# CSC 3380 Project Post Mortem Individual Feedback

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## Individual Feedback

### Did the member do an appropriate *quantity* of work?

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| 4 | | | | |

- 5: Outstanding! Super asset to team
- 4: Good solid effort; took initiative
- 3: OK, but nothing special
- 2: Some obvious shortcomings
- 1:  Better off without member, in this regard

### How about the *quality* of the member's work?

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| 4 | | | | |

- 5: Outstanding! Super asset to team
- 4: Good solid effort; took initiative
- 3: OK, but nothing special
- 2: Some obvious shortcomings
- 1:  Better off without member, in this regard

### Rate the member's attitude as a team player (eager to do assigned work, communicated with others, kept appointments, etc.).

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| 3 | 1 | | | |

- 5: Outstanding! Super asset to team
- 4: Good solid effort; took initiative
- 3: OK, but nothing special
- 2: Some obvious shortcomings
- 1:  Better off without member, in this regard

### Rate the overall value of the member's technical contribution

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| 3 | 1 | | | |

- 5: Outstanding! Super asset to team
- 4: Good solid effort; took initiative
- 3: OK, but nothing special
- 2: Some obvious shortcomings
- 1:  Better off without member, in this regard

### Would you want to work with this person on a project again?

| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| 3 | 1 | | | |

- 5: I'd consider myself lucky!
- 4: Yes, I have no reservations
- 3: OK, but not my first choice
- 2: Only if no one else available
- 1: Definitely not

### Feedback Comments (optional):

Got everything done and then some, truly a team player

## Background

A Post Mortem is a review done at the end of a project to sum up good and bad experiences. The goal is to learn from the experience: "Those who cannot remember the past are condemned to repeat it" – George Santayana, The Life of Reason, Volume 1, 1905.

### Post Mortem in the Large

Apple

- project survey
- collecting objective project information
- conducting a debriefing meeting
- a "project history day"
- publishing the results

Microsoft

- Post mortem reports
- Takes 3 – 6 months to complete
- 10 – 100 pages

## Post Mortem in the small

A single project team meeting is conducted, getting as many participants together as possible. There are a number of good approaches to conducting a post mortem:

