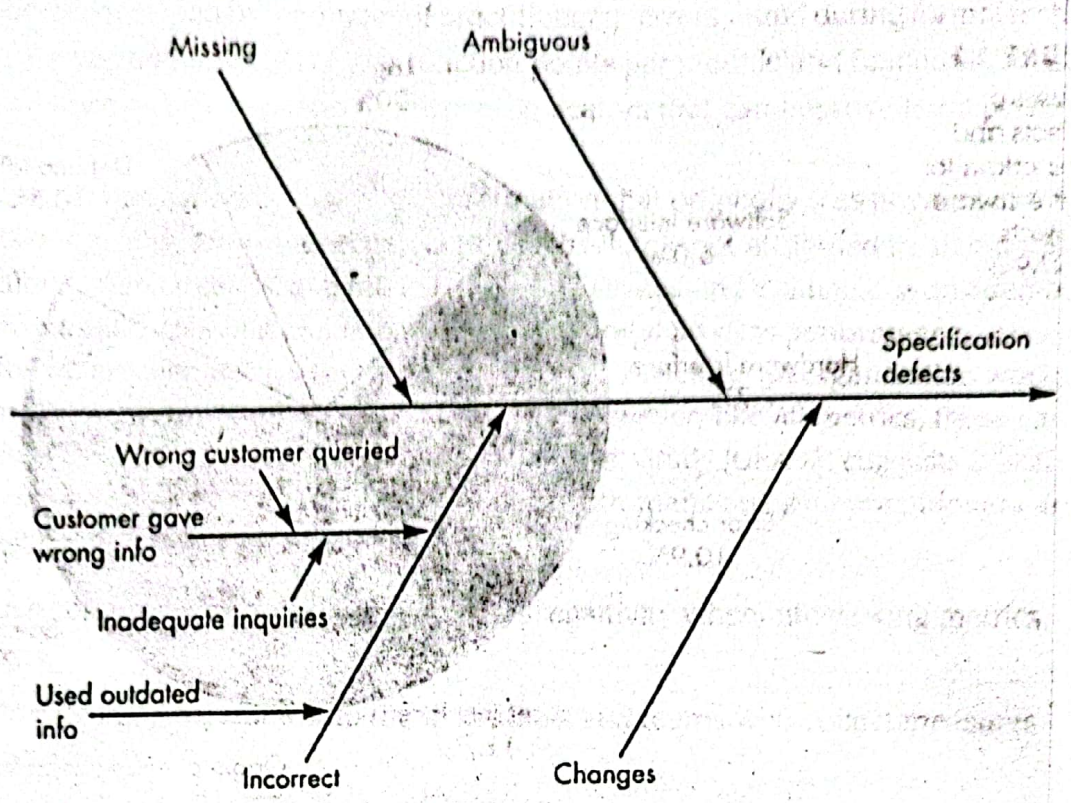

FIGURE 4.3 A fishbone diagram (adapted from [GRA92])

The collection of process metrics is the driver for the creation of the fishb gram. A completed fishbone diagram can be analyzed to derive indicators enable a software organization to modify its process to reduce the frequency and defects.

4.2.2 Project Metrics

Software process metrics are used for strategic purposes. Software project m are tactical. That is, project metrics and the indicators derived from them by a project manager and a software team to adapt project work flow and t activities.

XRef
Project estimation techniques are discussed in Chapter 5.

The first application of project metrics on most software projects occu estimation. Metrics collected from past projects are used as a basis from wh and time estimates are made for current software work. As a project proce sures of effort and calendar time expended are compared to original estim the project schedule). The project manager uses these data to monitor an progress.

As technical work commences, other project metrics begin to have sig Production rates represented in terms of pages of documentation, review ho tion points, and delivered source lines are measured. In addition, errors u during each software engineering task are tracked. As the software evol specification into design, technical metrics (Chapters 19 and 24) are collected

How should we use metrics during the project itself?

design quality and to provide indicators that will influence the approach taken to code generation and testing.

The intent of project metrics is twofold. First, these metrics are used to minimize the development schedule by making the adjustments necessary to avoid delays and mitigate potential problems and risks. Second, project metrics are used to assess product quality on an ongoing basis and, when necessary, modify the technical approach to improve quality.

As quality improves, defects are minimized, and as the defect count goes down, the amount of rework required during the project is also reduced. This leads to a reduction in overall project cost.

Another model of software project metrics [HET93] suggests that every project should measure:

- *Inputs*—measures of the resources (e.g., people, environment) required to do the work.
- *Outputs*—measures of the deliverables or work products created during the software engineering process.
- *Results*—measures that indicate the effectiveness of the deliverables.

In actuality, this model can be applied to both process and project. In the project context, the model can be applied recursively as each framework activity occurs. Therefore the output from one activity becomes input to the next. Results metrics can be used to provide an indication of the usefulness of work products as they flow from one framework activity (or task) to the next.

4.3 SOFTWARE MEASUREMENT

Measurements in the physical world can be categorized in two ways: direct measures (e.g., the length of a bolt) and indirect measures (e.g., the "quality" of bolts produced, measured by counting rejects). Software metrics can be categorized similarly.

