Software project guidlines – 6/5/2014

Initiation and Scope Definition -

* Selection of team members and appointing roles of Engineering Manager and Project Manager, configuration manager; everyone will participate in coding, but based on skill levels, you may have both jr and sr level programmers.
* Negotiation and documentation of your project requirements.

Software Project Planning

* Includes selection of your project methodology – in our case, a variation on Crystal Clear.
* Weekly deliverables will be assigned – including presentations.
* Plan to use strengths of your team members. Think about:
* Vision (think architecture and features)
* Coding
* Communication
* Presentation skills
* Organizational skills and discipline (think software configuration management / GIT)

Meet weekly

* Weekly meeting includes:
* status
* planning for the coming week
* effectiveness of the team and adjustments that should be made to:
* roles and team structure
* features based on learned feasibility
* Don't forget to celebrate your successes - You deserve it!

Additional team communication at least 3 times / week

It is every team members responsibility to assure that *every* team member stays engaged.

Weekly reporting will include:

* Progress against goals and schedule
* Every team member must report progress to the project manager
* The project manager must submit the team's weekly report
* Each team member will individually assess the contributions of every other team member according to their roles (some of you have several), and their overall participation on the team (1-low, 5-high), and the overall effectiveness of the team on a scale of 1(low) to 5(best). A weekly assessment will be submitted by each team member that includes the following for each member of the team, including your self. This will not be shared with your team or the class, but should provide some introspective thought that you should think about at your weekly team meetings.

Format, simply

1. Team Member John Doe: role: PM – 5; role: jr programmer – 3; particiatpion score: 4
2. Team Member Nev R Here: role: jr. Programmer - 1; participation score: 5
3. Team Member Jesse Nuff: role: sr. Programmer – 3; participation score: 2
4. Team Member S. Signer – role: Eng Mgr – 2; jr. Programmer – 5; participation score: 4
5. Team Effectiveness: 4
6. What we can do better as a team: need to synchronize our deliverables more effectively
7. What's going well: Making good progress on feature delivery; participation and enthusiasm are great.