	Appendix C
	Test development	Produce unit test materials.	Script UT
	Implementation	Implement and review programs.	Chapter 8
	Compile	Compile programs.	
	Code inspection	Lead the code inspections.	Appendix C
	Unit test	Unit-test programs.	Script UT
	Quality review	Determine whether the components meet quality criteria.	Script UT
TEST 7,10,13	Test development	Participate in the test development tasks.	Chapter 9
	Build	Participate in building the product.	
	Integration	Participate in integrating the product.	
	System test	Participate in system-testing the product.	
	User documentation	Participate in producing the user documentation.	
PM 8,11,15	Cycle report	Participate in reviewing team performance and producing a report on the latest development cycle.	Chapter 10
	Prepare peer reviews	Complete a peer review for the quality/process manager's role and for all the other team roles using form PEER.	
Every Week	Data reporting	Provide agreed weekly data to the planning manager.	Chapter 5
	Quality review	Review the quality of the engineers' work.	Chapter 14
	Weekly meeting	Participate in the weekly team meetings.	Script WEEK

TSPi SUPPORT MANAGER ROLE

Objective	The support manager supports the team in determining, obtaining, and managing the tools needed to meet the team's technology and administrative support needs.
Role Characteristics	The characteristics most helpful to support managers are the following. 1. You are interested in tools and methods. 2. You are a competent computer user and feel you could assist the team with its support needs. 3. You have some experience with support tools and systems. 4. You are generally familiar with the tools that are likely to be used on this project.
Goals and Measures	Team member goal: Be a cooperative and effective team member. • Measures: Team PEER ratings for team spirit, overall contribution, and helpfulness and support Goal 1: The team has suitable tools and methods to support its work. • Measure 1.1: The team had a change management system, an issue-tracking system, a configuration management system, a common development environment, and the TSPi support system. • Measure 1.2: The team effectively used the tools that it had. Goal 2: No unauthorized changes are made to baselined products. • Measure 2.1: All final product elements were configuration-controlled. • Measure 2.2: All changes to configuration-controlled products went through the configuration control board (CCB). • Measure 2.3: When changes were made in the code, they were reflected in the baselined design documentation. Goal 3: All the team's risks and issues are recorded in the issue-tracking log (ITL) and reported each week. • Measure 3: The percentage of the risks and issues that were recorded and tracked in the issue tracking system Goal 4: The team meets its reuse goals for the development cycle. • Measure 4.1: The team had a reusable parts list. • Measure 4.2: The reuse and new-reuse percentages were measured and tracked. • Measure 4.3: The team achieved some reuse with the first development cycle. • Measure 4.4: The level of reuse increased with each cycle.

Principal Activities	1. Lead the team in determining its support needs and in obtaining the needed tools and facilities.
	2. Chair the configuration control board and manage the change control system.
	  • Review all changes to controlled products.
	  • Evaluate each change for impact and benefit.
	  • Recommend to the team which changes to make.
	3. Manage the configuration management system.
	  • Maintain a protected master copy of all controlled items.
	  • Make approved changes only to this controlled version.
	  • Maintain master copies of all controlled items and versions.
	4. Maintain the system glossary.
	5. Maintain the team's issue and risk-tracking system.
	6. Act as the team's reuse advocate.
	7. Participate in producing the development cycle report.
	8. Act as a development engineer.