What is the difference between direct and indirect measures?

Direct measures of the software engineering process include cost and effort applied. Direct measures of the product include lines of code (LOC) produced, execution speed, memory size, and defects reported over some set period of time. *Indirect measures* of the product include functionality, quality, complexity, efficiency, reliability, maintainability, and many other "-abilities" that are discussed in Chapter 19.

The cost and effort required to build software, the number of lines of code produced, and other direct measures are relatively easy to collect, as long as specific conventions for measurement are established in advance. However, the quality and functionality of software or its efficiency or maintainability are more difficult to assess and can be measured only indirectly.

We have already partitioned the software metrics domain into process, project, and product metrics. We have also noted that product metrics that are private to an

individual are often combined to develop project metrics that are public to a software team. Project metrics are then consolidated to create process metrics that are public to the software organization as a whole. But how does an organization combine metrics that come from different individuals or projects?

ADVICE

Because many factors influence software work, don't use metrics to compare individuals or teams.

To illustrate, we consider a simple example. Individuals on two different project teams record and categorize all errors that they find during the software process. Individual measures are then combined to develop team measures. Team A found 342 errors during the software process prior to release. Team B found 184 errors. All other things being equal, which team is more effective in uncovering errors throughout the process? Because we do not know the size or complexity of the projects, we cannot answer this question. However, if the measures are normalized, it is possible to create software metrics that enable comparison to broader organizational averages.

4.3.1 Size-Oriented Metrics

What data should we collect to derive size-oriented metrics?

Size-oriented software metrics are derived by normalizing quality and/or productivity measures by considering the *size* of the software that has been produced. If a software organization maintains simple records, a table of size-oriented measures, such as the one shown in Figure 4.4, can be created. The table lists each software development project that has been completed over the past few years and corresponding measures for that project. Referring to the table entry (Figure 4.4) for project alpha: 12,100 lines of code were developed with 24 person-months of effort at a cost of $168,000. It should be noted that the effort and cost recorded in the table represent all software engineering activities (analysis, design, code, and test), not just coding. Further information for project alpha indicates that 365 pages of documentation were developed, 134 errors were recorded before the software was released, and 29 defects

Project	LOC	Effort	$(000)	Pp. doc.	Errors	Defects	People
alpha	12,100	24	168	365	134	29	3
beta	27,200	62	440	1224	321	86	5
gamma	20,200	43	314	1050	256	64	6
...	...	...	...	...	...	...	...

FIGURE 4.4
Size-oriented metrics

were encountered after release to the customer within the first year of operation. Three people worked on the development of software for project alpha.

In order to develop metrics that can be assimilated with similar metrics from other projects, we choose lines of code as our normalization value. From the rudimentary data contained in the table, a set of simple size-oriented metrics can be developed for each project:

Metrics collection template

- Errors per KLOC (thousand lines of code).
- Defects[4] per KLOC.
- $ per LOC.
- Page of documentation per KLOC.

In addition, other interesting metrics can be computed:

- Errors per person-month.
- LOC per person-month.
- $ per page of documentation.

KEY POINT

Size-oriented metrics are widely used, but debate about their validity and applicability continues.

Size-oriented metrics are not universally accepted as the best way to measure the process of software development [JON86]. Most of the controversy swirls around the use of lines of code as a key measure. Proponents of the LOC measure claim that LOC is an "artifact" of all software development projects that can be easily counted, that many existing software estimation models use LOC or KLOC as a key input, and that a large body of literature and data predicated on LOC already exists. On the other hand, opponents argue that LOC measures are programming language dependent, that they penalize well-designed but shorter programs, that they cannot easily accommodate nonprocedural languages, and that their use in estimation requires a level of detail that may be difficult to achieve (i.e., the planner must estimate the LOC to be produced long before analysis and design have been completed).

4.3.2 Function-Oriented Metrics


WebRef

Comprehensive information on function points can be obtained at www.ifpug.org

Function-oriented software metrics use a measure of the functionality delivered by the application as a normalization value. Since 'functionality' cannot be measured directly, it must be derived indirectly using other direct measures. Function-oriented metrics were first proposed by Albrecht [ALB79], who suggested a measure called the *function point*. Function points are derived using an empirical relationship based on countable (direct) measures of software's information domain and assessments of software complexity.

Function points are computed [IFP94] by completing the table shown in Figure 4.5. Five information domain characteristics are determined and counts are provided in

4 A defect occurs when quality assurance activities (e.g., formal technical reviews) fail to uncover an error in a work product produced during the software process.

URE 4.5
mputing
ction points

Measurement parameter	Count	Weighting factor			
		Simple	Average	Complex	
Number of user inputs		× 3	4	6	=
Number of user outputs		× 4	5	7	=
Number of user inquiries		× 3	4	6	=
Number of files		× 7	10	15	=
Number of external interfaces		× 5	7	10	=
Count total					

the appropriate table location. Information domain values are defined in the following manner:[5]

Number of user inputs. Each user input that provides distinct application-oriented data to the software is counted. Inputs should be distinguished from inquiries, which are counted separately.

