Summary of Individual Contribution

Alex Cash – Personal Report

Document Control

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Summary of Individual Contribution

1.0 Role within the Team

My role within the team was as Project Manager. This was the role I had hoped to fill coming in to the project as I felt my experience of working in industry had provided me with useful knowledge and experiences. I worked for a year as an intern on a placement year as part of my degree at Sophos Ltd., a software company that produces anti-virus software. Whilst at Sophos I worked in two separate teams working using an agile methodology and on a wide range of projects. During this time I experienced agile techniques in a real world application and felt familiar and comfortable with them, which would enable me to guide the team throughout the project.

2.0 Role Specific Responsibilities

My role as manager was primarily organisational and strategic, rather than to produce any specific product I was to enable the team to work efficiently to produce products and deliverables relating to their roles. My key responsibilities were; to organise and arrange regular team meetings and ensure team members knew where and when they were, be the point of contact with the customer, direct and lead all meetings, lead planning efforts, keep track of deliverables and deadlines, ensure the quality of all deliverables and products was consistently high, delegate work, ensure team members knew what work they were to complete, and monitor project progress.

Alongside all of the responsibilities above, I was also to work as a software developer and tester within the team (in the same way as every other member). In this capacity, I was to take instruction from the development manager and the testing manager to contribute to code implementation and testing throughout the project whilst also completing my work as manager. I consider myself to be one of the stronger programmers in the team and have been able to be involved in a lot of the planning and design as well as contributing code where I could. Additionally, I was able to assist our testing manager in creating our testing strategies thanks to my experience of working as a QA engineer on my placement year; I also helped to define our standard test report style and method. I was also involved in working on almost all deliverables excluding the finance documentation.

3.0 Individual Contributions

Many of my tasks were recurring jobs that needed to be completed throughout the entire project. These included organising and running meetings which I believe I handled very well. We maintained a routine of two weekly meetings, one quick "update" meeting and one longer meeting to discuss matters more in depth. This was a decision I made which I feel benefitted the team massively, enabling us to more easily keep track of progress. This required me to book rooms with the University for meetings at times that suited the team and then communicate with the team prior to the meetings to notify them when and where we were to meet. All communication regarding meetings, timing, and location was conducted via email, usually on the day before the meeting. Information regarding this can be seen in the Planning Review Document.

During meetings I worked closely with the Contracts and Documents Manager who was responsible for taking minutes and tracking tasks. This enabled me to lead the meetings based on our agendas generated from the previous minutes and focus on the task at hand. I believe we formed a very strong team which lead to efficient and informative meetings, resulting in steady progress on all tasks. During the planning phase I believe my experiences of software engineering played a large part in helping to design a product that we could create to meet the customer requirements whilst also being feasible to implement in the

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given timeframe. I led meetings and planning sessions that were used to come to a decision on what features we wanted, what market we were aiming the product at, and how to divide the work up into iterations. Information about this and the general iteration plan can be seen in the Iterative Process Review document and the Planning Review document. Progress tracking on most deliverables outside of code was handled by working with the Contracts and Documents Manager's minutes and task tracking spreadsheet. This enabled us to update the status of tasks at each meeting and re-prioritise work when necessary due to time constraints. I used the deadlines provided to decide whether or not to re-allocate staff to tasks based on estimations of how long it would take to complete said tasks. In summary this technique was potentially a little simple but worked very effectively, we did not miss any deadlines and the work produced was of a high quality. We ensured quality by using document review processes outlines in the QA Manual. I ensured staff had sufficient work to progress the project at all times. I did this by keeping track of deliverables required, and assigning them to the relevant team members. When team members were not working to produce specific deliverables, I assigned them to work on development and testing; the specific tasks for which were to be assigned by the Development Manager.

Alongside these tasks I was also active in code development and testing as well as contributing to other deliverable content. I participated in managing and delivering the sales presentations, market research surveys, the QA Manual, the Functional Specification document, working with other teams to decide on the Project Wide Standards XML format, negotiating and arranging contract agreements, demonstrating progress to the customer, and guidance for the testing methods of our software.

4.0 Contributions to Deliverables

Deliverable	Contribution
QA Manual	Organisation and contributions to multiple parts including planning and outlining company processes
General Design Specification	Worked with the implementation manager to formulate a general design spec throughout the project
Functional Specification	Wrote entirely on my own with review from the team. Based off information arising from meeting I led
Project Wide Standards	Met with other teams to agree on a standard document format
Tender Presentation	Sadly was away for most of the planning phase but still contributed by introducing our company and explaining our ethos
Contracts	Met with other teams to propose sales and negotiated terms
First Iteration Hand In	Co-ordinated the whole deliverable. Specifically I organised QA metrics reviews and wrote the overall iteration plan,
Final Test and Integration Plan	Assisted the Testing Manager to create and finalise our plan
Final Presentation	Organised the presentation as a whole and assigned roles. Also presented our introduction, summary, and future developments
Software	Worked throughout, mainly on media handlers, to help implement code and features
Iteration Review Document	Completed this myself at the end of the project to summarise how the iterations were planned and handled
Future Developments Proposal	Completed this myself to outline the future developments for the company we may wish to explore
Planning and Progress Review	Completed this myself as a way to look back over and summarise our agile planning processes and progress throughout the project

5.0 Critique and Reflection

Although I feel I succeeded in fulfilling my role, there are of course areas I could have improved. We intended to operate a Kanban board, which I feel would have been very useful for progress tracking and task assignment. However, we realised that it would have generated a large amount of work and instead opted to use GitHub tracking for code implementation and testing instead, and our task tracking spreadsheet for everything else. I also was not stern enough about attendance at meetings, something which I regret. In retrospect I also wish I had tried to devote more time to code implementation, but external factors prevented this at the time.