

Project Management



**Idaho State
University**

Computer
Science

Isaac Griffith

CS 3321
Department of Computer Science
Idaho State University

ROAR



Topics Covered

- Risk management
- Teamwork

K-W-L

- Create a version of the following chart.

Topic	K: What do you Know?	W: What do you want to know?	L: What did you learn?
Risk mgmt			
Teamwork			

- Ensure to add enough room in each row to answer the questions.
- Take **3 minutes** to answer the **K** and **W** questions, we will come back to **L** question at the end of the lecture.



Software project management

- Concerned with activities involved in ensuring that software is delivered on time and on schedule and in accordance with the requirements of the organizations developing and procuring the software.
- Project management is needed because software development is always subject to budget and schedule constraints that are set by the organization developing the software.



Success criteria

- Deliver the software to the customer at the agreed time.
- Keep overall costs within budget.
- Deliver software that meets the customer's expectations.
- Maintain a coherent and well-functioning development team.



Software management distinctions

- The product is intangible
 - Software cannot be seen or touched. Software project managers cannot see progress by simply looking at the artifact that is being constructed.
- Many software projects are 'one-off' projects.
 - Large software projects are usually different in some ways from previous projects. Even managers who have lots of previous experience may find it difficult to anticipate problems.
- Software processes are variable and organization specific.
 - We still cannot reliably predict when a particular software process is likely to lead to development problems.

Project management factors

- Company size
- Software customers
- Software size
- Software type
- Organizational culture
- Software development processes
- These factors mean that project managers in different organizations may work in quite different ways.



Universal management activities

- Project planning
 - Project managers are responsible for planning, estimating and scheduling project development and assigning people to tasks.
- Risk Management
 - Project managers assess the risks that may affect a project, monitor these risks and take action when problems arise.
- People Management
 - Project managers have to choose people for their team and establish ways of working that leads to effective team performance.

Management activities

- Reporting
 - Project managers are usually responsible for reporting on the progress of a project to customers and to the managers of the company developing the software.
- Proposal writing
 - The first stage in a software project may involve writing a proposal to win a contract to carry out an item of work. The proposal describes the objectives of the project and how it will be carried out.

Risk management



Risk management

- Risk management is concerned with identifying risks and drawing up plans to minimize their effect on a project.
- Software risk management is important because of the inherent uncertainties in software development.
 - These uncertainties stem from loosely defined requirements, requirements changes due to changes in customer needs, difficulties in estimating the time and resources required for software development, and differences in individual skills.
- You have to anticipate risks, understand the impact of these risks on the project, the product and the business, and take steps to avoid these risks.



Risk classification

- There are two dimensions of risk classification
 - The type of risk (technical, organizational, ...)
 - What is affected by the risk:
- Project risks affect schedule or resources;
- Product risks affect the quality or performance of the software being developed;
- Business risks affect the organization developing or procuring the software.



Project, product, and business risks

Risk	Affects	Description
Staff turnover	Project	Experienced staff will leave the project before it is finished.
Management change	Project	There will be a change of organizational management with different priorities.
Hardware unavailability	Project	hardware that is essential for the project will not be delivered on schedule.
Requirements change	Project and product	There will be a larger number of changes to the requirements than anticipated.
Specification delays	Project and product	Specifications of essential interfaces are not available on schedule.
Size underestimate	Project and product	The size of the system has been underestimated.
CASE tool underperformance	Product	CASE tools, which support the project, do not perform as anticipated.
Technology change	Business	The underlying technology on which the system is built is superseded by new technology.
Product competition	Business	A competitive product is marketed before the system is completed.