KEY POINT
Function points are derived from direct measures of the information domain.

Number of user outputs. Each user output that provides application-oriented information to the user is counted. In this context output refers to reports, screens, error messages, etc. Individual data items within a report are not counted separately.

Number of user inquiries. An inquiry is defined as an on-line input that results in the generation of some immediate software response in the form of an on-line output. Each distinct inquiry is counted.

Number of files. Each logical master file (i.e., a logical grouping of data that may be one part of a large database or a separate file) is counted.

Number of external interfaces. All machine readable interfaces (e.g., data files on storage media) that are used to transmit information to another system are counted.

Once these data have been collected, a complexity value is associated with each count. Organizations that use function point methods develop criteria for determining whether a particular entry is simple, average, or complex. Nonetheless, the determination of complexity is somewhat subjective.

To compute function points (FP), the following relationship is used:

$$FP = \text{count total} \times [0.65 + 0.01 \times \Sigma(F_i)] \qquad (4\text{-}1)$$

where count total is the sum of all FP entries obtained from Figure 4.5.

5 In actuality, the definition of information domain values and the manner in which they are counted are a bit more complex. The interested reader should see [IFP94] for details.

The F_i (i = 1 to 14) are "complexity adjustment values" based on responses to the following questions [ART85]:

1. Does the system require reliable backup and recovery?
2. Are data communications required?
3. Are there distributed processing functions?
4. Is performance critical?
5. Will the system run in an existing, heavily utilized operational environment?
6. Does the system require on-line data entry?
7. Does the on-line data entry require the input transaction to be built over multiple screens or operations?
8. Are the master files updated on-line?
9. Are the inputs, outputs, files, or inquiries complex?
10. Is the internal processing complex?
11. Is the code designed to be reusable?
12. Are conversion and installation included in the design?
13. Is the system designed for multiple installations in different organizations?
14. Is the application designed to facilitate change and ease of use by the user?

Each of these questions is answered using a scale that ranges from 0 (not important or applicable) to 5 (absolutely essential). The constant values in Equation (4-1) and the weighting factors that are applied to information domain counts are determined empirically.

Once function points have been calculated, they are used in a manner analogous to LOC as a way to normalize measures for software productivity, quality, and other attributes:

- Errors per FP.
- Defects per FP.
- $ per FP.
- Pages of documentation per FP.
- FP per person-month.

4.3.3 Extended Function Point Metrics

KEY POINT
Extending function points are used for engineering, real-time, and control-oriented applications.

The function point measure was originally designed to be applied to business information systems applications. To accommodate these applications, the data dimension (the information domain values discussed previously) was emphasized to the exclusion of the functional and behavioral (control) dimensions. For this reason, the function point measure was inadequate for many engineering and embedded systems (which emphasize function and control). A number of extensions to the basic function point measure have been proposed to remedy this situation.

A function point extension called *feature points* [JON91], is a superset of the function point measure that can be applied to systems and engineering software applications.

to these questions is an emphatic "No!" The reason for this response is that many factors influence productivity, making for "apples and oranges" comparisons that can be easily misinterpreted.

Function points and LOC based metrics have been found to be relatively accurate predictors of software development effort and cost. However, in order to use LOC and FP for estimation (Chapter 5), a historical baseline of information must be established.

4.5 METRICS FOR SOFTWARE QUALITY

The overriding goal of software engineering is to produce a high-quality system, application, or product. To achieve this goal, software engineers must apply effective methods coupled with modern tools within the context of a mature software process. In addition, a good software engineer (and good software engineering managers) must measure if high quality is to be realized.

WebRef

An excellent source of information on software quality and related topics (including metrics) can be found at www.qualityworld.com

The quality of a system, application, or product is only as good as the requirements that describe the problem, the design that models the solution, the code that leads to an executable program, and the tests that exercise the software to uncover errors. A good software engineer uses measurement to assess the quality of the analysis and design models, the source code, and the test cases that have been created as the software is engineered. To accomplish this real-time quality assessment, the engineer must use technical measures (Chapters 19 and 24) to evaluate quality in objective, rather than subjective ways.

XRef

A detailed discussion of software quality assurance activities is presented in Chapter 8.

The project manager must also evaluate quality as the project progresses. Private metrics collected by individual software engineers are assimilated to provide project-level results. Although many quality measures can be collected, the primary thrust at the project level is to measure errors and defects. Metrics derived from these measures provide an indication of the effectiveness of individual and group software quality assurance and control activities.

Metrics such as work product (e.g., requirements or design) errors per function point, errors uncovered per review hour, and errors uncovered per testing hour provide insight into the efficacy of each of the activities implied by the metric. Error data can also be used to compute the *defect removal efficiency* (DRE) for each process framework activity. DRE is discussed in Section 4.5.3.

