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| Information Kit for UWA Professional Computing Students |
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# Pre-starting

**In the First meetings:**

## Get to know your team.

* **Get to know each other and discuss each other’s skills, experiences, strengths and weaknesses rather than just exchanging contact details.**

This will help you to select the most suitable project for your team as well as effectively assign and manage the tasks and roles involved in your software project.

## Assign a team leader.

* **Assign a team leader (by making a vote);**

Who will be responsible for the overall performance of the group? This includes motivating the team, and taking actions when problems arise as well as assigning tasks for the team members later on.

The team leader is also the main contact for communications among the team members and between the team and the client including the unit coordinator.

## Manage team communication.

* **Discuss and decide on the main form of communication for the team;**

It might be through email, Google Groups, Skype, even phone numbers if needed, etc.

* **Discuss everyone’s availability for Weekly Progress Meeting;**

This is an internal team meeting that everyone should and MUST attend.

**Note: throughout this project, there will many more meetings that will need to be scheduled, but may not require everyone to attend.**

## Agree on your project preferences.

* **Select projects that interest team members;**

but are also feasible based on the teams capabilities.

* **Rank these projects in order of preferences.**
* **Make sure everyone is happy with the selection;**

and inform the unit coordinator with your selections.

## Assign team roles.

* **Assign team roles that will best fit each person’s skills, strengths and weaknesses;**

When a role is assigned to a person, s/he should be responsible for overseeing and coordinating the overall functions of that role, more importantly, getting what expected from them done, otherwise, informing the team leader about any issue encountered as early as possible.

* **Be aware that all members (as one team) will be assisting each other across the roles and functions when required.**

**Suggested roles:**

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| --- | --- |
| Team Leader | Main contact of the group, overall responsibility, collating the assignments and submitting deliverables, ensuring effective communication, motivating the team, arranging team meetings managing decisions, etc. |
| Team Coordinator | **Responsible for taking minutes at meetings, filling in timesheets, assisting team leader, etc.** |
| Design & Testing Lead (2 members or more) | **Responsible for, and coordination of, all project design/code and testing.** |
| Documentation Lead | **Responsible for, and coordination of, all project documentation.** |

## Understand Professional computing project requirements and set goals for the group.

* **Make sure everyone has a browse of the unit website;**

They can read through Deliverables A, B, C and D specifications which will allow everyone to get the feeling of what is expected from them for their project.

* **Set goals as a group.**

# Deliverable A

## Prepare for your initial meeting with the client.

**After a project is assigned to your team by unit coordinator:**

* **Make sure everyone is aware what this project is and who the client is.**
* **Set out a list of questions;**

You will want to ask the client. (This deliverable is focused on the requirements of the project) so,

* **Ask specific questions about the functionality of the product and how it is that they expect the product to perform.**
* **Discuss ways your team will negotiate with the client.**

This is to ensure that you are prepared to effectively negotiate during the meeting.

**Note: when the client specifies a requirement that may not be feasible with your abilities as a group. You may want to ask the client to specify it as “additional functionality” rather than a core requirement.**

## Organise initial meeting with the client

* **The team leader is responsible for contacting the client and set up the meeting.**
* **Discuss who will attend the initial meeting and schedule its time.**
* **It is recommended that everyone SHOULD attend this meeting.**

## Meet the client.

* **Attend the meeting on time, and be professional!**

If you need rescheduling, give plenty of notice. You will be awarded marks for professionalism.

* **Respect any client ideas, and ask questions;**

That you have prepared for in a polite manner.

**Remember that; happy client gives you more marks.** ☺

* **Take notes during the meeting.**

This will help you during your team discussion later on, and so that you don’t repeat questions already been discussed.

* **Make sure that you understand what the client needs and desires;**

You need to make sure that your specification is accurate.

* **Conclude and thank the client for his/her time.**

## Review the meeting with the team.

**From the notes taken during the meeting:**

* **Categorise the requirements:**

functional requirements, non-functional requirements and additional features.

* **Discuss with the team the client’s problem.**

If anything needs clarification, consult with the client.

## Develop the draft RAD.

* **Start developing a draft RAD.**
* **Ensure that everyone in the team has reviewed it;**

Before handing it out to the client to review it.

* **The draft document should appear professional;**

(e.g. with version number, modified date, page number, etc)

## Client review of the draft RAD.

* **Send a copy to the client for reviewing ahead of time.**

Any changes can be pointed out, or some advice on the RAD.

Besides, the RAD can still be changed for deliverable B.

* **Make any necessary changes to the RAD.**
* **Make sure that client is happy.**

## Submission of deliverable A .

* **Have everyone proof read the document and submit it ON TIME!**

# Deliverable B

## Construct a project plan.

* **Discuss with the team how to approach the problem and start the project early!**
* **Construct a project plan;**

Refer to deliverable B definition on the unit page to see what is exactly required.

* **Make sure that project plan is realistic and that tasks are divided equally among team members;**

Use of project planning tools such as MrProject on Linux and MS Project on Windows is recommended.

## Develop a system design document.

* **System design should include use case model, object model and dynamic model.**
* **Make sure that everyone understands the system design;**

at least an abstract of it.

