

好记性不如烂笔头

The palest ink is better than the best memory

Project Management Tools: Documentation and Version Control

Production and Project Management

Project Management Tools

Documentation

What are Documentation?

- Project Document
 - Pitch Document
 - Project Plan/Design Document/Technical Document
- Work Plan/Schedule/PERT/Gantt
 - Estimates, Check List
- Risk Management
- Change Control
- What else?

What else?

- Daily Report
- Progress Updates
 - Check List
- Issues/Bugs Tracking
- Project Report
- Post Mortem/Closure
 - Lesson learnt
- Code comments (yes! This too!)
 - Version Control

Why we don't document

Issues about Documentation

“Hmmm...I would prefer to use that time for project development.”

“Too much paperwork, it cause delays and rise cost?”

“We’ll do it after completing the project.”

“I would like to focus on delivering the project. Documentation can wait.”

“I can complete one more project if I don’t do documentation.”

“Huh, I am writing great, clean, beautiful code; people will never have problems reading this.”

Issues about Documentation

- Too administrative
- Rise project cost due to delays
 - Since we need to spend time on it!
 - Programmers' time are expensive!
- Slows down the entire process
- Lack standards
- Poor quality
- Not available/accessable!

SIMPLY EXPLAINED



Why we should document
Must I document?

I remember...

- Even if you have a great memory, you won't be able to remember everything that was said, unless you have a permanent written record for your reference.
- What animals are there in the farm?
 - Remember, don't look at the pictures!

A story about a farm



Don't look at the picture!

Name the animals?

Old Macdonald
own a farm.
And on her farm
are 2 pigs, 4
horses, 3 cats, 4
chickens, 1 duck, 3
goats and 2 dogs.

I forget...



Who owns the farm?

How many cows are there in her farm?

For Yourself

- It's **NOT** all about memory!
- After a month:
 - How did I solve this problem ?
 - Why does it work ?
 - Why do I need this line ?
 - What's the input ?
 - What's the output ?
- Protecting Yourself
 - from false accusations; your word against somebody else's
 - Proper documentation protects you!

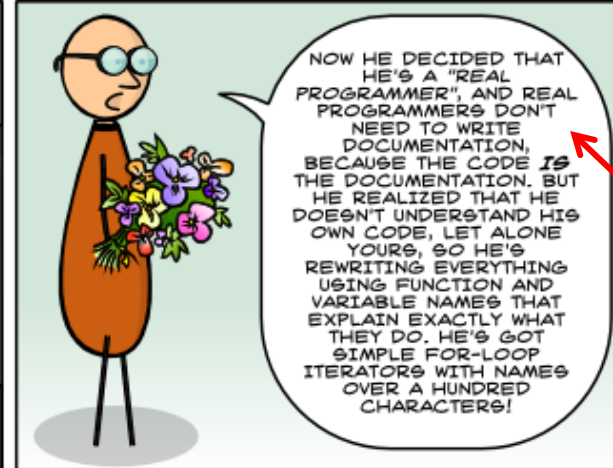
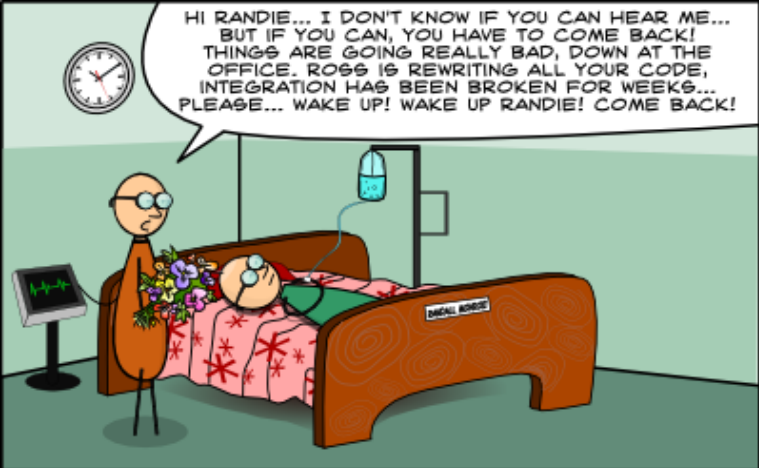
Can you remember
what I said last
week about
assessing Risk?