4.5.1 An Overview of Factors That Affect Quality

Over 25 years ago, McCall and Cavano [MCC78] defined a set of quality factors that were a first step toward the development of metrics for software quality. These factors assess software from three distinct points of view: (1) product operation (using it), (2) product revision (changing it), and (3) product transition (modifying it to work in a different environment; i.e., "porting" it). In their work, the authors describe the

relationship between these quality factors (what they call a *framework*) and other aspects of the software engineering process:

> First, the framework provides a mechanism for the project manager to identify what qualities are important. These qualities are attributes of the software in addition to its functional correctness and performance which have life cycle implications. Such factors as maintainability and portability have been shown in recent years to have significant life cycle cost impact . . .
>
> Secondly, the framework provides a means for quantitatively assessing how well the development is progressing relative to the quality goals established . . .
>
> Thirdly, the framework provides for more interaction of QA personnel throughout the development effort . . .
>
> Lastly, . . . quality assurance personal can use indications of poor quality to help identify [better] standards to be enforced in the future.

KEY POINT

Surprisingly, the factors that defined software quality in the 1970s are the same factors that continue to define software quality in the first decade of this century.

A detailed discussion of McCall and Cavano's framework, as well as other quality factors, is presented in Chapter 19. It is interesting to note that nearly every aspect of computing has undergone radical change as the years have passed since McCall and Cavano did their seminal work in 1978. But the attributes that provide an indication of software quality remain the same.

What does this mean? If a software organization adopts a set of quality factors as a "checklist" for assessing software quality, it is likely that software built today will still exhibit quality well into the first few decades of this century. Even as computing architectures undergo radical change (as they surely will), software that exhibits high quality in operation, transition, and revision will continue to serve its users well.

4.5.2 Measuring Quality

Although there are many measures of software quality, correctness, maintainability, integrity, and usability provide useful indicators for the project team. Gilb [GIL88] suggests definitions and measures for each.

Correctness. A program must operate correctly or it provides little value to its users. Correctness is the degree to which the software performs its required function. The most common measure for correctness is defects per KLOC, where a defect is defined as a verified lack of conformance to requirements. When considering the overall quality of a software product, defects are those problems reported by a user of the program after the program has been released for general use. For quality assessment purposes, defects are counted over a standard period of time, typically one year.

Maintainability. Software maintenance accounts for more effort than any other software engineering activity. Maintainability is the ease with which a program can be corrected if an error is encountered, adapted if its environment changes, or enhanced if the customer desires a change in require-

ments. There is no way to measure maintainability directly; therefore, we must use indirect measures. A simple time-oriented metric is *mean-time-to-change* (MTTC), the time it takes to analyze the change request, design an appropriate modification, implement the change, test it, and distribute the change to all users. On average, programs that are maintainable will have a lower MTTC (for equivalent types of changes) than programs that are not maintainable.

Hitachi [TAJ81] has used a cost-oriented metric for maintainability called *spoilage*—the cost to correct defects encountered after the software has been released to its end-users. When the ratio of spoilage to overall project cost (for many projects) is plotted as a function of time, a manager can determine whether the overall maintainability of software produced by a software development organization is improving. Actions can then be taken in response to the insight gained from this information.

Integrity. Software integrity has become increasingly important in the age of hackers and firewalls. This attribute measures a system's ability to withstand attacks (both accidental and intentional) to its security. Attacks can be made on all three components of software: programs, data, and documents.

To measure integrity, two additional attributes must be defined: threat and security. *Threat* is the probability (which can be estimated or derived from empirical evidence) that an attack of a specific type will occur within a given time. *Security* is the probability (which can be estimated or derived from empirical evidence) that the attack of a specific type will be repelled. The integrity of a system can then be defined as

$$\text{integrity} = \text{summation}\ [(1 - \text{threat}) \times (1 - \text{security})]$$

where threat and security are summed over each type of attack.

Usability. The catch phrase "user-friendliness" has become ubiquitous in discussions of software products. If a program is not user-friendly, it is often doomed to failure, even if the functions that it performs are valuable. Usability is an attempt to quantify user-friendliness and can be measured in terms of four characteristics: (1) the physical and or intellectual skill required to learn the system, (2) the time required to become moderately efficient in the use of the system, (3) the net increase in productivity (over the approach that the system replaces) measured when the system is used by someone who is moderately efficient, and (4) a subjective assessment (sometimes obtained through a questionnaire) of users attitudes toward the system. Detailed discussion of this topic is contained in Chapter 15.

The four factors just described are only a sampling of those that have been proposed as measures for software quality. Chapter 19 considers this topic in additional detail.

software projects has improved somewhat, our project failure rate remains higher than it should be.[2]

In order to avoid project failure, a software project manager and the software engineers who build the product must avoid a set of common warning signs, understand the critical success factors that lead to good project management, and develop a commonsense approach for planning, monitoring and controlling the project. Each of these issues is discussed in Section 3.5 and in the chapters that follow.

3.2 PEOPLE

In a study published by the IEEE [CUR88], the engineering vice presidents of three major technology companies were asked the most important contributor to a successful software project. They answered in the following way:

VP 1: I guess if you had to pick one thing out that is most important in our environment, I'd say it's not the tools that we use, it's the people.

