

Group 4 - Postmortem of the Cycle2 Launch of the TSP Project

LAU-2 Information:

PLANNED TIME: 60 MINS

ATTENDEES : NISHA NARAYAN, KRISHNAN GANESAN, ABHISHEK MINDE, JOAO CARLOS ALMEIDA

ACTUAL TIME : 95 MINS

- Preparation Time:
 - Joao: 02:50 h
 - Nisha:0:30 h
 - Abhishek: 0:30 h
 - Krishnan:

Agenda:

Agenda	Planned time (min)	Actual time (min)
Purpose	5	5
Process improvement based on Cycle 1 Postmortem	5	15
Clarify product and deliverable objectives	5	5
Revisit goals	5	10
WBS and Planning for Cycle2	20	50
Action Items	10	5

PURPOSE :

- a) To revisit and update team Goals.
- b) To revisit individual role-based goals for the next cycle.
- c) To decide weekly stand-up meeting times.
- d) To generate Work-Break-Down structure for cycle 2.

ENTRY CRITERIA:

- a) Postmortem of Cycle 1 done
- b) High and low-level design is completed.
- c) Adequate understanding of system design.

EXIT CRITERIA:

- a) WBS for Cycle 2 is completed.
- b) Team and individual goals are re-visited and identified.
- c) Roles assigned and role-based goals to be identified.
- d) Status meeting times are decided.

Postmortem of LAU-2 Meeting:

Process Improvement:

1) We identified that we had decided to use Cycle1 estimate data for cycle 2 estimates. However, we did not perform any coding activity, so we did not have a useful historic data. We decided to go with the cycle-1 approach itself.

2) Quality Process:

Due to not been able to get through all the phases (Code, testing). We were not able to calculate yields of our reviews and inspections. So, our initial plan to improve the yield in the second cycle need to be dropped. We are expecting around 70% of yield from design, code inspections. Data requirement was updated in order to take care of SUMP, SUMPQ forms.

3) Data analysis:

We discussed that the tool provides a comprehensive data analysis. However, we discovered that most of the data was not being used and it was causing delay while analyzing the

Clarify product and deliverable objectives:

We are clear about the requirements. The requirements are stable. However, we will meet our client once before the delivery.

We are clear about the deliverable at the end of the course. We confirmed the deliverable from our instructor.

Revisit goals:

We revisited our goals. We analyzed how we are meeting them. We realized that there are some goals which are subjective, and we decided to keep them, because we wanted to them to be on our minds always. There were some goals that we updated. SPI and CPI goals were some of them. The list of goals can be found in the appendix.

WBS and Planning for Cycle2:

We identified the task breakdown for the cycle 2. Based on the complexity of different components we estimated the size in terms of LOC. Then based on hour productivity goal, we calculated the planned time for these component development. Based on size we also estimated time for code review, inspection and testing.

Others:

- a) Launch guided us to identify tasks to be completed for Cycle 2.
- b) Estimated size and Effort for coding and testing tasks were documented.
- c) Stand-up Meeting times were scheduled to be held every Wednesday at 5:30 PM.
- d) All of us were well prepared for the launch. Each one of us read the scripts before the meeting, which allowed us to focus solely on the launch activities.
- e) Data requirement was updated.

Appendix

Role assignments

We decided to continue with the first cycle's roles. Following table represents the role and the team member assigned to it.

Name	Roles
Abhishek	Team Leader and Support Manager
Nisha	Planning Manager
Krishnan	Developer Manager
Joao	Process/Quality Manager

Meeting times:

- Every Saturday: 2:30 to 3:30 pm - Weekly status meetings.
- Every Friday: 8 pm deadline for reporting individual data.
- Every Wed, 5:30 PM Standup meetings. (15 Mins)

Data requirements:

1. Time log (productivity, planning and estimation): This will be primarily be used in planning and estimation.
2. Defects (guidelines from PSP defects) (Quality goal)
3. Size: LOC for code and #Pages for documents.: It is primarily used in planning, estimation and quality.

4. Estimated and actual effort of individual member: It will primarily be used in planning and estimation.
5. WBS and schedule.: This will be used for planning, estimation and tracking.
6. Forms SUMP, SUMPQ, Weekly should be prepared every week.

Goals:

Individual Goals:

Individual goals are categorized by the assigned roles. Every goal has a set of defined measure(s) that would aid us while assessing whether the goal is being met. Measures have not been established for all the goals; however, they will be defined soon. Most of the goals were identified and set in the cycle 1. We revisited our individual goals and team goals, and updated some of the goals.

Krishnan Ganesan

Development Manager

1. Produce a superior product
2. Fully utilize team member's skills and abilities.

Software Engineer:

1. Attain 20 LOC/Hr. productivity
2. Minimize my "defect rate" below 15 < KLOC
3. To record and collect data consistently. Measure: 0 exception in submission of my data by the defined deadline

Nisha Naraynan:

Planning manager:

1. To produce a precise and complete task plan and schedule for every cycle. (**Measure** = task and schedule template are filled in process dash-board, with the presence of the team.)
2. To accurately report team status every week .(Measure = consolidate the team's effort data and generate earned value report from the dashboard tool)

Software Engineer:

1. Attain 20 LOC/Hr. productivity
2. Minimize my "defect rate" below 15 < KLOC
3. To record and collect data consistently. Measure: 0 exception in submission of my data by the defined deadline.

Abhishek Minde:

Team leader:

1. Build and maintain effective team
2. Motivate all team members
3. Attend every issue each team member brings forth
4. Be an efficient facilitator in team meetings

Support manager:

1. Maintain Team Dashboard tool and Version control tool on the server
2. Make sure the data is safe and backed up periodically
3. All risks and issues are captured in an issue tracking system and are reported every week
4. No authorized changes are made to the code

Software Engineer:

1. Attain 40 LOC/Hr. productivity
2. Minimize my "defect rate" below 15 < KLOC

3. To record and collect data consistently. Measure: 0 exception in submission of my data by the defined deadline.

Joao Carlos Almeida:

Process/Quality Manager:

1. All team members accurately report and properly use TSPi process data.
2. The team faithfully follows the TSPi and produces a quality product.
3. All team inspections are properly moderated and reported.

Software Engineer:

1. Attain 15 LOC/Hr. productivity
2. Minimize my "defect rate" below $20 < \text{KLOC}$
3. To record and collect data consistently. Measure: 0 exception in submission of my data by the defined deadline.

Team Goals:

Product category:

1. Team must be able to identify and maintain must-have and nice-to-have requirements.

Process:

1. Team to follow a consistent process taking guidelines from the TSPi process. Measure: All scripts and forms required by the course must be filled in and used regularly with 0 exception.
2. Recording and submitting individual and team data as per data requirements defined.

Quality:

1. To produce quality product having $<30 \text{ defects/kloc}>$
2. Team is able to work efficiently and code at the rate of 20 LOC/hour.

Team:

1. Team is able to effectively use the tools that have been set-up. Measures: Less than 10% of total budget time will be spent on tool setup and maintenance.
2. Team works in harmony. Measure: In a survey, the score should be more than 3.5 on the scale of 0-5. (0 worst - 5 - best)

Planning and Tracking:

Cycle 1 Goal:

1. To be consistent at tracking and estimation with SPI = 0.75 and CPI ranging from 0.8 to 1.

Cycle 2 Goal:

. As we did better than the defined SPI and CIP, we decided to set a higher goal. SPI = 0.85 and CPI around 0.9

Action Items:

1. To set up the development environment using eclipse and to install the 'find-bugs' tool