



# Individual Report

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# 1 Job Role

My role in the project was 'Deputy Project Manager'.

## 1.1 Description

According to the QA Manual, this role is defined as follows:

"The role of the Deputy Project Manager differs from the role of Project Manager in that the Deputy is only concerned with internal company matters, whereas the Project Manager is directly responsible for the company as a whole, and any interaction between the company and 'the outside world'. Reporting directly to the Project Manager, the Deputy is the first port of call for all sub-division managers, with the exception of the documents manager. The role is mainly supervisory, in that the Deputy must oversee all sub-division activities, and task progression must be tracked throughout the project. The Deputy Project Manager should know exactly what is happening in all departments of the company at all times (although this may be a top-level understanding of which tasks are in progress). In order to fulfil this role, the Deputy Project Manager should perform the following tasks:

- Define company quality standards in conjunction with the Project Manager
- Monitor QA metrics to ensure that processes are being carried out to the required standards
- Provide regular updates to the Project Manager regarding task progression and QA issues
- Ensure that all members of the company are performing in line with the defined quality standards, and that workload distribution is fair and reasonable
- Resolve sub-team disputes or disagreements, by involving the Project Manager if absolutely necessary
- Be available to assist any sub-team at any time should help be required to complete tasks on schedule and to the required standard
- Work with Project Manager to approve all deliverables before submission
- Conduct regular review meetings with sub-teams to track progress and respond to any issues raised by the sub-team manager(s)
- Review the work of Project Manager and Documentations Manager"

# 2 Work Carried Out

This section details my individual contribution to the project deliverables, as defined in the project specification.

## 2.1 Quality Assurance manual (including QA metrics and QA audits)

- Provided Deputy Project Manager section, including role, metrics and risks.
- Assisted with collating, formatting and coherency.
- Generally assisted with introduction, team structure, methodology and metrics.

- Provided QA auditing section.
- Assisted with management metric and roles update.
- Reviewed document prior to submission.

## 2.2 Project Wide Standards document (PWS)

n/a

## 2.3 Functional Specification

- Contributed to document content through project meetings.
- Reviewed document prior to submission.

## 2.4 General Design Specification (GDS) / Internal Design Specification (IDS)

n/a

## 2.5 User Manual

- Suggested screen capture / voice-over concept for user manual.
- Suggested tooltip idea as part-fulfilment of this deliverable.
- Reviewed prior to submission.

## 2.6 Inter-group Contracts

- Attended inter-group meeting and participated in module discussion.
- Drafted on-the-day written confirmation of contracts.
- Assisted in ensuring that contract requirements were met on time and that modules met company standards.

## 2.7 Test and Integration plans and reports

- Ensured that the Testing Manager updated the DTP record regularly.
- Approved testing standards document.

## 2.8 Financial report

- Assisted in ensuring that all financial report deadlines were met.
- Reviewed prior to submission.

## 2.9 Source Code

This section contains a summary of all Java classes and Tests in the source code that I contributed to, and the extent to which I contributed to those classes.

<b>Package</b>	<b>Class Name</b>	<b>Contribution</b>
xmlparser	XMLReader	Worked out best architecture design for this package, designed and implemented together with the Project Manager.
	Content	
	Defaults	
	Info	
	Recipe	

	Slide	Continually updated when any PWS revision was made. Provided support to others using these classes in their code. *This class was integrated by the Software team.
	Audio	
	Video	
	Image	
	Shape	
	TextBody	
	TextString	
	Point	
	XMLReaderTest	Designed and implemented together with Project Manager. Continually updated with PWS revisions.
	ContentTest	Designed and implemented by myself only.
	DefaultsTest	
	InfoTest	
	RecipeTest	
	SlideTest	
	IngredientTest	
	TextStringTest	
	PointTest	
shoppinglist	IngredientsList	Designed and implemented together with Project Manager. Updated where necessary and provided assistance to others using this class in their code.
	PDFCreator	Designed and implemented together with Project Manager.
	ShoppingList	Designed and implemented by myself only. Provided support to others using these classes in their code.
	IngredientsListTest	Designed and implemented together with Project Manager.
	PDFCreatorTest	Designed and implemented by myself only.
	ShoppingListTest	Designed and implemented initial version by myself only.
recipehttpaccess	RecipeBrowser	Designed and implemented initial version of class together with Project Manager. Provided behind-the-scenes web

