Team N - Organization document

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Document Objectives

The purpose of this document is to lay out the organization of our team, considering team organization model(1.1), team roles(1.2-1.3), team communication(2.1), and potential team risks(3.1).

1.1 - Team organization model

Since our team is inexperienced we have picked the role-based organizational model. By sticking to this model each team member will be responsible for only two roles, allowing them to contribute to the team more effectively through greater focus. The model will allow us to break-down the project and distribute the components between the team members, ensuring that no single member has a disproportionate workload relative to the other members.

We will initially distribute the roles based on the interests and strengths of each team member. Later in the development process we will be switching roles, again based on the interests and strengths of each team member. We will be using the Scrum framework for managing our project, although we will not be available for everyday scrum meetings. Considering this, we will modify the framework to be more flexible to match our busy schedule. Due to the small size and general lack of experience, this flexibility will help us adapt to any situation and avoid being overwhelmed.

1.2 - Description of the roles

After a brief discussion we have decided to have the following roles in our team:

- Project Manager
- Customer Liaison
- Librarian
- Secretary
- Toolsmith
- Quality Assuror (QA)
- Test Manager
- Chief Architect

The **Chief Architect** is in charge of the high-level design choices. Also he can make decisions about what coding standards, tools or frameworks should the team be using. Other responsibilities of the architect include

observing and understanding the broad system, recognizing potential reuse in the application, subdivide a complex application, during the design phase, into smaller, more manageable pieces. In order to perform his responsibilities effectively the chief architect should represent the system design solutions using UML or other modeling tools.

The **Toolsmith** should be an experienced software engineer, who is in charge or analyzing the project requirements to select appropriate commercial off-the-shelf tools. He/she has to work closely with the chief architect in order to integrate the COTS tools into in the project environment. The toolsmith has to assure that the use of COTS tools is standardized as much as possible across the organization and that all the other developers are trained how to use these COTS tools.

The **Project Manager** maintains the project schedule - which is agreed upon by the entire team, the manager revises the tasks and dates on the document. In addition, the group meetings are conducted by the manager. The manager proposes and negotiates the events of the project with the team.

The **Librarian** anticipates the technical information needs of the team and fulfills these needs. They also maintain the content of the project's technical wikis, etc., as well as maintaining the content of the projects documentation.

The **Quality Assuror** is in charge of the project testing and assures compliance with the requirement specification document. Compliance with the requirement specification document must be constant during the project, rather than at the end. Testing experience is preferred for this role, but all computer scientists should be in this position at least once in their careers.

The **Test Manager** leads the test management within an organization, project or program to identify and manage critical success factors. They assess the current status of the test management, propose stepwise improvements. Additionally they create a master test plan with matching governance dashboard to meet or exceed the business objectives, and establish a standard process for implementing test management.

The **Secretary** is responsible for keeping and managing dates and times for group commitments such as meetings. This role complements the Customer Liaison role through which meetings with the client will be arranged. During such meetings, the secretary will be responsible for recording the meeting minutes.

The **Customer Liaison** is responsible for facilitating communication between the group and the client (customer). This role requires the representation of the client's interests when the client is not present, as well as ensuring that the vision of the client is received by the group correctly.

1.3 - Provisional assignment of team members to roles

In the following table we have provided the role distribution for our team, alongside justification for why we have distributed the roles that way.

Name	**Roles**	**Reasons to choose these roles...**

Anton	Chief Architect, Toolsmith	Anton has some commercial development experience, which make him appropriate for the position of the Chief Architect. The Toolsmith role requires close work with the chief architect, so giving the role to him will reduce the unnecessary communication between the members.
Daniel	Secretary, Customer liaison	Daniel likes to be organised and has previous experience recording meeting minutes for a group, making him suitable for the secretary role. He chose the Customer Liaison role because he felt it had good synergy with the Secretary role.
Lewis	Librarian, Test Manager	Lewis is experienced in organizing large amounts of data, which will help ensure that as librarian he will maintain the projects documentation to a high standard. Lewis has previous experience with testing and hopes to manage an efficient well balanced team of testers.
Silviya	Quality assuror, Project Manager	Silviya has organizational skills and she has an experience in team projects. She has worked with a lot of people, also she has learned how to respond to people in appropriate and elegant way, and that's why she will be able to communicate with the team and the professor without any arguments and confusions. During her second year of education Silviya has been testing a program called "Scientific Calculator", which needed a lot of testing and going through the program in a lot of detail.

2.1 - Communication strategies

We have decided to communicate via several frameworks depending on the situation and the type of communication, formal, informal or impromptu. Physical meetings will take place in the level 7 Boyd Orr laboratory. If the laboratory is unavailable, we will meet in the library instead.

When we are not together, our team Facebook group will be our main communication channel. It's suitable because we can keep the comments on different topics separate. Facebook also includes a real-time group chat facility for when live remote meetings are needed. Considering the possibility of Facebook becoming unavailable, similar functionality is offered by Google via Google Hangouts (real-time group chat) and Google+ (core Facebook-like functionality) - due to the similar nature of these solutions it will be easy to migrate to Google services should any issues arise.

We will be running a modified scrum meetings, since we will not be available for daily meetings we will gather once or twice a week to discuss our progress and the current tasks. Daniel is our self proposed Team Secretary and will be managing the documentation of meetings with Google Drive. He is planning to keep notes and

recordings of meetings and take minutes during meeting.

During the vacation times for informal and impromptu communication, we will be using Facebook chat (or Google Hangouts) to run the scrum meetings and other live conversations. We have decided to use Google Drive as the main tool for sharing documentation – its the best choice since we can synchronously work on the same document, also we can add comments and suggest edits to a particular parts of the documentation. The use of Google Drive will support the creation of well organized and complete documentation.

In case of team member absence or unavailability, we have several methods of communication for getting in touch: text message, phone call, Facebook message, post in the team Facebook group, university email and private email. Posting in the team Facebook group will be the primary method of communication unless there is urgency, in which case a phone call/text message will be more appropriate.

3.1 - Organizational Risks

Managing organisational risks brings together the best collective judgments of the individuals responsible for the strategic planning and day-to-day operations of organizations to provide successful results. Our team decided to use democracy for important decisions.This is the best model for us, because the team needs to organize its time quickly and efficiently. If at any point a vote is unsuccessful (not a majority) because of members abstaining, being absent or a tie we will flip a coin to make the decision. If a disagreement arises the Team Leader can mediate and create a 'cooling off' period for the people involved.

Within any team there is a risk that poor communication can create problems within the team. Our aim here is to maximise and encourage open communication to minimise risk of miscommunication between team members. We will support formal, informal and impromptu communication between team members and clients/project advisors.

If their is a risk of someone not being available for a scheduled meeting, the team will reschedule the meeting for a time that will be suitable for everyone. Our Communication Strategies have been put into use and they are working perfectly.

In the case that someone leaves, we have decided to reevaluate the scope of the project based on the available remaining members and redistribute the tasks depending on the strengths and experience of the remaining team members. If we receive a new team member we will bring them up to speed as quickly as possible with our project and propose a workload redistribution.