For the Team

- Facilitates team development
 - Identifies what the project is and is not
 - Clarifies issues the project team may have
- Pivotal communication medium
 - Recorded Information reaches the members are timely, accurate and complete
- Measure progress toward completion
 - keep track of changes
- Provides traceability of what was said
 - Eliminate faulty human memories

For Better Management

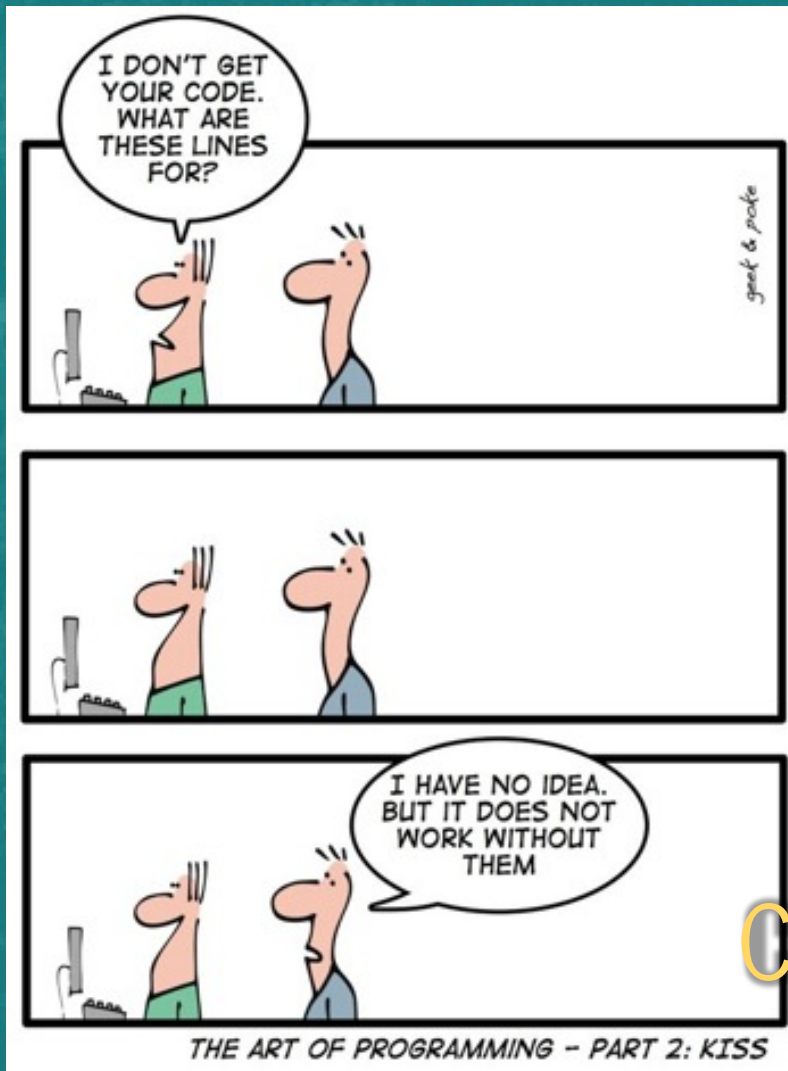
- To provide clarity and traceability
 - Keep stakeholders and other members know your work/update on progress
- Maybe you won't be around
 - On holiday?
- Continuity – Handling over
 - Promotion....



Real programmers don't need to write Documentation.

MEANWHILE, AT THE OFFICE...





Do you understand
your codes?

Comment your Codes!

What do the codes do?

```
main() {  
int n, c, first = 0, second = 1, next;  
cout << "How many numbers would you like to see";  
cin >> n;  
  
cout << "First " << n << " terms of the series are :- " << endl;  
for ( c = 0 ; c < n ; c++ ) {  
if ( c <= 1 ) next = c;  
else { next = first + second; first = second; second = next; }  
cout << next << endl; }  
return 0;  
}
```

How about this?

```
// This function display the terms in a Fibonacci sequence up to the chosen number //
// The next number is found by adding up the two numbers (first and second) before it. //
main() {
    int numTerm;           //number of terms
    int first = 0, second = 1; // first 2 number in sequence start with 0 and 1
    int next;              // next number is sum of 2 previous numbers

    cout << "How many numbers would you like to see";           // Do we need?
    cin >> numTerm;

    cout << "First " << numTerm << " terms of the series are :- " << endl;           // How about here?

    for (int i = 0 ; i < numTerm ; i++ ) {
        if ( i <= 1 ) next = i;           // for first 2 terms
        else {
            next = first + second;
            first = second;               // move second to first
            second = next;                // move next to second. Optional?
        }
        cout << next << endl;           // output next
    }
    return 0;
}
```