VP 2: The most important ingredient that was successful on this project was having smart people . . . very little else matters in my opinion. . . . The most important thing you do for a project is selecting the staff . . . The success of the software development organization is very, very much associated with the ability to recruit good people.

VP 3: The only rule I have in management is to ensure I have good people—real good people—and that I grow good people—and that I provide an environment in which good people can produce.

Indeed, this is a compelling testimonial on the importance of people in the software engineering process. And yet, all of us, from senior engineering vice presidents to the lowliest practitioner, often take people for granted. Managers argue (as the preceding group had) that people are primary, but their actions sometimes belie their words. In this section we examine the players who participate in the software process and the manner in which they are organized to perform effective software engineering.

3.2.1 The Players

The software process (and every software project) is populated by players who can be categorized into one of five constituencies:

1. **Senior managers** who define the business issues that often have significant influence on the project.

2 Given these statistics, it's reasonable to ask how the impact of computers continues to grow exponentially and the software industry continues to post double digit sales growth. Part of the answer, I think, is that a substantial number of these "failed" projects are ill-conceived in the first place. Customers lose interest quickly (because what they requested wasn't really as important as they first thought), and the projects are cancelled.

2. **Project (technical) managers** who must plan, motivate, organize, and control the practitioners who do software work.
3. **Practitioners** who deliver the technical skills that are necessary to engineer a product or application.
4. **Customers** who specify the requirements for the software to be engineered and other *stakeholders* who have a peripheral interest in the outcome.
5. **End-users** who interact with the software once it is released for production use.

Every software project is populated by people who fall within this taxonomy. To be effective, the project team must be organized in a way that maximizes each person's skills and abilities. And that's the job of the team leader.

3.2.2 Team Leaders

Project management is a people-intensive activity, and for this reason, competent practitioners often make poor team leaders. They simply don't have the right mix of people skills. And yet, as Edgemon states: "Unfortunately and all too frequently it seems, individuals just fall into a project manager role and become accidental project managers." [EDG95]

In an excellent book of technical leadership, Jerry Weinberg [WEI86] suggests a MOI model of leadership:

> **Motivation.** The ability to encourage (by "push or pull") technical people to produce to their best ability.
>
> **Organization.** The ability to mold existing processes (or invent new ones) that will enable the initial concept to be translated into a final product.
>
> **Ideas or innovation.** The ability to encourage people to create and feel creative even when they must work within bounds established for a particular software product or application.

Weinberg suggests that successful project leaders apply a problem solving management style. That is, a software project manager should concentrate on understanding the problem to be solved, managing the flow of ideas, and at the same time, letting everyone on the team know (by words and, far more important, by actions) that quality counts and that it will not be compromised.

Another view [EDG95] of the characteristics that define an effective project manager emphasizes four key traits:

> **Problem solving.** An effective software project manager can diagnose the technical and organizational issues that are most relevant, systematically structure a solution or properly motivate other practitioners to develop the solution, apply lessons learned from past projects to new situations, and remain

flexible enough to change direction if initial attempts at problem solution are fruitless.

Managerial identity. A good project manager must take charge of the project. She must have the confidence to assume control when necessary and the assurance to allow good technical people to follow their instincts.

Achievement. To optimize the productivity of a project team, a manager must reward initiative and accomplishment and demonstrate through his own actions that controlled risk taking will not be punished.

Influence and team building. An effective project manager must be able to "read" people; she must be able to understand verbal and nonverbal signals and react to the needs of the people sending these signals. The manager must remain under control in high-stress situations.

3.2.3 The Software Team

There are almost as many human organizational structures for software development as there are organizations that develop software. For better or worse, organizational structure cannot be easily modified. Concern with the practical and political consequences of organizational change are not within the software project manager's scope of responsibility. However, the organization of the people directly involved in a new software project is within the project manager's purview.

The following options are available for applying human resources to a project that will require n people working for k years:

1. n individuals are assigned to m different functional tasks, relatively little combined work occurs; coordination is the responsibility of a software manager who may have six other projects to be concerned with.
2. n individuals are assigned to m different functional tasks ($m < n$) so that informal "teams" are established; an ad hoc team leader may be appointed; coordination among teams is the responsibility of a software manager.
3. n individuals are organized into t teams; each team is assigned one or more functional tasks; each team has a specific structure that is defined for all teams working on a project; coordination is controlled by both the team and a software project manager.

Although it is possible to voice arguments for and against each of these approaches, a growing body of evidence indicates that a formal team organization (option 3) is most productive.

The "best" team structure depends on the management style of your organization, the number of people who will populate the team and their skill levels and the overall problem difficulty. Mantei [MAN81] suggests three generic team organizations:

Democratic decentralized (DD). This software engineering team has no permanent leader. Rather, "task coordinators are appointed for short durations and then replaced by others who may coordinate different tasks." Decisions on problems and approach are made by group consensus. Communication among team members is horizontal.