## Develop an acceptance test document.

**Refer to your requirements document for producing your acceptance tests:**

* **Acceptance tests should be complete;**

Test all parts of the requirements (make sure that each statement is clear) e.g. don’t say that “the system has to be efficient”, but “the system has to be completed”

* **Develop acceptance tests that are realistic, as you will need to complete more than 60% of it;**

The acceptance tests will be used for the marking in deliverable C.

* **Consult with client the priorities to be given to each test;**

Use for instant, an imaginary dollar figure ($100) and have the client assign dollar values to each test and include this in your document.

## Develop mock ups or prototypes.

* **Develop mock ups (or prototypes);**

In order to be shown to the client to help him/her understands the system design.

**Note; this can be used during the meetings, and the client may give you additional marks for it. It will also enhance you getting extra marks by attaching them to the submission of deliverable B.**

## Client sign off on system design and acceptance test.

* **Compile the documents to be shown to client;**

Make sure they are professional (with version number, modified date, etc), and have everyone proofread the documents as well as print out the documents and meet with the client.

* **Explain the system design using the prototypes as tools;**

If the client agrees with your system design, have them sign off the printed copy.

* **If the client does not agree, revise the document so that the client is satisfied.**

## Submission of Deliverable B

* **Compile all documents together;**

Have everyone proofread the documents prior to submission.

* **Submit the printed hard copies and soft copies of the deliverables ON TIME.**

# Deliverable C

## Execute project plan.

**This part of the project is most significant and the duration is tight**

* **Make sure that you execute the project early.**
* **Continue to communicate and meet every week!**
* **Make sure that everyone knows what everyone else is up to in terms of the project development.**

Revise the project plan and estimates as necessary throughout the project.

## Set up revision control and project collaborator system.

* **Select a choice that is preferred by everyone in charge for development;**

(e.g. RCS/CVS/SVN).

* **Make sure that everyone reads briefly the documentation of the tool;**

Everyone understands how to use them for the project.

* **Have the Design Lead set up the SVN.**

## Start testing as system modules become available.

**It is recommended that the system allows for testing the system during development due to time constraints.**

* **Start testing the system modules as soon as they are implemented and become available;**

It is recommended that the system is allowed for testing during development due to time constraints.

* **Develop a test plan;**

Revise it with team members.

* **Execute the test plan.**
* **Document the testing plan, process and its results;**

The testing lead should be in charge.

* **Start a checklist of acceptance test;**

It shows which has been satisfied and which are not.

* **Complete more than 60% of the acceptance test in order of their priorities.**

Only implement additional features if this is satisfied. They award bonus marks.

## Develop ethics checklist and discussion document.

* **The team should conduct a discussion of ethics;**

(Refer to unit page for definition).

* **Documentation lead should develop the document while system is being developed.**

## Develop time analysis and discussion document.

* **The team should conduct a discussion of time/project plan and management;**

(Refer to unit page for definition).

* **Start documenting time analysis as time data becomes available.**

Time analysis can only be done when you have the necessary time data (e.g. planned vs. actual hours spent).

## Develop system documentation/instructions.

* **Develop a README.txt and INSTALL.txt file,**

(refer to unit page for definition)

* **Develop any other necessary user documentation as agreed with the client;**

(e.g. user manuals).

* **Make sure that acceptance tests are met, and that instructions given are clear and correct.**

## Submission of Deliverable C .

**Retest the system, execute the system according to instructions and proof-read all documents.**

* **Have everyone compute Group Relative Effort;**

(refer to unit page for definition).

* **Compile all required deliverables and again, submit ON TIME!**

# Deliverable D

## Discuss the approach to the presentation.

* **Discuss who should present, what should be presented, and how it should be presented;**

While you may choose to have only one or a few presenters, it is recommended that all team members attend the presentation to support and be introduced to the rest of the class. Also, help to assist the presenters answering any questions the audience might have.

Remember the purpose of this final deliverable is not just about WHAT you produced. You need to review the performance of the team, and give an analysis of the planning, time and cost of your project.

## Create and develop the slides.

* **Ensure that the slides look professional;**

e.g. appropriate style, font, and structure, etc.

* **The first slide should announce the tile of your presentation, the event and date as well as your team members’ names.**
* **Each slide should have a clear heading.**
* **Do not write too many words on one slide;**

Clear structure with key message.

* **Make appropriate use of pictures;**

It is a good idea to break up text with illustrations.

## Practice and Presentation/Speech

* **Practise the presentation in advance;** within the group.
* **Be very clear about how much time you have.**
* **Try to engage all members of your audience.**

The best way to do that is to tell your audience things they may not know and give them new insights. Regularly sweep your eyes left-centre-right and back and front-middle-rear and back.

**Here some tips:**

* **Have a very clear structure;**

Tell the audiences what you are going to tell them then tell them what you actually want to tell them, finally, tell them what you have told them (clear introduction, interesting body, brief conclusion).

* **Use of short sentences or even short phrases may give a great influence.**
* **Open the stage for Questions.**
* **Be ready to answer questions after presentation;**

Prepare answers to questions that people may ask.