SOFTWARE SOLITIONS

SOFIA

Individual Statement

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Document Control

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Type of Document

1.0 Individual Contributions

1.1 Summary

In general I was in charge of ensuring consistent formatting and production of company documentation. It was then my responsibility to organise and file any documents that were uploaded to the company wide Google Drive, and ensure these files were easily accessible by all that may need access. On top of this, I took on the responsibility for taking meeting minutes and tracking any actions made during these meetings. I was also responsible for countersigning, filing, and inputting data for timesheets onto payroll. Finally, I was required to liaise and write the contracts and amendments required for the purchase and sale of code from other companies.

On top of the responsibilities immediately associated with my job role, I was also involved in; Group documentation, coding, XML parser testing, the company "sofia" logo design, market research surveys and analytics, financial projections, the HTML tour, and Tender and Sales presentations.

1.2 Details of Individual Contributions

Google Drive:
After first creating a dedicated Google drive folder, I maintained its contents throughout the project. Upon reflection, the original structuring of the archive became confusing once being regularly used however this was rectified by a new format introduced in the later weeks. This proved much more successful and is the format that can be seen in the HTML tour.

Document Templates:
As part of my job role to ensure document consistency I led the group effort to form standard document templates for each type of document. Independently, this resulted in a general document, meeting minutes, and payroll template, however, other templates were also constructed by others of a matching format.

Meeting minutes:
I was in charge of ensuring minutes were taken for each meeting. On occasions where I was unable to attend meetings, I would arrange a substitute to take minutes and would check and edit the format of any minutes taken after to ensure consistent format. Within the minutes taken, special care was taken to record any actions made, as well as absences and apologies.

Action Tracking:
Actions made during meetings were tracked between meetings within the minutes, but also on a summary spreadsheet where tracking was more visual. Actions were grouped by meeting and were marked as either "Incomplete", "In Progress", "Complete" or "Cancelled". This allowed for a good consolidated view of tasks completed within the project, however was only able to include activities noted in meetings. It may have been nice to combine with, for example, GitHub commit tracking, however this was not possible.

Timesheets:
Timesheets were ideally handed to me every week to look over, check, and countersign. Mistakes were often picked up (basic maths / lack of justifications) and would result in completing a fresh timesheet for that individual and handing it back to be checked and signed. Once complete and correct, I would then have to input the working hours into both the day by day payroll for the weekly financial reviews, and the week by week predicted / actual worked hours spreadsheet for financial reports. Timesheet management eventually resulted in a fair amount of organisation and chasing up of late timesheets as well as compilation of hard / soft (emailed) copies of timesheets. One constraint made was that if possible timesheets should be handed in on paper to make mistake correction easier, however if this was not possible emails should be sent with a specific subject line so I was able to group them together in my inbox.

Payroll:
In order to keep track of working hours I created an online payroll spreadsheet. This tracked working hours day by day (consistent with timesheets) and also included meeting attendance separately in order to add this time on to the total worked hours. The spreadsheet was able to track

total hours worked as well as meetings missed allowing for a good project overview and individuals contributions.

Predicted hours spreadsheet:

Data input to the predicted / actual working hours spreadsheet was a responsibility added to my job role mid-way through Spring term. This was to aid with the financial reports which required a comparison between budgeted for labour hours and actual. As well as contributing data to this spreadsheet I also help in the formatting of it to make it clearer to read and use.

Contracts:

After a group decision with the Project Manager and Lead Software Developer to purchase / sell code modules from / to WaveMedia I was responsible for drafting up, negotiating, and finalising contracts. This process was also repeated when I was alerted to a required change in module specification in the form of the Audio Handler Sale Contract Amendment.

Group Documentation:

Contributions were made to group documentation in the form of my job description (QA Manual), list of deliverables (QA Manual), formatting adjustments (QA Manual), and metric reviews (QA Metric Reviews).

Coding:

Contributions were made to the product code in the form of the graphic data object (with Lewis), partial contributions to the audio handler, specifically the layout (with Alex) and the TeachEasy page templates (with Penny). I was also jointly responsible with Ali for constructing the first XML demo lesson for LearnEasy.

Testing:

Although not responsible for any test reports, I did work with Sam Raeburn to create the XML test requirements spreadsheet and manually tested the lesson template code throughout implementation via console print outs.

Initial "sofia" logo design:

I was responsible for drawing up the initial design of the company "sofia" logo (1.0) onto photo editing software "gimp" before handing the template over to Lewis to edit and finalise.

Market research:

A few days before the Sales presentation I stepped in to aid with market research in order to better estimate advertising costs, sales figures, and survey responses. I sent out a further survey including the question "would you be interested in our product" and with help from Lewis compiled the "Market facts and figures" spreadsheet detailing number of teachers / students in the UK. Together with Lewis we were then able to make the best estimates for sales figures and costs given the information available.

Survey analytics:

Follow the survey I sent out, I compiled the results in the "Product Interest Survey Results" spreadsheet. I was able to calculate expected product demand as result of type of educator and used these figures to aid with sales expectations.

Financial Projections:

Similar to marketing, I stepped in to aid with financial projections a few days before the sales presentation. Contributions included the reformatting of the financial predictions spreadsheet and the editing of formula and calculations within the spreadsheet to more accurately calculate our expected income / spending. This work was completed with both Sam Hall and Lewis and we were joined later by Emmanuel.

Tender and Sales presentations:

I presented in both the Tender and Sales presentation and was responsible for writing the company introduction and pricing, sales and advertising sections respectively. I was also responsible for the hand-outs provided in the Tender Presentation, and the editing of the group photo used within those hand-outs.

HTML Tour:

I contributed towards the end of this task, aiding Sam Hall in implementing file locations within the HTML script.

1.3 Personal Reflection

Overall I feel I worked well in this project. I feel I did my job well and helped others where I could, although found it challenging keeping on top of so many documents that were constantly changing and being altered / downloaded by different people. I feel as though I could have been more stringent with document control, however the results of more structured regulations would depend drastically on whether they were as closely followed by each member of the group.