Controlled decentralized (CD). This software engineering team has a defined leader who coordinates specific tasks and secondary leaders that have responsibility for subtasks. Problem solving remains a group activity, but implementation of solutions is partitioned among subgroups by the team leader. Communication among subgroups and individuals is horizontal. Vertical communication along the control hierarchy also occurs.

Controlled Centralized (CC). Top-level problem solving and internal team coordination are managed by a team leader. Communication between the leader and team members is vertical.

Mantei [MAN81] describes seven project factors that should be considered when planning the structure of software engineering teams:

- The difficulty of the problem to be solved.
- The size of the resultant program(s) in lines of code or function points (Chapter 4).
- The time that the team will stay together (team lifetime).
- The degree to which the problem can be modularized.
- The required quality and reliability of the system to be built.
- The rigidity of the delivery date.
- The degree of sociability (communication) required for the project.

Because a centralized structure completes tasks faster, it is the most adept at handling simple problems. Decentralized teams generate more and better solutions than individuals. Therefore such teams have a greater probability of success when working on difficult problems. Since the CD team is centralized for problem solving, either a CD or CC team structure can be successfully applied to simple problems. A DD structure is best for difficult problems.

Because the performance of a team is inversely proportional to the amount of communication that must be conducted, very large projects are best addressed by teams with a CC or CD structures when subgrouping can be easily accommodated.

The length of time that the team will "live together" affects team morale. It has been found that DD team structures result in high morale and job satisfaction and are therefore good for teams that will be together for a long time.

The DD team structure is best applied to problems with relatively low modularity, because of the higher volume of communication needed. When high modularity is possible (and people can do their own thing), the CC or CD structure will work well.

CC and CD teams have been found to produce fewer defects than DD teams, but these data have much to do with the specific quality assurance activities that are applied by the team. Decentralized teams generally require more time to complete a project than a centralized structure and at the same time are best when high sociability is required.

Constantine [CON93] suggests four "organizational paradigms" for software engineering teams:

1. A *closed paradigm* structures a team along a traditional hierarchy of authority (similar to a CC team). Such teams can work well when producing software that is quite similar to past efforts, but they will be less likely to be innovative when working within the closed paradigm.
2. The *random paradigm* structures a team loosely and depends on individual initiative of the team members. When innovation or technological breakthrough is required, teams following the random paradigm will excel. But such teams may struggle when "orderly performance" is required.
3. The *open paradigm* attempts to structure a team in a manner that achieves some of the controls associated with the closed paradigm but also much of the innovation that occurs when using the random paradigm. Work is performed collaboratively, with heavy communication and consensus-based decision making the trademarks of open paradigm teams. Open paradigm team structures are well suited to the solution of complex problems but may not perform as efficiently as other teams.
4. The *synchronous paradigm* relies on the natural compartmentalization of a problem and organizes team members to work on pieces of the problem with little active communication among themselves.

As an historical footnote, the earliest software team organization was a controlled centralized (CD) structure originally called the *chief programmer team*. This structure was first proposed by Harlan Mills and described by Baker [BAK72]. The nucleus of the team was composed of a *senior engineer* (the chief programmer), who plans, coordinates and reviews all technical activities of the team; *technical staff* (normally two to five people), who conduct analysis and development activities; and a *backup engineer*, who supports the senior engineer in his or her activities and can replace the senior engineer with minimum loss in project continuity.

The chief programmer may be served by one or more specialists (e.g., telecommunications expert, database designer), support staff (e.g., technical writers, clerical personnel), and a *software librarian*. The librarian serves many teams and performs the following functions: maintains and controls all elements of the software configuration (i.e., documentation, source listings, data, storage media); helps collect and format software productivity data; catalogs and indexes reusable software compo-

a detailed schedule populated by organized tasks that enable them to achieve closure for some element of a project. Others prefer a more spontaneous environment in which open issues are okay. Some work hard to get things done long before a milestone date, thereby avoiding stress as the date approaches, while others are energized by the rush to make a last minute deadline. A detailed discussion of the psychology of these traits and the ways in which a skilled team leader can help people with opposing traits to work together is beyond the scope of this book.[4] However, it is important to note that recognition of human differences is the first step toward creating teams that jell.

3.2.4 Coordination and Communication Issues

There are many reasons that software projects get into trouble. The *scale* of many development efforts is large, leading to complexity, confusion, and significant difficulties in coordinating team members. *Uncertainty* is common, resulting in a continuing stream of changes that ratchets the project team. *Interoperability* has become a key characteristic of many systems. New software must communicate with existing software and conform to predefined constraints imposed by the system or product.

These characteristics of modern software—scale, uncertainty, and interoperability—are facts of life. To deal with them effectively, a software engineering team must establish effective methods for coordinating the people who do the work. To accomplish this, mechanisms for formal and informal communication among team members and between multiple teams must be established. Formal communication is accomplished through "writing, structured meetings, and other relatively noninteractive and impersonal communication channels" [KRA95]. Informal communication is more personal. Members of a software team share ideas on an ad hoc basis, ask for help as problems arise, and interact with one another on a daily basis.

