# Project Phases Guide 2017-18

**General information**

This document outlines for you the expected phases of a standard Integrating Project. This can be applied to PRCS252 Computer Science Integrating Project and the PRDC251 Computing Integrating Project.

This document provides the details for the following phases: The project initiation phase, the initial analysis phase, the sprints and the project closure.

**Project Initiation**

At the start of your project you should set the scene for how the project will be run. You must carry out a project team initiation meeting where the following items are agreed.

* Dates, times and locations of meetings throughout the rest of the project. It is recommended that you hold weekly meetings.
* Carry out a getting to know you session. This must be minuted (a written record of your meeting). The getting to know you session minutes must contain the following:
  + Date, time and location
  + Who attended
  + Questions posed. These should include as a minimum:
    - I would describe my communication style/personality as…
    - I tend/prefer to deal with conflict by…
    - I would appreciate my team members doing/not doing..
* Agree roles and responsibilities and complete the attached checklist. Appendix A
  + Discuss who feels most comfortable with which roles in a software team. Roles must be agile based.
  + Record who will do which role.
  + Responsibilities discussed and checklist completed. This must be committed to the repository on GitHub Classroom.
    - Responsibilities and ownership must be made explicit.
    - List will be used for project closure meeting.
* Familiarisation with GitHub classroom. Follow the instructions to log in and check your team set up. These will be issued separately.

**Initial Analysis Phase**

In this phase you should carry out and document the following:

* Product Backlog generated. This should be recorded on GitHub Classroom Project board.
* Work items allocated for iterations to begin.
* Sprints should be planned for every 2 weeks.

**Sprints : work items iterations**

The sprints will comprise the following. Work items are recorded through GitHub Classroom and the following activities must be recorded there. There should be at least 4 sprints for this project.

* Analysis of work item
* Generation of updating of UML diagrams.
  + Quality check for any changes to diagrams
* Creation of unit tests or acceptance tests
* Create code to pass the unit test
* On passing the unit test or acceptance test, pass request to member of team for code review.
* Carry out full sprint review and release the MVP (Minimum Viable Product)
* Review with product owner
* Retrospective- carry out a review of the sprint with the team only. Answer the following questions and record the findings. Upload the record to the repository.
  + How did the team work together
  + What could be improved

**Project Closure**

Prior to the hand in date you must carry out a project closure meeting. If necessary ask for a facilitator or the module leader to be with you if you anticipate problems.

* Review responsibilities.
  + Refer back to the initial project checklist. Any changes to that must be recorded and logged.
* Individual mark claims
  + Group to agree individual’s mark % claim.
  + Sign off sheet completed for each person.
  + Any disputes to be discussed or bought to the ML attention.
* Final documentation reviewed
  + Ensure style is consistent
  + Ensure clear outline of who did what
  + Ensure all submitted on time.
* Demonstration given

**Appendix A : Checklist for responsibilities and ownership**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Responsibilities | | Team Members | | | |
| 1 Joseph | 2 Reece | 3 James | 4 Struan |
| Communication | Set up meetings | 1 |  |  |  |
| Take notes and submit to repo |  |  | 1 |  |
| Track objectives |  | 1 |  |  |
| Track time |  |  |  | 1 |
| Project Initiation | Record items in backlog |  | 1 |  |  |
|  | Verify all work items allocated | 1 |  |  |  |
|  | Communicate with project owner |  |  |  | 1 |
|  | Check sprint plan coherent and sensible |  |  | 1 |  |
| Sprints | Ensure review carried out |  |  |  | 1 |
|  | Allocate code review pairings |  |  | 1 |  |
|  | Ensure quality of release | 1 |  |  |  |
|  | Validate tests for release to ensure their quality |  | 1 |  |  |
| Project Closure | Ensure meeting takes place | 1 |  |  |  |
| Ensure project review carried out |  |  | 1 |  |
| Ensure submission of documentation for project review |  |  |  | 1 |
| Plan for presentation created and communicated to team |  | 1 |  |  |