TSPi SUPPORT MANAGER PROJECT ACTIVITIES

Phase Week	**General**	**In addition to the engineer's standard tasks, the support manager does the following tasks each week.**	**References**
LAU 2,8,11	Weekly meeting	Participate in the first team meeting.	Chapter 3
STRAT 2,8,11	Development strategy	Participate in developing and reviewing the strategy.	Chapter 4
	Configuration plan	Define the configuration control process.	Appendix B
	Configuration control	Participate in reviewing the configuration control process.	
PLAN 3,8,11	Development plan	Participate in making the development plan.	Chapter 5
	Quality plan	Participate in making the quality plan.	
REQ 4,9,12	Need statement	Participate in analyzing and clarifying the requirements.	Chapter 6
	Produce SRS	Produce the assigned parts of the SRS.	
	System test plan	Participate in producing the system test plan.	Chapter 9
	SRS inspection	Participate in inspecting the SRS and system test plan.	Appendix C
	SRS baseline	When the SRS is corrected, baseline the SRS.	Appendix B
DES 5,9,12	Design specification	Participate in developing the SDS.	Chapter 7
	Integration plan	Participate in producing the integration test plan.	Chapter 9
	SDS inspection	Participate in inspecting the SDS and integration test plan.	Appendix C
	SDS baseline	When the SDS is corrected, baseline the SDS.	Appendix B
IMP 6,10,13	Planning	Participate in planning the implementation work.	Chapter 8
	Detailed design	Produce and review detailed designs.	
	Unit test plan	Produce and review unit test plans.	Script UT
	DLD inspection	Participate in inspecting detailed designs and unit test plans.	Appendix C
	Test development	Produce unit test materials.	Script UT
	Implementation	Implement and review programs.	Chapter 8
	Compile	Compile programs.	
	Code inspection	Participate in the code inspections.	Appendix C
	Unit test	Unit-test programs.	Script UT
	Component baseline	When the components are corrected, baseline the components.	Appendix B
TEST 7,10,13	Test development	Participate in the test development tasks.	Chapter 9
	Build	Participate in building the product.	
	Integration	Participate in integrating the product.	
	System test	Participate in system-testing the product.	
	User documentation	Participate in producing the user documentation.	
PM 8,11,15	Cycle report	Participate in reviewing team performance and producing a report on the latest development cycle.	Chapter 10
	Prepare peer reviews	Complete a peer review for the support manager's role and for all the other team roles using form PEER.	
Every week	CCB	Chair the CCB meetings.	Appendix B
	Product baseline	Maintain the product baseline.	
	Manage changes	Manage the change control process.	
	ITL	Maintain the ITL system and report on risk and issue status.	Chapter 15
	Name glossary	Maintain the system name glossary.	
	Data reporting	Provide agreed weekly data to the planning manager.	Chapter 5
	Weekly meeting	Participate in the weekly team meetings.	Script WEEK

TSPi TEAM LEADER ROLE

Objective	The team leader leads the team and ensures that engineers report their process data and complete their work as planned.
Role Characteristics	The characteristics most helpful to team leaders are the following. 1. You enjoy being leader and naturally assume a leadership role. 2. You are able to identify the key issues and objectively make decisions. 3. You do not mind occasionally taking unpopular actions and are willing to press people to accomplish difficult tasks. 4. You respect your teammates, are willing to listen to their views, and want to help them perform to the best of their abilities.
Goals and Measures	Team member goal: Be a cooperative and effective team member. • Measures: Team PEER ratings for team spirit, overall contribution, and helpfulness and support Goal 1: Build and maintain an effective team. • Measure 1.1: project performance against cost, schedule, quality goals • Measure 1.2: PEER evaluations of overall team effectiveness • Measure 1.3: PEER evaluations of the team leader's overall contribution • Measure 1.4: team members' PEER ratings of how well the team leader's role was performed Goal 2: Motivate all team members to work aggressively on the project. • Measure 2.1: All team members worked their committed hours. • Measure 2.2: The team members met their earned-value commitments. • Measure 2.3: The team members followed the TSPi process, recorded all data, and completed all required forms. Goal 3: Resolve all the issues team members bring to you. • Measure 3: the team members' PEER ratings of the team leader's role for helpfulness and support. Goal 4: Keep the instructor fully informed about the team's progress. • Measure 4.1: accurate and complete weekly status reports • Measure 4.2: the instructor's timely awareness of project status Goal 5: Perform effectively as the team's meeting facilitator. • Measure 5: the team's PEER evaluation of the project as a rewarding experience
Principal Activities	1. Motivate the team members to perform their tasks. 2. Every week, either before or at the start of the first weekly class or laboratory session, run the weekly team meeting to • Track all committed tasks to see that they have been completed • Check that all team members have submitted the required data • Check that all required forms have been completed on the work accomplished to date • Check on the status of project risks and issues • Identify the tasks to be accomplished in the next week and by whom 3. Every week, report team status to the instructor. • Show the project notebook with the team weekly data. • Seek guidance from the instructor on engineers who consistently fail to complete tasks or submit data on time. • Obtain guidance from the instructor to pass along to the team. 4. Help the team in allocating tasks and resolving issues. 5. Act as facilitator and timekeeper for all team meetings. 6. Maintain the project notebook. 7. Lead the team in producing the development cycle report. 8. Act as a development engineer.