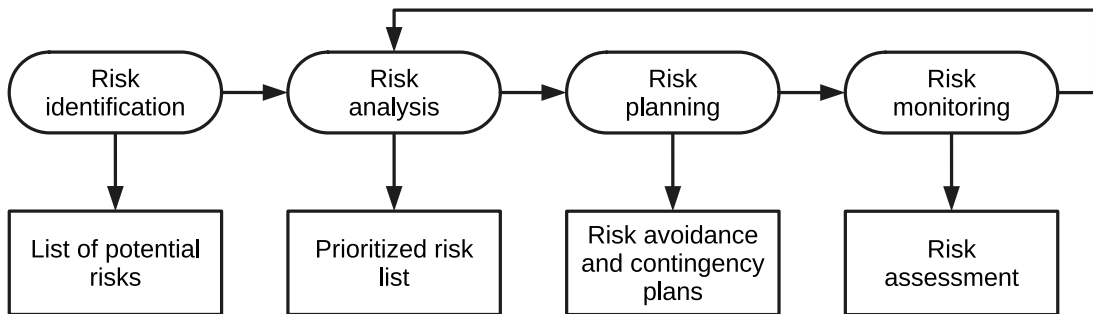


The risk management process

- Risk identification
 - Identify project, product, and business risks;
- Risk analysis
 - Assess the likelihood and consequences of these risks;
- Risk planning
 - Draw up plans to void or minimize the effects of the risk;
- Risk monitoring
 - Monitoring the risks throughout the project;



The risk management process





Risk identification

- May be a team activity or based on the individual project manager's experience
- A checklist of common risks may be used to identify risks in a project
 - Technology risks
 - Organizational risks
 - People risks
 - Requirements risks
 - Estimation risks

Examples of different risk types

Risk type	Possible risks
Estimation	The time required to develop the software is underestimated. The rate of defect repair is underestimated. The size of the software is underestimated.
Organizational	The organization is restructured so that different management are responsible for the project. Organizational financial problems force reductions in the project budget.
People	It is impossible to recruit staff with the skills required. Key staff are ill and unavailable at critical times. Required training for staff is not available.
Requirements	Changes to requirements that require major design rework are proposed. Customers fail to understand the impact of requirements changes.
Technology	The database used in the system cannot process as many transactions per second as expected. Reusable software components contain defects that mean they cannot be reused as planned.
Tools	The code generated by software code generation tools is inefficient. Software tools cannot work together in an integrated way.

Risk analysis

- Assess probability and seriousness of each risk.
- Probability may be very low, low, moderate, high or very high.
- Risk consequences might be catastrophic, serious, tolerable or insignificant

Risk types and examples

Risk	Probability	Effects
Organizational financial problems force reductions in the project budget.	Low	Catastrophic
It is impossible to recruit staff with the skills required for the project.	High	Catastrophic
Key staff are ill at critical times in the project.	Moderate	Serious
Faults in reusable software components have to be repaired before these components are reused.	Moderate	Serious
Changes to requirements that require major design rework are proposed.	Moderate	Serious
The organization is restructured so that different management are responsible for the project.	High	Serious
The database used in the system cannot process as many transactions per second as expected.	Moderate	Serious

Risk types and examples

Risk	Probability	Effects
The time required to develop the software is underestimated.	High	Serious
Software tools cannot be integrated.	High	Tolerable
Customers fail to understand the impact of requirements changes.	Moderate	Tolerable
Required training for staff is not available.	Moderate	Tolerable
The rate of defect repair is underestimated.	Moderate	Tolerable
The size of the software is underestimated.	High	Tolerable
Code generated by code generation tools is inefficient.	Moderate	Insignificant



Risk planning

- Consider each risk and develop a strategy to manage that risk.
- Avoidance strategies
 - The probability that the risk will arise is reduced;
- Minimization strategies
 - The impact of the risk on the project or product will be reduced;
- Contingency plans
 - If the risk arises, contingency plans are plans to deal with that risk;



What-if questions

- What if several engineers are ill at the same time?
- What if an economic downturn leads to budget cuts of 20% for the project?
- What if the performance of open-source software is inadequate and the only expert on that open source software leaves?
- What if the company that supplies and maintains software components goes out of business?
- What if the customer fails to deliver the revised requirements as predicted?