Uncommented Code

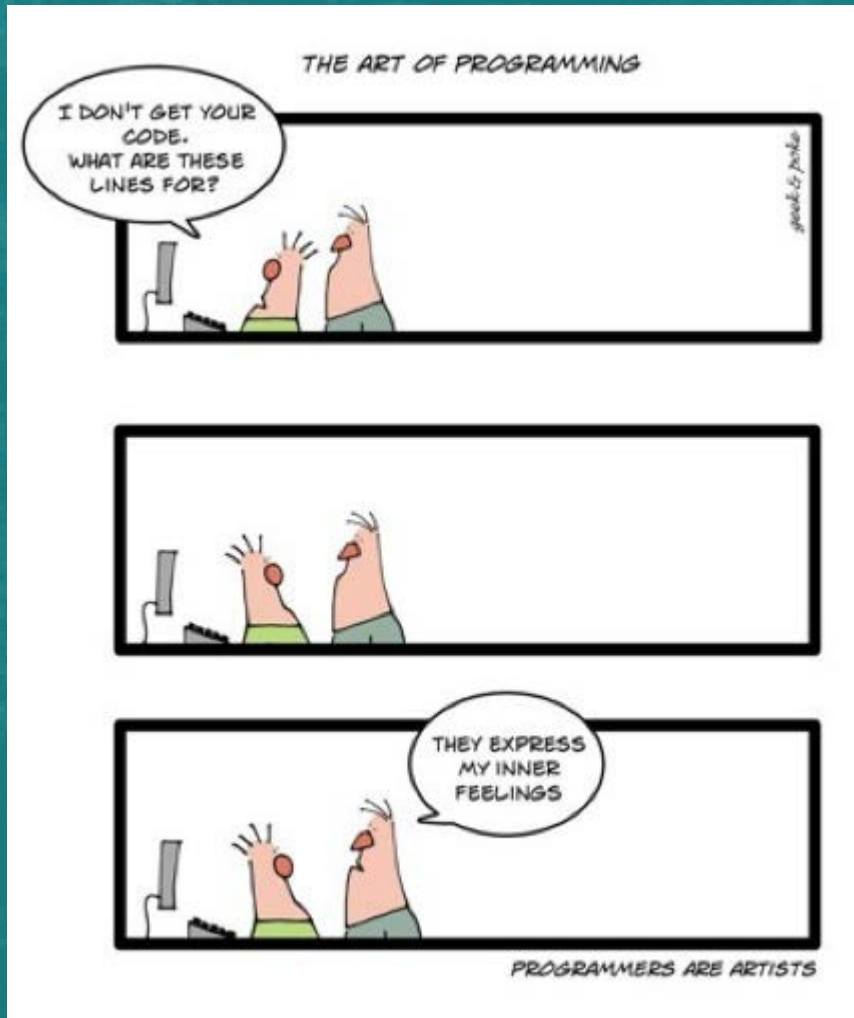
- You don't know what it's for.
- You don't know what was the logic.
- It can *take you hours to read it*.
 - After taking over the development.....
- Complications:
 - Meaningless functions/variable names
 - Poor readability (spacing, line returns, indentation)

Programmer can Read Code

- Any programmer can read code (or a block of codes)
 - have a reasonable idea of what it will do.
- But, for large amounts of code,
 - the designs and intentions implicit in how code is written and by who
 - What codes is missing
 - how the code will evolve over time

Commenting Your Codes

- Use comments to describe the **intent, algorithmic overview, and logical flow**.
- Especially when multiple parties are involved in modifying and maintaining code.
- Provide comments so that others could understand the **behavior and purpose of the code**.



If comments is good,
then having zillions
of comments in your
code must be great,

right?

The Fact about Commenting Codes

- Developers are an expensive resource and documenting the code manually requires too much precious developer time
- Commenting can be a daunting task and very often postponed or even avoided.
- However, **NOT** documenting the code often ends up being even worse, we still have a problem.