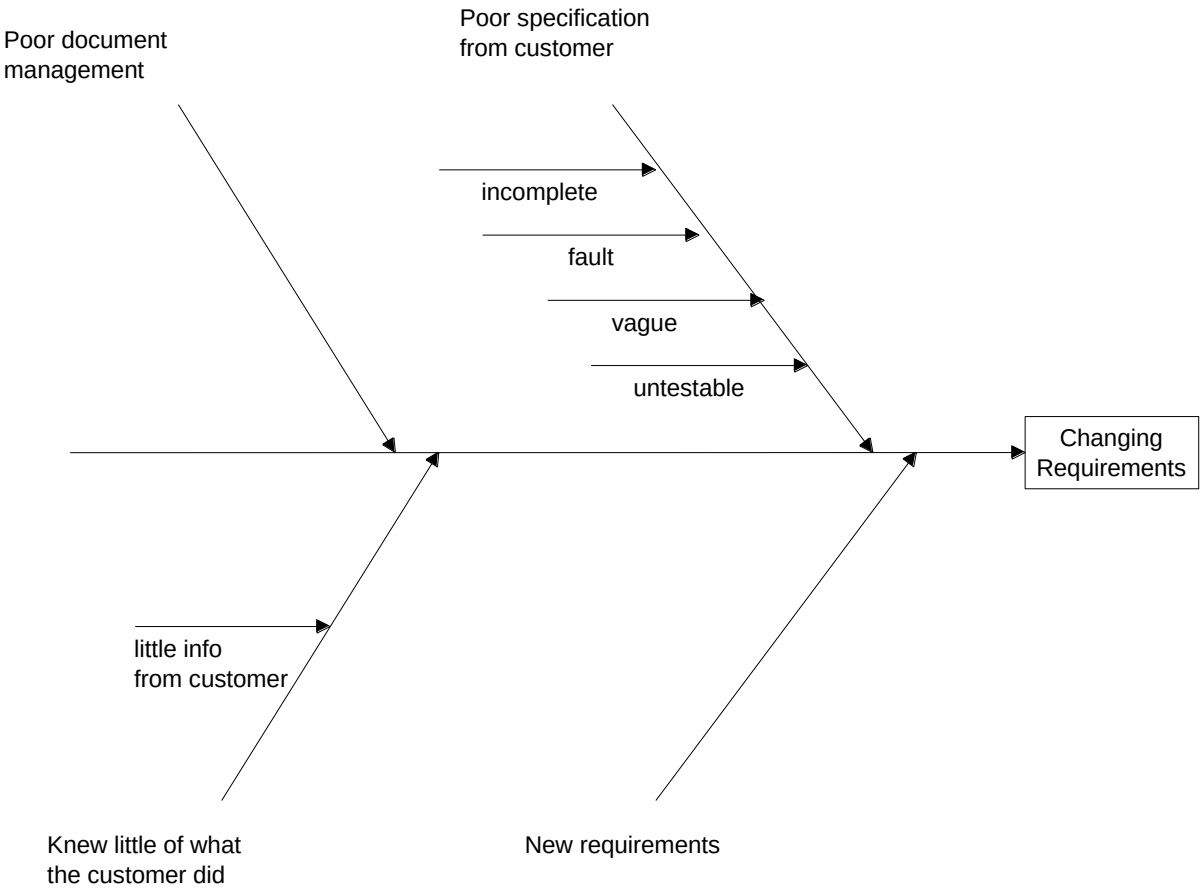
### KJ Method

- Named after Japanese ethnologist, Jiro Kawakita
- Give each participant 3 – 5 sticky notes
- Have each participant to write down one “issue” on each sticky note
- Participants take turns sticking their issues on a white board while explaining why this issue is important
- Issues are then grouped together and each group is given a name

### The Ishakawa Diagram

*(my personal favorite)*

- Also called Root Cause Analysis or fishbone diagram
- Used to analyze the cause of certain issues
- Process
    - Draw a horizontal arrow on the white board for each important issue
    - Draw diagonal arrows for the cause of each issue
    - Continue drawing refining arrows until root cause is identified
- Three successive “Why”s usually reveal root causes of an issue




Dingsoyr, Torgeir and Hanssen, Geir Kjetil. *Extending Agile Methods: Postmortem Reviews as Extended Feedback*. SINTEF Telecom and Informatics White Paper.

## The CSC 3380 Post Mortem Process

Because we have run out of time, the post mortem process is a project survey and an abbreviated root cause analysis. You are welcome to discuss this among your team, but you are not required to do so. This is not a group submission. Each student must complete the Post Mortem Moodle quiz.

### Abbreviated Root Cause Analysis

Important: "Who" is not a part of a root cause analysis. Finger-pointing is destructive and counterproductive.

- Step 1
  - What went right with your project?
  - You will need to enter your top 3 project wins in Moodle.
- Step 2
  - What went wrong with your project?
  - You will need to enter your top 3 project issues in Moodle.

## Project Self-Assessment

After each milestone, you have provided self-assessments on team accomplishments for the milestone. For the post mortem, you will be asked to provide a self-assessment on team accomplishments for the full project lifecycle (i.e., your overall project assessment).

Working well in a team is a very important skill for a computer scientist. I've seen people who thought they were great team members by taking on the lions share of the work, but in reality they weren't allowing other team member to be a part of the process. I've seen people monopolize design meetings by being passionate and enthusiastic about their ideas, but overlook better options because they don't take the time to listen to what others have offer. You don't want to be that team member.

As part of the project self-assessment, you will rate your team members on their teaming skills. You will also have the opportunity to identify things that they do well and areas in which they can improve. This is not the time to be overly generous or to be caustic. For example, phrases like "You rock!" or "You were worthless" does not provide any useful information. The goal here is to provide constructive feedback to help a team member improve how they work on a team. I will provide a compilation of self-assessment to each student, without attributing the source of the comments.