TSPi TEAM LEADER'S PROJECT ACTIVITIES

Phase Week	General	In addition to the engineer's standard tasks, the team leader does the following tasks each week.	References
LAU 2, 8, 11	Project launch	Hold the first team meeting. • Review the required weekly data and reports	Chapter 3
STRAT 2, 8, 11	Development strategy	Participate in developing and reviewing the strategy.	Chapter 4
	Configuration control	Participate in reviewing the configuration control process.	Appendix B
PLAN 3, 8, 11	Development plan	Participate in making the development plan.	Chapter 5
	Quality plan	Participate in making the quality plan.	
REQ 4, 9, 12	Need statement	Participate in analyzing and clarifying the requirements.	Chapter 6
	Produce SRS	Produce the assigned parts of the SRS.	
	System test plan	Participate in producing the system test plan.	Chapter 9
	SRS inspection	Participate in inspecting the SRS and system test plan.	Appendix C
DES 5, 9, 12	Design specification	Participate in developing the SDS.	Chapter 7
	Integration plan	Participate in producing the integration test plan.	Chapter 9
	SDS inspection	Participate in inspecting the SDS and integration test plan.	Appendix C
IMP 6, 10, 13	Planning	Participate in planning the implementation work.	Chapter 8
	Detailed design	Produce and review detailed designs.	
	Unit test plan	Produce and review unit test plans.	Script UT
	DLD inspection	Participate in inspecting detailed designs and unit test plans.	Appendix C
	Test development	Produce unit test materials.	Script UT
	Implementation	Implement and review programs.	Chapter 8
	Compile	Compile programs.	
	Code inspection	Participate in inspecting programs.	Appendix C
	Unit test	Unit-test programs.	Script UT
TEST 7, 10, 13	Test development	Participate in the test development tasks.	Chapter 9
	Build	Participate in building the product.	
	Integration	Participate in integrating the product.	
	System test	Participate in system testing the product.	
	User documentation	Participate in producing the user documentation.	
PM 8, 11, 15	Plan cycle report	Lead the team in planning and producing a report on its work in the latest development cycle. • Allocate report work to the team members. • Obtain completion commitments for this work. • Assemble the completed report.	Chapter 10
	Cycle report	Lead the team in reviewing team performance and producing a report on the latest development cycle.	
	Prepare peer reviews	Complete a peer review for the team leader's role and for all other team roles using form PEER.	
Every week	Data reporting	Provide agreed weekly data to the planning manager.	Chapter 5
	Weekly meeting	Lead the team weekly meeting. • Track committed tasks. • Check on completeness of team member data. • Check on completeness of forms. • Check on the status of project risks and issues. • Identify the tasks for the next week and who will do them.	Script WEEK
	Instructor reports	Every week, report team status to the instructor.	Chapter 11
	Tasks and issues	Help the team in allocating tasks and resolving issues.	
	Project notebook	Maintain a complete record of the team activities in the project notebook.	Appendix G