University of Glasgow | Department of Computing Science

D1: TEAM ORGANISATION

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Deliverable Title	Team Organisation
Project	PSD3 Group Exercise 1
Team	L
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1 Introduction

1.1 Identification

This is the Management Plan of the Level 3 PSD3 Project for Team L.

1.2 Related Documentation

PSD3 Group Exercise Description

`http://fims.moodle.gla.ac.uk/mod/resource/view.php?id=20750`

1.3 Purpose and Description of Document

This document describes the organisation and responsibility designation within our team. Team members' individual duties are listed, ensuring the workload is split evenly. It contains 5 main sections which define, between them, the roles of the team members, the decision-making and communication strategy, mechanisms for information management and the potential risks of this particular group organisation.
By agreeing on the spread of responsibility before the project commences, we can avoid disagreements at a later, more time-sensitive point. We can also attempt to see potential flaws in our management system. By finding these now, the issues can be closer watched to prevent serious problems occurring.

1.4 Document Status and Schedule

25/09/2012 - First draft Initial roles assigned, predicted communication tools and flaws documented.
09/10/2012 - Planned second draft Update with any changes in role/communication structure since commencing project. Addition of any noticeable flaws.
30/10/2012 - Third draft Any further updates as above.
27/11/2012 - Final review before submission.
29/11/2012 - Submission deadline.

2 Roles

To divide the responsibility of the project, each team member has been assigned one or more 'co-ordinator' roles. As the name suggests it is that person's responsibility to bring together the team's work with regards to the section they are coordinating. So, for example, our testing co-ordinator will make sure that other members write suitable test suites for any modules they write and, as time moves on, will bring together the test suites for each subsystem to create a test suite for the completed system. Note that it is NOT the person's job to do all the testing themselves.
These roles will not be strictly rigid and may overlap and change over time depending on the demands of the project. The aim of this structure is to remove the need for every team member to be aware of all aspects of the project. At each meeting, a co-ordinator will be expected to give an update on the progress within their assigned area and raise any issues.

The current assignment of roles is as follows:

Dan Tomosoiu - Configuration Manager; maintaining the program files.
Peeranat Fupongsiripan - Toolsmith; looking for project's tools to be used by team members.
Hector Grebbell - Librarian; documentation collection and management.
Michael Kilian - Project Manager; planning and setting relistic goals and priorities, maintaining project schedule and evaluating and reporting progress to upper-management.
Anthony Lau - Quality Assurance; maintaining quality assurance throughout all aspects of the project.

Other roles may be included as the need for them arises.

Finally, it should be noted that the module/task assigned to each team member is their responsibility. They should provide documentation, appropriate UML diagrams, test cases and an API specification for their assigned area unless otherwise agreed by the team.

3 Authority

No member has ultimate authority.
Team members are accountable for minor/time-sensitive decisions within their responsibility areas. Major issues are discussed as a group, until an agreeable outcome is reached.

4 Communication

Weekly meetings 11.00am12.00am Tuesdays, Level 3 Lab, Room 720, Boyd Orr Building. Informal discussion via Facebook Group. Document/file movement via cloud services (e.g. Google Drive) and email.
If a team member cannot make a meeting, they should post a message on the Facebook Group at least 24 hours before the scheduled meeting. Any tasks which were allocated to the person who will not be present at the meeting (e.g. secretarial duties for that meeting) should be reallocated to another team member.

5 Information Management

Working files stored on Google Drive. Backed up bi-weekly to group area on lab computer network. Previous versions will be maintained using a version control system. Incomplete files may be stored on team members' personal hardware. Write access to cloud and lab storage areas will only be available to team members. The version control system to be used is to be decided.

6 Organisational Risks

Our biggest risk is that by dividing the work into roles, the absence of one person without effective communication could lead to disorganisation and a disproportionate workload for other members. Communicating any absences is therefore vital.
Also, without one definitive leader we must all be clear on what our top-level aim is for the system. Differing interpretations of what the software is meant to do will ultimately lead to the building of the wrong system.
Since we don't fully know each other's skills, there is the risk that a person may be assigned a role

that they are not competent at. It may be the case that someone in the team over-estimates their ability to do a particular task.
It might also be difficult to balance the workload fairly between each member of the team.

A Glossary

API - Application programming interface
PSD - Professional Software Development
PSD3 - Professional Software Development 3
UML - Unified Modeling Language