End of Project Report

SEG2012GP9

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# Notes to the Authors:

* *Max 20 sides A4 in total. This page limit excludes "wrapper" pages i.e. title page, contents page, document control page. Appendices will NOT be accepted; any appendices submitted will attract a penalty.*

Marks will be allocated as follows:

1. **20%** max - Presentation. High marks for
   * a well laid out document to house style
   * clearly written, spelling and grammar-checked narrative
   * well structured, clear charts and diagrams
2. **40%** max - Narrative account. High marks for
   * a comprehensive, appropriate, clear account
   * an account which correlates well with (i.e. explains) the other deliverables. Particular credit will be given for a strong account correlating with strong other deliverables. A weaker showing that still correlates will earn credit. Conversely, an account through rose-coloured spectacles will not match with other weak deliverables; this would reduce marks.
   * honesty - your account will be checked against your group supervisor's weekly reports and logbook marks. In extreme cases we would call logbooks in.
   * thoughtful reflection that shows what you've learnt about group process, and software development management in a group.
3. **40%** max - Project & time management accounts. High marks for
   * comprehensive, appropriate, clear accounts
   * an account which correlates well with (i.e. explains) the other deliverables.
   * an account of group members' contributions that correlates with the narrative project history account (above).

# Document Control

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| **Version** | **Author** | **Changes** |
| 1 | ejfs1g10 | Initial document |

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# 0 Introduction

Since RJW seemed to enjoy very much the introductions that other groups had written, I feel maybe we should stick one in here! Just chat about what the document is I guess. I think ½ a side should be fine.

# 1 Project History

A complete narrative account of the project history

## 1.1 Formation and Dynamics

Reflection on group formation and subsequent dynamics, the distribution of skills between members and the degree to which members successfully applied those skills. Of particular value will be honest reflection on tension and conflict that arose and how it was resolved.

## 1.2 Team Member Review

An honest account and reflection on the respective contributions of the team members - including time, commitment, and skills contributed.

## 1.3 Chronological Account

A chronological account of how it was for you: decisions and activities, planned and undertaken, the success or failure of these, and lessons learnt.

## 1.4 Evaluation

What, with hindsight, would you differently?

## 1.5 Individual Views

Any strong individually held views on some aspect of the project, that the group doesn't agree on, should be included (maximum 2 pages).

# 2 Project Management Account

Introductory spiel.

## 2.1 Gantt Charts

Chat about what gantt charts are and why they are helpful?

### 2.1.1 Start Gantt

Date Created, The chart itself. One side A4

### 2.1.2 End Gantt

Date created, the chart itself . One side A4

### 2.1.3 Reflection

reflection on the transition from start-midway-end, i.e.,

how estimates of cost and timescale for each activity changed over time.   
What did you learn about planning these activities?   
Did your estimation accuracy improve?   
How far out were your initial estimates?   
How well did you manage the project and what, with hindsight, would you differently?

# 3 Summary of Time Records

(2 sides A4 max) Summarize as a table, with group members on one axis and week number on the other, the time spent per activity/ member/ week. Don't worry if this report doesn't agree exactly with the end-project Gantt chart, although the two shouldn't be TOO different.

Not sure if this section needs an narrative since that seems to be covered in the next section.

# 4 Time Management Account

## 4.1 Changes in Estimates

Based on the summary report. A clear account of the initial activity/ time estimates and how these changed over time (over to you to avoid overlap with 2. above).

## 4.2 Analysis

Graphs as floating figures, discuss what they mean in the narrative.

Analyses (graphic and narrative) of time spend by week/ activity/ member. Discussion of any time management decisions requiring departure from the 100 hours budget, e.g. choice to overspend to add value to the product, or the choice to spend the "ghost" budget of an absent (ill or dropped out) group member.

## 4.3 Reflection

Reflection on the effectiveness of time usage and management.

# 5 Conclusions

Again a non-specified section, but RJ will probably not mind if we summarise everything here ;)