Tools to the rescue...?

- Automatic Documentation Generation!!
 - Doxygen
 - Javadoc
 - Eclipse
- Problem Solved?
 - still have to do a bit of work and in particular...
 - You have to place some comments and/or some special tags at strategic places in your code...

Programmer's good practices

- Give your variables, constants, functions and classes suitable names
 - `const int MinutesPerHour = 60; //`
 - `int total = 0; //` total for ?
- Provide good indentation and extra blank lines
 - Code Grouping
 - Formatting make your code look organised and easier to read.
- Function should be short, simple and do one thing.
 - A well-named function is easier to understand.
- Use comments to help other understand why you're doing
 - If you have difficulty commenting your code, chances are you that you codes are badly written.

Obfuscated Code

- ...is source or machine code that has been made difficult to understand for humans.
- You don't know what it's for.
- You don't know what was the logic.

```
#include <stdio.h>main(t,_a)char *a;{return!0<t?t<3?main(-79,-13,a+main(-87,1-_ , main(-86,0,a+1)+a)):1,t<_?main(t+1,_a):3,main(-94,-27+t,a)&&t==2?_<13? main(2,_+1,"%s %d %d\n"):9:16:t<0?t<-72?main(_ ,t,"@n'+,#/*{}w+/w#cdnr/+,{}r/*de}+,/*{*+,/w{%,/w#q#n+,/#{l+,/n{n+,/+n+,/#\;#q#n+,/+k#;*+,/'r :d*'3,}{w+Kw'K:'+}e#';dq#'\q#'+d'K#!/+k#;q#'}eKK#}w'r}eKK{nl]'/#;#q#n')}{#}w')}{nl]'+#n';d}rw' i;# \{nl]!/n{n#'; r{#w'r nc{nl]}'/#{l,+K{rw' iK;[{nl]}'/w#q#n'wk nw' \iwk{KK{nl]!/w{%'l##w#' i; :{nl]'/*{q#ld;r'}{nlwb!/*de}'c \;;{nl'-}{rw]'/+,}##*}#nc,',#nw]'/+kd'+e}+;#rdq#w! nr/ ' ) }+}{rl#{n' ')# \}' +}##(!!/") :t<-50?_==*a?putchar(31[a]):main(-65,_ ,a+1):main((*a=='/')+t,_ ,a+1) :0<t?main(2,2,"%s"):*a=='/' || main(0,main(-61,*a, "!ek;dc i@bK'(q)-[w]*%n+r3#l,{;:\nuwloca-O;m .vpbks,fxntdCeghiry"),a+1);}
```

Must Read (will be quizzed)

- `/* You Are Expected to Understand This */`
 - <http://freecode.com/articles/you-are-expected-to-understand-this>
- 13 Tips to Comment Your Code
 - <http://www.devtopics.com/13-tips-to-comment-your-code/>
- Top 15+ Best Practices for Writing Super Readable Code
 - <http://net.tutsplus.com/tutorials/html-css-techniques/top-15-best-practices-for-writing-super-readable-code/>



Collaborative Development

Collaborative Tools

Collaborative Tools

- Useful when many people work on a project.
 - Across geographical boundaries
- A **standard is used** to create the documentation.
- A **repository** for the team to share documentations.
- Most importantly, it allows several persons to update it at the **same time**.

Common Tools

- File hosting service (e.g. Dropbox, Google Drive)
- Wikis (e.g. Wikipedia)
 - A website that allows the easy creation and editing of any number of interlinked web pages via a web browser using a simplified markup language or a WYSIWYG text editor.
- Collaborative Document Editors (e.g. GoogleDocs)
 - Documents, presentation, worksheet etc

Benefits on Online Collaboration

- **Anytime, anywhere**
 - Since members may be located across geographical borders, meeting may cause loss of time and money
- Documents are all stored in a single place, members can review, comment and make changes to the document easily
 - Track resources, progress online
 - Share ideas, mind-mapping
- Keep track of **revision history**
 - Who and when the revision made

Barriers to Overcome

- Communication
- Security
 - Vulnerable to spies, hackers
 - Higher security cost
 - Some companies still preferred to work on site.
- Group dynamics
 - Leadership harder to establish
 - Trust among members of the team
 - messages can be easy misinterpret because lack of visual and para verbal cues.