		server functionality by myself only.
	RecipeBrowserTest	Designed and implemented together with Project Manager.
notes	NotesGUI	Designed and implemented together with Project Manager. Provided support to others using this class in their code.
	TextFileHandler	Designed and implemented together with Project Manager.
	NotesGUITest	Designed and implemented together with Project Manager.
	TextFileHandlerTest	Designed and implemented together with Project Manager.
gui	GenerateShoppingListScreen	Integrated ShoppingList/IngredientsList classes (and hence functionality) into the pre-made GUI shell, together with Project Manager. Provided support to others using this functionality.
	IngredientsScreen	Integrated IngredientsList class (and hence functionality) into the pre-made GUI shell, together with Project Manager. Provided support to others using this functionality.
	RecipeScreen	Assisted Project Manager with implementation of Recipe List functions into the pre-existing GUI shell, based on my work on the IngredientsScreen class. Updated this class towards the end of the project with GUI and logic changes.
	LoadExternalRecipe	Integrated HTTP access functionality and online store functionality into pre-existing GUI shell, together with Project Manager. Updated to include validation, with the

		assistance of the Documentation Manager.
eCook	eCook	Provided functionality to read all existing XML files on loading the program.
	AudioControlBar	Designed and Implemented together with Software Manager.
	AudioControlBarTest	Designed and implemented by myself only.
	RecipeCollection	Designed and implemented by myself only.
	RecipeCollectionTest	Designed and implemented by myself only.
	SlideControls	Designed and implemented initial version of class together with Project Manager.
	SlideControlsTest	Designed and implemented together with Project Manager.
	SlideShow	Integrated panels and overlays together with Project Manager. Assisted with button configuration. Fixed the infamous full screen bug.

N.B. All classes written by myself or in a pair were also integrated into the product, unless otherwise stated.

## 2.10 Minutes of meetings

- Approved previous meeting minutes before each meeting.
- Took minutes in meetings when the Documentation Manager was not present.

## 2.11 An example Multimedia Presentation

- Monitored progress of example presentation preparation.
- Provided occasional technical assistance to the Content Manager in preparing the example presentations.

## 2.12 An HTML-tour of the product

- Assisted the Documentation Manager in providing initial ideas for tour content, design and implementation.
- Worked closely with the Documentation Manager to collate all files for the tour, and to assist with the technical implementation (coding).
- Arranged approval of tour by other team members prior to submission.

## 2.13 Additional Work

Above and beyond the aforementioned deliverables, I believe\* that I contributed the following to the project:

- Ensured QA metrics were being met by introducing weekly reports to be completed by team members each week, with a summary of work completed.
- Monitored workload and contribution through tracking of weekly timesheets.
- Introduced 'Java Club' in an attempt to ensure that all team members were contributing to the coding effort, and providing an environment where assistance was readily available if required.
- Regularly provided technical assistance to team members at all hours of the day with general coding, features, Github repository assistance; and project setup support in the Eclipse IDE.
- Logged bugs and added tasks to the project Kanban board.
- Attempted to issue workload fairly, evenly and appropriately to team members.
- Attempted to maintain a positive working atmosphere in the group, solving problems logically, realistically and appropriately in the case of disputes and issues.
- Conducted 'emergency' code reviews in part fulfilment of the QA audit requirement.
- Assisted the Development Manager and the Software Manager in the assignment of tasks and helped to technically 'sculpt' the product from a development point of view.
- Created a basic, functioning prototype of the eCook online store feature, even though this was initially scrapped from the specification due to time limitations.
- Willingly took on unassigned coding bugs and tasks throughout the project.

## 3 Conclusion

### 3.1 Self-Critique

I believe that I have fulfilled and exceeded my job requirements for the project, which should be clear from the accompanying documentation and evidence. I think that on the whole, the team worked well to achieve a product of a good standard in the time available, whilst following the company standards and practices to the best of our ability. Where some team members struggled to fulfil their roles for any reason, generally the team responded well, ensuring that this work was redistributed and carried out to the correct standard.

If I were to start the project again today, given the experience I have gained from the process; I would certainly do a few things differently. Firstly, I would insist that the Software team deliver a more detailed description of how the product will work, before the coding stage, as this caused delays and confusion, in my opinion.

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\* Please see HTML Tour for easy access to associated evidence.

Further to this, I would also suggest that 'Java training' was carried out at the very beginning of the project by the Software team, to ensure that all team members were confident with carrying out the software engineering part of the software engineering project.

### 3.2 Evaluation of Contribution

To justify my role in the project, I would say that my input certainly helped to produce a polished product by following the company standards. By introducing weekly reports, the coding sessions, producing a large proportion of the source code; and generally maintaining a detailed understanding of what was happening at all times in the company, I believe that my contribution has been a valuable one.