Strategies to help manage risk

Risk	Strategy
Organizational financial problems	Prepare a briefing document for senior management showing how the project is making a very important contribution to the goals of the business and presenting reasons why cuts to the project budget would not be cost- effective.
Recruitment problems	Alert customer to potential difficulties and the possibility of delays; investigate buying-in components.
Staff illness	Reorganize team so that there is more overlap of work and people therefore understand each other's jobs.
Defective components	Replace potentially defective components with bought-in components of known reliability.
Requirements changes	Derive traceability information to assess requirements change impact; maximize information hiding in the design.

Strategies to help manage risk

Risk	Strategy
Organizational restructuring	Prepare a briefing document for senior management showing how the project is making a very important contribution to the goals of the business.
Database performance	Investigate the possibility of buying a higher-performance database.
Underestimated development time	Investigate buying-in components; investigate use of a program generator.



Risk monitoring

- Assess each identified risk regularly to decide whether or not it is becoming less or more probable
- Also assess whether the effects of the risk have changed.
- Each key risk should be discussed at management progress meetings.

Risk indicators

Risk type	Potential indicators
Estimation	Failure to meet agreed schedule; failure to clear reported defects.
Organizational	Organizational gossip; lack of action by senior management.
People	Poor staff morale; poor relationships amongst team members; high staff turnover.
Requirements	Many requirements change requests; customer complaints.
Technology	Late delivery of hardware or support software; many reported technology problems.
Tools	Reluctance by team members to use tools; complaints about CASE tools; demands for higher-powered workstations.



Write a Summary

- Lets take a break to summary what we learned about software pricing.
 - Take out a sheet of paper, use the paper already out, or use your laptop
 - Take **2 minutes**
 - Summarize the key ideas of software pricing **from your memory**.

Teamwork



Teamwork

- Most software engineering is a group activity
 - The development schedule for most non-trivial software projects is such that they cannot be completed by one person working alone
- A good group is cohesive and has a team spirit. The people involved are motivated by the success of the group as well as by their own personal goals.
- Group interaction is a key determinant of group performance.
- Flexibility in group composition is limited
 - Managers must do the best they can with the available people



Group cohesiveness

- In a cohesive group, members consider the group to be more important than any individual in it.
- The advantages of a cohesive group are:
 - Group quality standards can be developed by the group members
 - Team members learn from each other and get to know each other's work; Inhibitions caused by ignorance are reduced.
 - Knowledge is shared. Continuity can be maintained if a group member leaves.
 - Refactoring and continual improvement is encouraged. Group members work collectively to deliver high quality results and fix problems, irrespective of the individuals who original created the design or program.

Team spirit

Alice, an experienced project manager, understands the importance of creating a cohesive group. As they are developing a new product, she takes the opportunity of involving all group members in the product specification and design by getting them to discuss possible technology with elderly members of their families. She also encourages them to bring these family members to meet other members of the development group.

Alice also arranges monthly lunches for everyone in the group. These lunches are an opportunity for all team members to meet informally, talk around issues of concern, and get to know each other. At the lunch, Alice tells the group what she knows about organizational news, policies, strategies, and so forth. Each team member then briefly summarizes what they have been doing and the group discusses a general topic, such as new product ideas from elderly relatives.

Every few months, Alice organizes an 'away day' for the group where the team spends two days on 'technology updating'. Each team member prepares an update on a relevant technology and presents it to the group. This is an off-site meeting in a good hotel and plenty of time is scheduled for discussion and social interaction.



The effectiveness of a team

- The people in the group
 - You need a mix of people in a project group as software development involves diverse activities such as negotiating with clients, programming, testing and documentation
- The group organization
 - A group should be organized so that individuals can contribute to the best of their abilities and tasks can be completed as expected.
- Technical and managerial communications
 - Good communications between group members, and between the software engineering team and other project stakeholders, is essential.



