Individual Report

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1 My Role

I was the Group Chair and as such I was responsible for guiding the technical aspects of the project, chairing meetings and facilitating communication, jointly liasing with the Client and Mentor with the Buisiness Manager, overseeing the Buisiness Manager's negotiating and handling of contracts, and overseeing the overall delivery of the project. In this role, I worked with Boris, the Buisiness Manager, to drive the project and to attempt to ensure that all deadlines were met and all work was completed in a timely manner.

In this role, I took a lead on architecting the product, making key technical decisions such as OpenJFX vs. Swing and other key component choices, and providing help in both programming technique and in following the Technical guidelines; as well as this, I provided advice on, reviewed, and *OK'd* technical designs and testing strategies introduced by other group members.

I was also jointly responsible, along-side Boris, for fire-fighting any extra-ordinary events that arose and for helping to discern strategy to minimise the impact of such events on the project timeline, deliverables, and group members.

My other "Roles" were, as a Developer (per the module Specification), and the Infrastructure Manager (as I have a fair ammount of experience with Git and CICD pipelines).

1.1 Fire-Fighting

Through the course of the Project we lost three group members, and experienced difficulty in extracting work from some of the lost members (prior to their dissapearance) and others. At the start of the Project we did plan for the case of losing one group member, and this plan was implemented when members began to drop; however, this plan was insufficient to deal entirely with this loss of resources - as such, between myself and Boris a contingency plan was devised and our scope was later revised on the advise of our Buisiness Mentor. The contingency saw more work being spread across the members, with myself taking on more of the heavy-lifting programming work, taking on more of the Documentation Co-ordinator role, and providing a little more oversight of the Financial side of the project than was initially intended.

2 Deliverables

Due to the nature of my role - especially with the "acquired" roles - I had at least a hand in all of the deliverables, from simply overseeing the production and advising where required, right through to producing a good chunk of the item.

- QA Manual: I produced a large part of the early draft of the QA manual and then backed off a little as the draft was semi-complete, delegating the work to other members to expand on the draft.

- PWS: With some input from some other groups (I forget the numbers, but Ben Allen was in one of them), I assembled the PWS Schema document - as can be seen partly from the fact that the PWS Repository is located under my GitHub account, and my email is in the Readme.

- Functional Specification: I assembled an early draft from meeting inputs, which was then put to the group to expand and modify. I was assisted by other members with implementing the Business Mentor's initial comments. I revised the specification after losing members and after the group had met with the Business Mentor to discuss the possibilities.

- Test Plan: Initial structure and oversight.

- Design Documentation: We have a significant ammount of design documentation in the form of JavaDoc; I wrote between $\frac{1}{2}$ and $\frac{2}{3}$ of the appropriate comments and set up the JavaDoc CICD pipeline.

- Inter-Group Contracts: Due to the lack of work from, then dissapearance of Brandon - I worked with Boris to write and negotiate the contracts.

- Source Code: I assembled significant chunks of the structure, and wrote a good-sized chunk of the delivered programme - as shown by the time-sheet. Mostly oversight on Tests.

- User Manual: I transcribed Pat's User Manual draft from Word to LaTeX (I did try automatic conversion, but it wasn't right), then lightly edited the content and structure, then passed the User Manual back to Pat.

- Minutes: Mostly just oversight. Minuted one meeting when Brandon was absent and Boris unable.

- Example Multimedia Presentation/Sales Demo: I produced the sales presentation, delegating to the group to produce sections, then assembling the sales presentation from these. Also unified the style of the Script.

- HTML-tour: I produced the HTML tour using the Group's materials.

3   Reflection

I believe I made some poor management decisions in the early stages of the project, when we began to see members reduce working and then dissapear. Had I reacted sooner to the situation, working with Boris to plan faster (or anticipated the loss in our initial planning), I feel that we may have been able to implement a less revised specification and had a more successful outcome; I also feel that had I taken a more fine-grained approach to managing progress on work, the outcome may have been similarly improved. However - I don't feel it is fair to call the outcome a failure; we had a shipping Product and Documentation which met a good portion of our initial Spec, even when considering the dissapearance of almost half of our Manpower. I don't feel that it is too much to claim at least a little of the responsibility for this too.

As a small addendum - we, as a group, are aware that, partly as another product of our loss of both Business-focussed students, our ongoing financial sheet is incorrect - severely underestimating yearly staff hours required by perhaps an order of magnitude. It is, however, too late to fix this error.