Kraul and Streeter [KRA95] examine a collection of project coordination techniques that are categorized in the following manner:

Formal, impersonal approaches include software engineering documents and deliverables (including source code), technical memos, project milestones, schedules, and project control tools (Chapter 7), change requests and related documentation (Chapter 9), error tracking reports, and repository data (see Chapter 31).

Formal, interpersonal procedures focus on quality assurance activities (Chapter 8) applied to software engineering work products. These include status review meetings and design and code inspections.

Informal, interpersonal procedures include group meetings for information dissemination and problem solving and "collocation of requirements and development staff."

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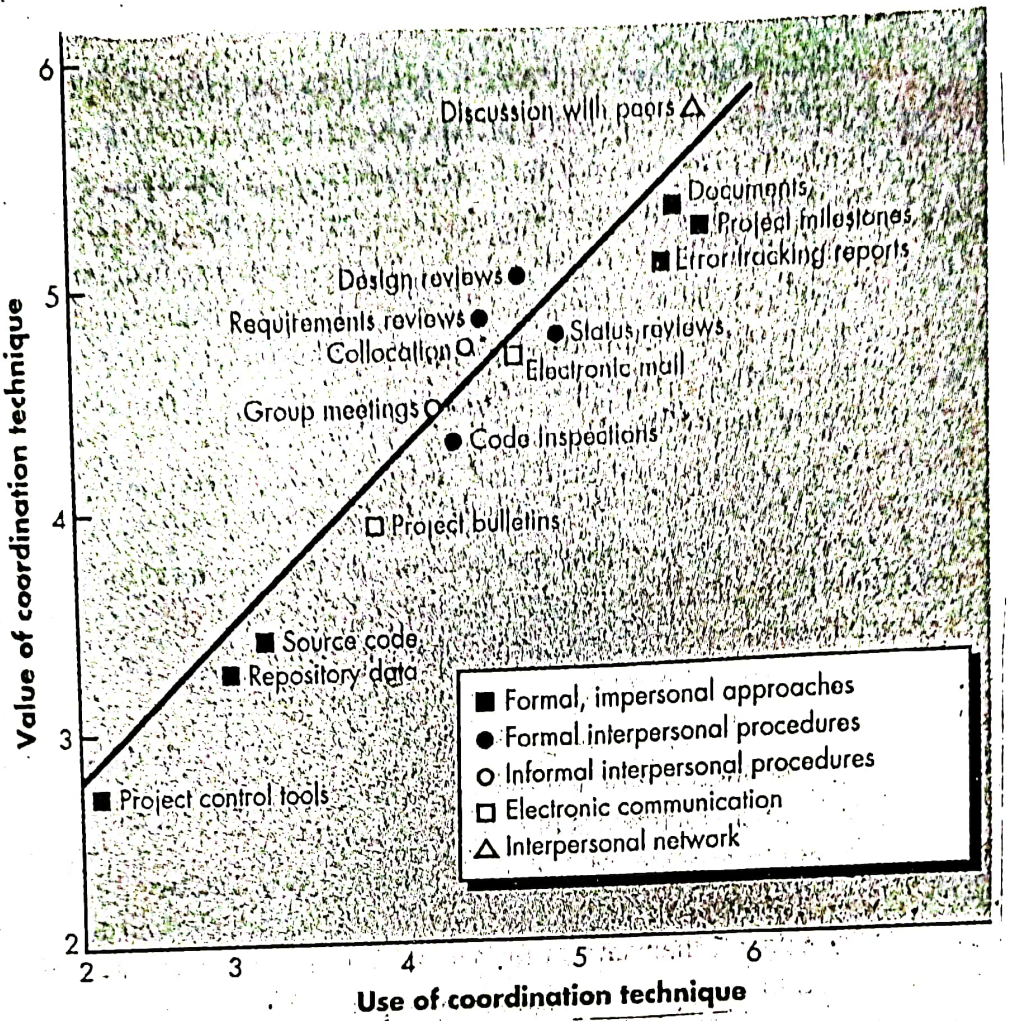
4 An excellent introduction to these issues as they relate to software project teams can be found in [FER98].



Electronic communication encompasses electronic mail, electronic bulletin boards, and by extension, video-based conferencing systems.

Interpersonal networking includes informal discussions with team members and those outside the project who may have experience or insight that can assist team members.

To assess the efficacy of these techniques for project coordination, Kraul and Streeter studied 65 software projects involving hundreds of technical staff. Figure 3.1 (adapted from [KRA95]) expresses the value and use of the coordination techniques just noted. Referring to figure, the perceived value (rated on a seven point scale) of various coordination and communication techniques is plotted against their frequency of use on a project. Techniques that fall above the regression line were "judged to be relatively valuable, given the amount that they were used" [KRA95]. Techniques that fell below the line were perceived to have less value. It is interesting to note that interpersonal networking was rated the technique with highest coordination and communication value. It is also important to note that early software quality assurance mechanisms (requirements and design reviews) were perceived to have more value than later evaluations of source code (code inspections).

relatively simple project might require the following work tasks for the *customer communication* activity:

1. Develop list of clarification issues.
2. Meet with customer to address clarification issues.
3. Jointly develop a statement of scope.
4. Review the statement of scope with all concerned.
5. Modify the statement of scope as required.