Selecting group members

- A manager or team leader's job is to create a cohesive group and organize their group so that they can work together effectively
- This involves creating a group with the right balance of technical skills and personalities, and organizing that group so that the members work together effectively



Assembling a team

- May not be possible to appoint the ideal people to work on a project
 - Project budget may not allow for the use of highly-paid staff
 - Staff with the appropriate experience may not be available
 - An organization may wish to develop employee skills on a software project
- Managers have to work within these constraints especially when there are shortages of trained staff



Group composition

- Group composed of members who share the same motivation can be problematic
 - Task-oriented - everyone wants to do their own thing;
 - Self-oriented - everyone wants to be the boss;
 - Interaction-oriented - too much chatting, not enough work.
- An effective group has a balance of all types
- This can be difficult to achieve because software engineers are often task-oriented.
- Interaction-oriented people are very important as they can detect and defuse tensions that arise.

Group composition

In creating a group for assistive technology development, Alice is aware of the importance of selecting members with complementary personalities. When interviewing potential group members, she tried to assess whether they were task-oriented, self-oriented, or interaction-oriented. She felt that she was primarily a self-oriented type because she considered the project to be a way of getting noticed by senior management and possibly promoted. She therefore looked for one or perhaps two interaction-oriented personalities, with task-oriented individuals to complete the team. The final assessment that she arrived at was:

- Alice—self-oriented
- Brian—task-oriented
- Bob—task-oriented
- Carol—interaction-oriented
- Dorothy—self-oriented
- Ed—interaction-oriented
- Fred—task-oriented



Group organization

- The way that a group is organized affects the decisions that are made by that group, the ways that information is exchanged and the interactions between the development group and external project stakeholders.
- Key questions include:
 - Should the project manager be the technical leader of the group?
 - Who will be involved in making critical technical decisions, and how will these be made?
 - How will interactions with external stakeholders and senior company management be handled?
 - How can groups integrate people who are not co-located?
 - How can knowledge be shared across the group?

Group organization

- Small software engineering groups are usually organized informally without a rigid structure.
- For large projects, there may be a hierarchical structure where different groups are responsible for different sub-projects
- Agile development is always based around an informal group on the principle that formal structure inhibits information exchange.



Informal groups

- The group acts as a whole and comes to a consensus on decisions affecting the system.
- The group leader serves as the external interface of the group but does not allocate specific work items.
- Rather, work is discussed by the group as a whole and tasks are allocated according to ability and experience.
- This approach is successful for groups where all members are experienced and competent.

Group communications

- Good communications are essential for effective group working.
- Information must be exchanged on the status of work, design decisions and changes to previous decisions.
- Good communications also strengthens group cohesion as it promotes understanding.



Group communications

- Group size
 - The larger the group, the harder it is for people to communicate with other group members.
- Group structure
 - Communication is better in informally structured groups than in hierarchically structured groups
- Group composition
 - Communication is better when there are different personality types in a group and when groups are mixed rather than single sex.
- The physical work environment
 - Good workplace organization can help encourage communications



K-W-L Closure

- Return to the chart you created at the beginning of this lecture

Topic	K: What do you Know?	W: What do you want to know?	L: What did you learn?
Risk mgmt			
Teamwork			

- Take the remaining **3 minutes** to answer the **L** question for each topic.



Key points

- Good project management is essential if software engineering projects are to be developed on schedule and within budget.
- Software management is distinct from other engineering management. Software is intangible. Projects may be novel or innovative with no body of experience to guide their management. Software processes are not as mature as traditional engineering processes.
- Risk management involves identifying and assessing project risks to establish the probability that they will occur and the consequences for the project if that risk does arise. You should make plans to avoid, manage or deal with likely risks if or when they arise.



Key points

- People management involves choosing the right people to work on a project and organizing the team and its working environment.
- People are motivated by interaction with other people, the recognition of management and their peers, and by being given opportunities for personal development.
- Software development groups should be fairly small and cohesive. The key factors that influence the effectiveness of a group are the people in that group, the way that it is organized and the communication between group members.
- Communications within a group are influenced by factors such as the status of group members, the size of the group, the gender composition of the group, personalities and available communication channels.



Are there any questions?