October 16, 2017

Android App Project Plan

Group 2: Advanced Software Engineering

# Organisation Plan

**Project manager:** Matt Nottage **QA:** 2 QA team members assigned on rotation each sprint

Aside from these roles, the team is small enough that it can self-organise on tasks and reach major decisions collaboratively, providing it has the framework to do so. All team members will be encouraged to write code.

To facilitate this, we will be using several team collaboration tools, such as Slack, Trello, GitHub and Google Drive, with each application passing along updates to the other applications. Slack will also prompt the team to engage by requesting status updates via a Standuply plugin. Team unity is more than just information sharing, so there will also be a weekly meet-up each Tuesday to review progress and plan our 2-week sprints.

# Conflict Resolution Plan

**Disagreements:** Project disagreements or challenges should be discussed at the earliest possible point. Where significant disagreements arise that can’t easily be resolved, those disagreements should be discussed either on a call or in-person, but always with other team members present to help arbitrate. The decisions should be made based on proximity to business objectives, including:

* Has the client asked for this?
* How closely does this meet specifications?
* Is there a measurable impact on quality of service for end users?
* Is there a cost associated with it?
* Will implementing one option delay other features, which are more aligned with client goals?

Where there is no obviously better option, the project manager will attempt to present the pros and cons of each route to the client and allow the client to steer the decision.

**Workload problems:** Problems with workload can come in various forms such as:

* Team numbers dwindling
* One or several people feeling unable to delegate tasks
* Team members lacking technical skills to participate
* Team members not co-operating with each other, or not participating

In each of these situations, the team and project manager should be kept informed of progress and challenges throughout the project so that these issues can be resolved as they arrive. The project manager will work with the team members and the client to re-prioritise & re-distribute tasks, break-down tasks into manageable smaller tasks where possible, facilitate training & mentoring of team members requiring additional skills, and set client expectations. Additionally, team should feel confident to raise *constructive* feedback with the rest of the team at the weekly meetings if they feel they are under-supported.

# Peer Assessment Plan

A vital part of building team dynamics for productivity is psychological safety[[1]](#_2q1xcpg8v2l8) aka trust. Therefore, the primary assessment criteria for the project will be based on project participation observed through good communication, rather than an output or productivity metric. Good communication is ultimately communication about the project, so we therefore imply active participation in work that helps the team to meet project deadlines.

By good communication we refer to:

* Regularly attending (or dialling-in to) weekly meet-ups
* Reasonable participation in team software such as GitHub, Slack and Trello
* Regular response to Standuply update questions or communicating if/when this is not possible
* Communicating to the team if you are unable to participate in a weekly meeting, sending through any progress/questions/suggestions for the the rest of the team to discuss
* Mentoring & responding to other team member’s questions where you have skills to do so
* Asking questions and letting others know in areas where you are struggling. Please don’t suffer in silence!
* Letting the team & project manager know if deadlines, specifications or other expectations are unrealistic, or unlikely to be achievable
* Responding to direct communication (such as direct emails, IMs t) within a reasonable amount of time (i.e. 2-3 days), or letting other team members know if you will be uncontactable
* Communicating to the team about periods (i.e. more than several days) when you might be less available, uncontactable, or less able to work on the project
* Communicating to the team if you are personally struggling with the project/module or need to take a break from the project for personal reasons
* Communicating to other team members constructively about project work, in order to progress the project or resolve obstacles.

Good communication does not refer to:

* Having prior technical understanding of any specific element of the project
* Writing a lot of code or otherwise advancing the project, without keeping the team in the loop
* Having English as a first language, or otherwise needing to adhere to British/European cultural expectations

Each week the team will conduct a brief and constructive communication review at the team meetup and assign one of the following weekly “scores” for each person:

* Good communication: **1 point**
* Needs improvement: **1 point**
* Communication is significantly or repeatedly well below expectations: **0 points**
* The person has left the project: **0** **points**

The first step should always be dialogue with the person rather than point deduction, and a person should also be given the opportunity to “earn back” previous missed weeks by demonstrating sincere participation for the remainder of the project.

Weekly scores are tracked in an excel sheet, which can be found here: <https://docs.google.com/spreadsheets/d/1oL5DFDOFgQtHgmpDzhm182bNvnyubLAabE7bUPrqZSA>

The project the Individual Contribution Marks are also calculated within the spreadsheet as percentage using the person’s points vs the total points accrued within the team.

A snapshot of this document will be included in /docs/ICM\_Tracker.xlsx within each GitHub submission.

# References

[1] What Google Learned From Its Quest to Build the Perfect Team: <https://www.nytimes.com/2016/02/28/magazine/what-google-learned-from-its-quest-to-build-the-perfect-team.html>