These events might occur over a period of less than 48 hours. They represent a process decomposition that is appropriate for the small, relatively simple project.

Now, we consider a more complex project, which has a broader scope and more significant business impact. Such a project might require the following work tasks for the customer communication activity:

rocess model

1. Review the customer request.
2. Plan and schedule a formal, facilitated meeting with the customer.
3. Conduct research to specify the proposed solution and existing approaches.
4. Prepare a "working document" and an agenda for the formal meeting.
5. Conduct the meeting.
6. Jointly develop mini-specs that reflect data, function, and behavioral features of the software.
7. Review each mini-spec for correctness, consistency, and lack of ambiguity.
8. Assemble the mini-specs into a scoping document.
9. Review the scoping document with all concerned.
10. Modify the scoping document as required.

Both projects perform the framework activity that we call "customer communication," but the first project team performed half as many software engineering work tasks as the second.

3.5 THE PROJECT

In order to manage a successful software project, we must understand what can go wrong (so that problems can be avoided) and how to do it right. In an excellent paper on software projects, John Reel [REE99] defines ten signs that indicate that an information systems project is in jeopardy:

1. Software people don't understand their customer's needs.
2. The product scope is poorly defined.
3. Changes are managed poorly.

4. The chosen technology changes.
5. Business needs change [or are ill-defined].
6. Deadlines are unrealistic.
7. Users are resistant.
8. Sponsorship is lost [or was never properly obtained].
9. The project team lacks people with appropriate skills.
10. Managers [and practitioners] avoid best practices and lessons learned.

Jaded industry professionals often refer to the 90–90 rule when discussing particularly difficult software projects: The first 90 percent of a system absorbs 90 percent of the allotted effort and time. The last 10 percent takes the other 90 percent of the allotted effort and time [ZAH94]. The seeds that lead to the 90–90 rule are contained in the signs noted in the preceeding list.

But enough negativity! How does a manager act to avoid the problems just noted? Reel [REE99] suggests a five-part commonsense approach to software projects:

1. **Start on the right foot.** This is accomplished by working hard (very hard) to understand the problem that is to be solved and then setting realistic objects and expectations for everyone who will be involved in the project. It is reinforced by building the right team (Section 3.2.3) and giving the team the autonomy, authority, and technology needed to do the job.
2. **Maintain momentum.** Many projects get off to a good start and then slowly disintegrate. To maintain momentum, the project manager must provide incentives to keep turnover of personnel to an absolute minimum, the team should emphasize quality in every task it performs, and senior management should do everything possible to stay out of the team's way.[7]
3. **Track progress.** For a software project, progress is tracked as work products (e.g., specifications, source code, sets of test cases) are produced and approved (using formal technical reviews) as part of a quality assurance activity. In addition, software process and project measures (Chapter 4) can be collected and used to assess progress against averages developed for the software development organization.
4. **Make smart decisions.** In essence, the decisions of the project manager and the software team should be to "keep it simple." Whenever possible, decide to use commercial off-the-shelf software or existing software components, decide to avoid custom interfaces when standard approaches are

7 The implication of this statement is that bureaucracy is reduced to a minimum, extraneous meetings are eliminated, and dogmatic adherence to process and project rules is eliminated. The team should be allowed to do its thing.

available, decide to identify and then avoid obvious risks, and decide to allocate more time than you think is needed to complex or risky tasks (you'll need every minute).

6. **Conduct a postmortem analysis.** Establish a consistent mechanism for extracting lessons learned for each project. Evaluate the planned and actual schedules, collect and analyze software project metrics, get feedback from team members and customers, and record findings in written form.

3.6 THE W⁵HH PRINCIPLE

In an excellent paper on software process and projects, Barry Boehm [BOE96] states: "you need an organizing principle that scales down to provide simple [project] plans for simple projects." Boehm suggests an approach that addresses project objectives, milestones and schedules, responsibilities, management and technical approaches, and required resources. He calls it the WWWWWHH principle, after a series of questions that lead to a definition of key project characteristics and the resultant project plan:

Why is the system being developed? The answer to this question enables all parties to assess the validity of business reasons for the software work. Stated in another way, does the business purpose justify the expenditure of people, time, and money?

What will be done, by when? The answers to these questions help the team to establish a project schedule by identifying key project tasks and the milestones that are required by the customer.

Who is responsible for a function? Earlier in this chapter, we noted that the role and responsibility of each member of the software team must be defined. The answer to this question helps accomplish this.

Where are they organizationally located? Not all roles and responsibilities reside within the software team itself. The customer, users, and other stakeholders also have responsibilities.

How will the job be done technically and managerially? Once product scope is established, a management and technical strategy for the project must be defined.

How much of each resource is needed? The answer to this question is derived by developing estimates (Chapter 5) based on answers to earlier questions.

Boehm's W⁵HH principle is applicable regardless of the size or complexity of a software project. The questions noted provide an excellent planning outline for the project manager and the software team.