

# Closing this Semester

CSCI 5040: Professional Master's Project (1 of 2)

Lecture 15

# Learning Objectives

- Review closing activities and grading for the semester
- Review design team activities/class schedule & deliverables

# What's Left?

- Close out Sprint Report 2 and Status Update 9 (due 11/13 – last week)
- Last Project Status meetings – this week
- Last Project Status Update 10 (due 11/20)
- Close out your last Sprint no later than week of 11/30
- Close out your last Sprint Report (due 11/30)
- Assessments (due on or before last day of class 12/7)
  - Instructor
  - GSS
  - Sponsor
  - Team Self-assessments
- Participation (Piazza responses to discussion topics)
- Attendance (status updates and speakers)
- Final Exam (as with Midterm, take home essay questions w/citations)
- Final Presentation
- Closing out until class in January
- Grading

# Status and Scrum/Sprint Reports

- Status reports have been fine, generally reviewing in status meetings
- Make sure Sprint Reports are detailed and show work per team member
- I expect Sprint retrospectives to generate comments and process changes as your projects continue

# Assessments

- Instructor
- GSS
- Sponsor
  - See description →
- Team self-assessments
  - Each team member will provide
    - A summary of individual contribution
    - A reflection on the contribution and workings of the team as a whole
    - I will post assignment details
- All assessments will be due prior to last day of class 12/7
- For Instructor, GSS, and Sponsor this will be a 1 to 10 rating of the team for expected vs. evidenced project team contributions
  - Engagement
  - Productivity
  - Communication
  - Professionalism
  - Quality of Work
- Also
  - Comments and Concerns
  - Recognition of any particular individual contributions

# Participation

- Participation will be based on a ranked count of responses to Piazza discussion topics
- Last day for response to topics is last day of class 12/7
- Participation grade will be posted after 12/7

# Attendance

- Attendance is tracked for
  - Status reports (with Bruce and Preethi)
  - Speakers (based on Zoom attendance)
  - Attendance for Dec 1 and Dec 3 project presentations
- Attendance grade will be posted after Dec 3

# Final Presentation

- I would like your team to create a final presentation
  - In PowerPoint or a similar tool
- You'll make the presentation twice
  - Once in class on Tue 12/1 or Thur 12/3
    - A sign-up sheet will be provided
  - Again for your sponsor sometime after 11/30
    - You can arrange a date/time
- The presentation should be about 15 minutes long
  - Do a run through prior to presenting to ensure timing
- You can decide if one team member or multiple team members will present the actual pitch
  - all team members should be present
- Include the content outlined here →
- The PDF or PPTX should be turned in by 12/1 before class

- Final Presentation Content
  - Project Name and Team Members
    - should be introduced at the presentation
  - Sponsoring Company
    - Primary sponsors should be recognized
  - Recap of Project Brief/Overview
    - What are you doing for the sponsor
    - What business problem is being solved
    - High-level scope of work
  - Describe/Diagram Architectural Design
    - High-level view of the solution you're building
  - Activity Review
    - Pre-scrum activities/deliverables
    - Deliverables from the scrum sprints
    - Primary activities of each team member
  - Summary of Work Completed
    - Identify any accomplishments so far
  - Summary of Lessons Learned
    - Issues you ran into, how you overcame them
  - Progress Assessment
    - where your team (and sponsor) thought you would be by now
  - Future Work
    - Describe the expected deliveries/milestones for next semester (as you understand them today)



# Close Out Activities

- Make sure all class assignment materials have been posted
- **Ensure that all electronic materials and code from your sponsors is secure** – preferably in a Private Git repository or an alternative repo of your sponsor's choosing
  - Wouldn't hurt to have a secondary backup as well
- Generally, there should be no further work on your projects after the last day of classes (Monday 12/7)
  - You may of course respond to e-mails or other correspondence from your sponsors, but should not be actively doing development work
  - Work on the projects will resume with the start of CSCI 5050 on Thursday January 14<sup>th</sup>
  - Note that for 5050, your work targets will increase to 15 hours/week/team member; there will be very few classroom lectures, although we will still have some scheduled speakers with required attendance
    - More details on this in January, including an updated syllabus

# Final Exam

- The Final Exam for class will be the same format as the Midterm
- Three questions, a minimum of a one page answer for each with at least one supporting citation per question
- I will post the exam to Canvas on the morning of Wednesday December 9
- The exam will be due to turn in as a PDF on Canvas by 10 PM on Friday December 11

# Grading

- Final grades will be posted shortly after the Final Exam
- Grades are based on 1000 points from assignments
- Do not go by intermediate Canvas rollup of points to check your grade, add the points yourself and divide by 1000 to get your % grade
- From the syllabus:

94 – 100	90 – 93	87 - 89	83 – 86	80 – 82	77 – 79	73 – 76	70 – 72	67 – 69	63 – 66	60 – 62	0 – 59
A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

# Overall PMP Schedule

- Week 3: 9/7
  - Team assignments, sponsor meetings, Charter/project brief assigned
- Week 4: 9/14
  - Sponsor meetings, Charter/project brief completed
- Week 5: 9/21
  - Start development of WBS & Requirements
- Week 6: 9/28
  - WBS & Requirements – pass 1 reviewed by sponsor
- Week 7: 10/5
  - WBS & Requirements
  - Start to build out your Product Backlog (review with Sponsor when able)
  - Start at practice/short Scrum sprint
- Week 8: 10/12
  - WBS & Requirements – (if needed) pass 2 reviewed by sponsor
  - Complete a practice/short Scrum sprint
  - Submit first Sprint Summary Report Form
  - Midterm exam (take home)

# Overall PMP Schedule

- Week 9: 10/19
  - Begin full two-week Scrum sprint – Architectural/System Design?
- Week 10: 10/26
  - Scrum ends – Submit Sprint Summary Report Form 1
- Week 11: 11/2
  - Begin sprint – Design/Prototyping?
- Week 12: 11/9
  - Scrum ends – Submit Sprint Summary Report Form 2
- Week 13: 11/16
  - Begin sprint – Design/Prototyping?
  - **Lecture: Closing the class – final assignments**; Speaker on 11/18 Lalit Pandit
- Week 14: 11/24 (off 11/26-11/27)
  - Sprint ends – Submit Sprint Summary Report Form 3 (due 11/30)
  - **Lecture: Leaders and Managers**
- Week 15: 11/30
  - In-class and for sponsor project presentations 12/1, 12/3; Brief closing Lecture 12/3
  - Assessments: Instructor, GSS, sponsors, peer
  - Update participation/attendance
- Week 16: 12/7
  - Final exam (take home/Canvas – as Midterm)



# Next Steps

- Regular weekly status updates still required this week as well as bi-weekly sprint reports, all posted in Canvas
  - No weekly status meetings needed after this week, request time if your team needs it
- Next speaker on Thursday 11/19 – Lalit Pandit from Inovonics
  - Last speaker for the semester
- Please try to visit Discussion Topics weekly for comments (and participation grades)
- Teams should be entering last two-week Scrum sprint – expectation is 10 hours work/week/team member
- I will be sending an email out to sponsors about closing the projects for the winter break – I will share that email with you when it goes
- Please cc Bruce & Preethi on sponsor e-mails
- Preethi and I are available for questions or ANY other support