



Details of Project Review Meeting

Applied Software Project Management
LP2 2014

Attendance

- Attendance is compulsory
 - group assignment
- Date: Tuesday, 25 November: 09:00-16:00
 - we have posted the (random) team schedule
- Location: J1650
- You are welcome to attend the presentations of the other teams

Structure

Meeting (45-50 minutes)

Presentation
(20-25 minutes)

Questions
(20-25 minutes)

Group Mark

Individual and
Group Mark

Presentation

- 20-25 minute presentation
- The group decides how to present, however
 - don't only repeat your project plan; we've read it!
 - tell us more about the current project status
 - everyone in the team should have the opportunity to present some of the material
- A data projector will be made available

Presentation

1. The idea/scope of project
 - ... and changes to the idea/scope
2. Summary of project management plan
 - ... and changes to the plan (e.g. from our feedback)
3. Current project status
4. Progress
 - how you are tracking against your plan
 - explanation of any variance (positive or negative)
5. New challenges and risks
 - ... and how you have/will handle them

Questions

- Questions can be posed to:
 - the group
 - an individual team member
- Your project plans will have been reviewed by Bogdan and Simon: we will have some general questions (what you intend to do), but we like to know also details (i.e. how you intend to perform tasks)

Questions Topics

- Any aspect of the project plan
 - from our reviews of the plans
 - we may invent some situation and you're asked how to respond (know your plan)
- Explain your contribution (until now) and show existing project artifacts
- Demonstrate use of tools you use (VCS, project management tools)
- **Bonus:** Questions relating theory to practice

Questions?