

# Project Management

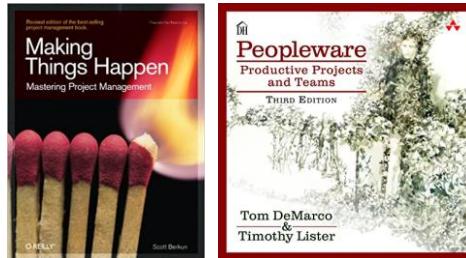
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SE302 & CE316

# Project Management

- Project is about “teamwork” - this is the most important skill you must have!
- What does it mean to be a part of the team?
  - There is no “I” in the word “team” - a common phrase to tell that some of our individual ideas and approaches should be left behind.
  - Be a good team player so that you and your team would benefit from it.
  - Be part of the solution, not the problem!
  - In some cases you will have to “let go” - get used to it, you can’t have your way all the time.
  - Communication is the key: be accessible, be able to express yourself, both in spoken or written communication.
  - Keep your promises! Your teammates will evaluate you according to how you keep your promises. If you can’t keep them, they will lose their **trust**. Trust is hard to earn and is easy to lose!

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- Take a look at any job advertisement in any of the fields.
- “Being a good team player” is one of the required skills.
- Practice it while you can.
- Here are some books you can read to improve yourself:
  - Making Things Happen: Mastering Project Management by Scott Berkun
  - Peopleware: Productive Projects and Teams by Tom DeMarco and Timothy Lister



# Project Management during a Course Project

- Project management is even harder during a course project.
- Please remember that even though this is a “course project” you have to take it seriously so that you can be ready for the real life version.
- Therefore, you are welcome to create your own team.
- If you don’t want to, we can assign you to a team, too.
- However, please remember that “being friends” and “being teammates” are not the same.
- It is much harder to say “no” to a friend.
- Do not carry anyone on your shoulders.

# Team Evaluation

- How do we evaluate your performance in a team?
- Since 2017 we have been using a software which we call the “Task Point System (TPS).”
- This year, we are making an update to this rule.
- We will still use TPS as I’ll be describing shortly, but it will be your responsibility to keep track of everything.
- Here is how you should run your project.

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- You are welcome to use any project management software you like.
- Here are some recommendations, but you can use anything you want to.
  - Trello - <https://trello.com>
  - Asana - <https://asana.com>
  - Microsoft Project - <https://www.microsoft.com/tr-tr/microsoft-365/project/project-management-software>
  - Trac - <https://trac.edgewall.org>
- You have to tell us what you are using.
- If we ask for it, you have to be able to show us your project on the software you are using. For example, your Trello boards.

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- In all projects, we “plan” how to implement (or realize) the software.
- Once the planning is done, everyone takes part in the development **individually** - that is, you write code on your own, but of course it will be part of the larger project.
- Each atomic individual work is called a **task**.
- If two people are doing a specific work together, it is not atomic - the task **MUST** be atomic.

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- Since you are developing software, you **must** have a Git repository of your code.
  - GitHub, BitBucket, or anything else.
  - **Similar to your project management software, you must be able to allow us to access if we ask for it.**

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- So, during the development, you will say that “I will do XYZ, and I will complete it in N number of days.”
- This is a promise that you should keep.
- This is the information you have to keep track of.
- This is what we call a “**task**”.
- Again, we will assume that you will handle the team dynamics on your own; that is, when a particular team member take a task, everyone else in the team will be OK about it.

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- At the end of the semester, you have to provide us with a spreadsheet that includes the information about all the tasks you have completed.
  - Task ID: a number, starting from 1, incremented with each task.
  - Owner: Developer name. This name has to be consistent.
  - Milestone: Milestone number, as in M1, M2, M3...
  - Title: A brief title about what the task is about.
  - Weight: Task weight - not all tasks have the same weight or difficulty.
  - Start date and time: The date and time you have started working on this task.
  - Completed date and time: The date and time you have completed this task.
  - URL: If the task is about coding, then this should be the Git commit URL. If the task is about something else provide a Google Drive or Dropbox link so that we can check it. If not applicable, leave it empty.
  - Details: Details of the task.

# Weight

- Weight: This is between 0 (exclusive) and 100 (inclusive).
- The hardest task has a weight of 100 - this should be extremely rare.
  - If there are several tasks with 100, we will ask you to explain why they are extremely hard.
- No task should have a weight of 0 (that is why it is exclusive).
- We recommend that you set a weight of 50 for a regular task.
- Harder tasks should be set to higher values, and easier tasks should be set to lower values.
- Once again, your teammates must agree to these weights.

# Date and Time

- The date and time MUST BE in the following format:
- dd.mm.yyyy HH:MM:SS
  - dd: day in two digits, 01 to 31
  - mm: month in two digits, 01 to 12
  - yyyy: year in four digits, as in 2023
  - HH: 24 hour format, 00 to 23
  - MM: minutes in two digits, 00 to 59
  - SS: seconds in two digits, 00 to 59
- For example 22.11.2025 13:30:00

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- You have to fill in the spreadsheet and submit it through the Blackboard system.
- **We will assume that everyone in the team agrees to all these tasks.**

# Grading

- Each milestone of your project will be graded as a team.
- So, if you get 80 for a milestone, that will be the same grade for all of the members of the same team.
- However, a separate “teamwork” grade will be calculated from the tasks that you submit.
  - $G$  = sum of the weights for all tasks in the team for the milestone
  - $N$  = number of students in the team
  - $E = G / N$ ; expected weight for each student
  - $A$  = sum of the weights for each student
  - $T = (A / E) * 100$ ; Score for each student. If  $T > 100$ , then  $T = 100$ .
- Here is an example; a team with 3 students completes 6 tasks for a milestone.

Task ID	Milestone	Student	Weight
1	M1	Kaya	50
2	M1	İlker	50
3	M1	Kutluhan	40
4	M1	Kaya	60
5	M1	Kaya	50
6	M1	İlker	70

$G = 50 + 50 + 40 + 60 + 50 + 70 = 320$  (sum of the weights for all tasks in the team)

$N = 3$  (number of students in the team)

$E = 320 / 3 = 106,6$  (expected weight for each student)

$A_{Kaya} = 50+60+50 = 160$ ;  $A_{Kutluhan} = 40$ ;  $A_{İlker} = 50+70 = 120$

$T_{Kaya} = (160/106,6)*100 = 100$  (set to 100 because the result is greater than 100)

$T_{Kutluhan} = (40/106,6)*100 = 37$ ;

$T_{İlker} = (120/106,6)*100 = 100$  (set to 100 as in  $T_{Kaya}$ )