University of Glasgow | Department of Computing Science

D1: TEAM ORGANISATION

Deliverable ID	D1
Deliverable Title	Team Organisation
Project	PSD3 Group Exercise 1
Team	W
Authors	Gordon Reid: 1002536R
	Ryan Wells: 1002253W
	Kristopher Stewart: 1007175S
	David Selkirk: 1003646S
	James Gallagher: 0800899G
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Version	

1 Introduction

1.1 Identification

This is the Management Plan of the Level 3 Project for Team W. The project relates to the Internship Management System for Software Engineering (SE) and Electronic and Software Engineering (ESE) students in the School of Computing Science.

1.2 Related Documentation

PSD3 Group Exercise Description:
`fims.moodle.gla.ac.uk/file.php/128/coursework/psd3-ge-1-rev3278.pdf`

1.3 Purpose and Description of Document

This document establishes the roles and responsibilities of the members of PSD3 Team W in the assigned task of producing an integrated system for students to view advertisements for Summer internships proposed by organisations that have been cleared as acceptable by the course coordinator, and for students studying the Software Engineering (SE) and Electronic and Software Engineering (ESE) courses to contact and be notified of application success by organisations.

Herein the descriptions of the individual responsibilities and deadlines will be stated and other necessities will be established for the clarity and reference of members of Team W.

1.4 Document Status and Schedule

The document will be stored inside a GitHub repository for a variety of reasons: ease of access for all team members, extensive version control with a commit log for proof of contribution and its built in Issue system for logging mistakes or improvements to the specific person. Table 1 states the deadlines and release dates set by the client and these will be achieved through weekly meetings and through the methods of communications established in section 4.

Each member of the team will be responsible for creating their own documentation for the part of project they are responsible for and this documentation will be collated and normalised by the librarian of this project. All non-standardised documentation will be available to the team members, but only the standardised version will be publicised. This is to ensure all documentation has been peer-reviewed before publication to ensure a high level of accuracy and coherence.

Submission Name	Submission Date	Submission Summary
D1	10am Thursday 27th September	Group Organisation Description
D2	10am Thursday 11th October	Project Plan
D3	10am Thursday 1st November	Requirements Specification

Table 1: Specified Deadlines

2 Roles

The team has decided on the following roles:
Gordon Reid - Toolsmith.
James Gallagher - Secretary.
Chief Architect
Quality Assurer
Test Manager
Ryan Wells - Librarian

3 Authority

The group has decided to delegate authority by role. Roles are volunteered for on a temporary basis, allowing for both flexibility and persistence, as the member or group decides. Roles can be rotated or adjusted to allow for circumstances such as deadlines or illness. This approach was chosen to play to the individual members strengths and facilitate group cohesion, as none of us can claim to be 'senior' to the others.

4 Communication

The team is going to utilise three main methods of communication: a communal Facebook group, face to face meetings, and GitHub.
The methods were chosen to allow information flow at any time or location, and in various levels of depth. Facebook allows instant communication of important information since the group are all equipped with smart phones, while the extensive logging facilities of GitHub let us leave detailed information on any changes to the current system and documentation.
We decided early on that face to face meetings were crucial in the broader aspects of design, since any misunderstandings or miscommunication at this level could lead to massive problems further down the line.

5 Information Management

All code and deliverables is going to be kept in a central GitHub repository with each team member having full access. In addition to this each team member is going to keep a weekly blog on Mahara. Physical documentation, including minutes from meetings and any paper design work, will be stored by the individual under whose responsibilities the documentation applies (the Secretary will keep the minutes etc).
The team is going to investigate the practicality of digitally backing up physical documentation, to be stored in the GitHub repository.

6 Organisational Risks

The loose structure of the group does have various associated risks. The lack of concrete structure means the team has to stay on task, as they have no boss to drive them should they slack off. The weekly meetings have been implemented to try and offset this, but it is possible that this may not be

as effective as we hope. Furthermore the changing structure of the roles could lead to confusion over who is doing what from week to week. We plan to clarify the weeks tasks at the end of each meeting to counter this issue.

A Appendix

Meeting plan - The group will meet twice a week for hour long sessions as follows.

Tuesday, 11am. Thursday, 11am. SUBJECT TO CHANGE.