WBS & Requirements: Part 2

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

Lecture 8

Learning Objectives

- Review design team activities/class schedule & deliverables

- Questions for Rich Sheridan – next speaker

- Task tracking/project rhythms

- Practice some Work Breakdown Structure and Requirements development

Overall PMP Schedule

- Week 3: 9/7
  - Initial and final team assignments
  - Bruce will notify sponsors of team assignments
  - Bruce will send out NDAs for signatures – Due Wed 9/16
  - Teams should hold an initial meeting and discuss team roles
  - Charter and project briefs assigned/initial development
  - Thursday speaker (attendance tracked) – Amy & Rae
  - Request an introductory meeting for your team and the sponsor
- Week 4: 9/14
  - First meetings with sponsors – if you can share initial charters/project briefs all the better
    - Review any process, deliverables, or tool requirements they may have
  - First meetings with Bruce/Preethi for project status updates
    - Begin using status update forms, share with sponsors
  - Charter and project brief due, charter submitted for sign off by sponsors
    - Interim by 9/18, Final signed by 9/23

Overall PMP Schedule

- **Week 5: 9/21**
  - Start development of WBS & Requirements

YOU ARE HERE

- Week 6: 9/28
  - WBS & Requirements – pass 1 reviewed by sponsor
- Week 7: 10/5
  - WBS & Requirements (if needed, otherwise start Scrum sprints)
- Week 8: 10/12
  - WBS & Requirements – (if needed) pass 2 reviewed by sponsor
  - Midterm exam (take home)

Overall PMP Schedule

- Week 9: 10/19
  - Begin 1st 2 week Scrum sprint – Architectural/System Design
- Week 10: 10/26
  - Scrum
- Week 11: 11/2
  - Begin 2nd sprint – Design/Prototyping
- Week 12: 11/9
  - Scrum
- Week 13: 11/16
  - Begin 3rd sprint – Design/Prototyping
- Week 14: 11/24 (off 11/26-11/27)
  - Close 3rd sprint
- Week 15: 11/30
  - Final sponsor and in-class presentations
  - Assessments: Instructor, GSS, sponsors, peer
- Week 16: 12/7
  - Final exam (take home)

Task Tracking

- As your team starts to get things going, you'll want to track tasks for individuals

- For now, you could use a WBS to track work

- In a few weeks (unless your sponsor says otherwise), we'll want to shift to a Scrum rhythm assigning stories to individuals on the teams

- Potential tools
  - Trello – I have a Trello environment set up and can create a task board for your team (https://trello.com/en-US)
  - Asana – free for basic use (https://asana.com/)
  - Freedcamp – free for basic use (https://freedcamp.com)
  - Github Issues Tracking

- Whatever your sponsor would like you to use (and share)

Next Steps

- No class Thursday 10/1 – use the time for project work
- Regular weekly status updates
- Tuesday 10/6 – Scrum
- Speaker 10/8 – Rich Sheridan
  - New Discussion Topics up on Piazza to ask Rich questions
  - Please try to visit weekly for comments (and participation grades)
- Teams should be working WBS and Requirements
  - First pass due Wednesday 9/30, with sponsor review as soon as feasible
- Regular meetings with sponsor and me/Preethi should be set
  - Project Status Forms, review and turn in weekly!
- Aligned with sponsors on tools, project processes, deliverables
- Always cc Bruce & Preethi on sponsor e-mails
- Preethi and I are available for questions or ANY other support

Rich Sheridan – Joy Inc. – Menlo Innovations

- Two Books: Joy Inc., Chief Joy Officer
- High-Tech Anthropology (UX Research/Design)
  - https://menloinnovations.com/services/high-tech-anthropology
- Project Management
  - https://www.lean.org/Downloads/LPPD2_case_Menlo.pdf
- Employee Interviews/Pair Programming (everywhere)
  - https://www.inc.com/winning-workplaces/magazine/201106/youll-never-work-alone.html
- Development Environment, Work/Life Balance
  - https://www.forbes.com/sites/berlinschoolofcreativeleadership/2014/11/28/5-questions-with-richard-sheridan-chief-storyteller-of-menlo-innovations/#795a09166886
- Company Stand Up with Viking Helmet

- Please respond with questions
  for Rich in Piazza this week!

WBS/Requirements Development Exercise

- Trimble – IoT Network – Roland Brown

- Team
  - Raj Chandak
  - Shreyas Gopalakrishna
  - Harshit Hajela
  - Dmitri Tarasov
  - Yutaka Urakami

- Top Down WBS and Requirements Capture

- https://docs.google.com/document/d/1k-AIwk63n3s_V75FU0alercFw8t1lF3FgdWoHJfODlI/edit?usp=sharing