

24G MENTOR-MENTEE TRAINING PLAN

FIRST PRESENTATION

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AGENDA

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CURRENT STATUS & TRAINING TARGET (1/4)

OVERVIEW TARGET

Achieve “**Engineer for test**” with role **level 2** by **September 2018**

Skill			Current	Target	Milestone
Technical skills	Verification/ Failure Analysis	Test item extraction	1	2	Sep 2018 (2 years)
		Testing	1	2	
		Failure analysis	1	2	
		Test environment construction	1	2	
	MCU Architecture		1	2	
	Programming		1	2	
	Development Process		1	2	
Soft skills	Management		1	2	
	Communication		1	2	
	English		600+	850+	

Main skills

Common technical skills

Soft skills

CURRENT STATUS & TRAINING TARGET (2/4)

MAIN SKILLS – VERIFICATION / FAILURE ANALYSIS

Skill		Current status		Target (after 2 years)
Test item extraction	Level 1	<ul style="list-style-type: none"> - Understand existing test specifications basically. - Can extract test items under mentor's guideline. 	Level 2	<ul style="list-style-type: none"> - Can extract test items from test specifications and related documents. - Can make sure that test specifications cover the requirements.
Testing	Level 1	<ul style="list-style-type: none"> - Can execute testing basically based on existing test specifications. 	Level 2	<ul style="list-style-type: none"> - Can conduct almost test cases without support. - Can make test reports and summarize test results.
Failure analysis	Level 1	<ul style="list-style-type: none"> - Can locate simple bugs and fix them but can't analyze the root causes of them. 	Level 2	<ul style="list-style-type: none"> - Can find out normal bugs and fix them. - Prevent similar problems. - Can make failure-analysis reports.
Test environment construction	Level 1	<ul style="list-style-type: none"> - Can understand and improve test environment with support. 	Level 2	<ul style="list-style-type: none"> - Can construct almost test environment without support.

CURRENT STATUS & TRAINING TARGET (3/4)

COMMON TECHNICAL SKILLS

Skill		Current status			Target (after 2 years)	
MCU Architecture		Level 1	- Have basic knowledge about RL78 MCU.		Level 2	- Can understand MCU architectures in the assigned products.
Programming		Level 1	- Have basic programming C skills.		Level 2	- Have advanced programming C skills .
Development Process		Level 1	- Have basic knowledge about development process applied in RVC (CMMI, V-Model).		Level 2	- Can apply development process in current tasks efficiently.

CURRENT STATUS & TRAINING TARGET (4/4)

SOFT SKILLS

Skill		Current status			Target (after 2 years)	
Management Ability		Level 1	- Just follow the assigned tasks time by time (don't have detailed plan for work).		Level 2	- Can manage time for work efficiently (by making exact and detailed plan for both long term and short term).
Communication Ability		Level 1	- Sometimes, can not report status to project members clearly and sufficiently.		Level 2	- Can report work status clearly - Can discuss with other teammates.
English		TOEIC 600+	- Can understand technical materials. - Often can not listen to Japanese and Indian.		TOEIC 850+	- Can write basic technical documents clearly and sufficiently. - Can communicate in English fluently .

GAP & SOLUTION (1/7)

MAIN SKILLS (1/4) – TEST ITEM EXTRACTION

TEST ITEM EXTRACTION	<u>GAP:</u>		<u>CAUSES:</u>	
	<ul style="list-style-type: none"> • Can not extract test items from test specifications and related documents. • Can not make sure that test specifications are sufficient. • Can not make test specifications. 		<ul style="list-style-type: none"> • Extract test items without a systematic process. • No experience to create templates for a test specification. • Don't understand system flow clearly. 	
	SOLUTION	Mentor's Actions	Mentee's Actions	
		<ul style="list-style-type: none"> • Provide test specification samples and other reference documents. • Guide mentee to investigate efficiently. • Confirm output and feedback. 	<ul style="list-style-type: none"> • Investigate existing test specifications. • Investigate and understand the system design flow to create sufficient test cases. 	

GAP & SOLUTION (2/7)

MAIN ROLE SKILLS (2/4) - TESTING

TESTING	<u>GAP:</u>		<u>CAUSES:</u>
	<ul style="list-style-type: none">• Can not execute some complex test cases.• Can not run test fluently.		<ul style="list-style-type: none">• Lack of knowledge about operation of testing end experience in test environment.• Lack of step by step approach to construct new environment and needed items for the test environment construction.• Lack of experience in report and summary.
	SOLUTION	Mentor's Action	Mentee's Action
<ul style="list-style-type: none">• Provide document and confirm mentee's understanding.• Guide mentee to investigate and execute complex test cases.		<ul style="list-style-type: none">• Investigate existing test report to study the test code creation and how to report• Create bug report, fault report, test result summary table based on existing template	

GAP & SOLUTION (3/7)

MAIN ROLE SKILLS (3/4) – FAILURE ANALYSIS

FAILURE ANALYSIS	<u>GAP:</u>		<u>CAUSES:</u>	
	<ul style="list-style-type: none"> Do not know how to analyze the root cause of complex bugs or issues. Can not take countermeasures against similar problems. Can not make failure-analysis report. 		<ul style="list-style-type: none"> Lack of knowledge of bug analyzing procedure (problem reproduce, isolation, root cause analysis, solution proposal, verification and report) Has no plan to prevent similar problems 	
	SOLUTION	Mentor's Action	Mentee's Action	
		<ul style="list-style-type: none"> Share experience about failure analyzing. Assign issue with proper level of difficulty. Review and feedback mentee output. 	<ul style="list-style-type: none"> Investigate the fixed bugs that have been analyzed and how to re-produce and isolate the cause of issue. Study previous failure-analysis report. Make summary documents and action plan to avoid the similar bugs. 	

GAP & SOLUTION (4/7)

MAIN ROLE SKILLS (4/4) – TEST ENVIRONMENT CONSTRUCTION

TEST ENVIRONMENT CONSTRUCTION	<u>GAP:</u> <ul style="list-style-type: none">• Can not construct a test environment without mentor's support.		<u>CAUSES:</u> <ul style="list-style-type: none">• Lack of knowledge related to HW Device, IDE, OS, compiler and debugger.	
	SOLUTION	Mentor's Action	Mentee's Action	
		<ul style="list-style-type: none">• Provide reference documents.• Check output and give feedback.	<ul style="list-style-type: none">• Investigate existing test environment (HW device, compiler, OS manual, IDE) and create summary document to note important points.	

GAP & SOLUTION (5/7)

COMMON TECHNICAL SKILLS

Skill	Gap	Causes	Mentee's action	Mentor's action
MCU Architecture	<ul style="list-style-type: none"> Lack of many knowledge about target MCU (RH850 Family and BBE32EP). 	<ul style="list-style-type: none"> Lack of experience on how to investigate HW manual deeply. 	<ul style="list-style-type: none"> Investigate HW manual of RH850 and BBE32EP. 	<ul style="list-style-type: none"> Provide documents, guideline. Check output and give feedback. Share experience how to investigate efficiently. Guide mentee how to solve problems and issues.
Programming	<ul style="list-style-type: none"> Can not manage code, memory efficiently. 	<ul style="list-style-type: none"> Short of practicing programming. 	<ul style="list-style-type: none"> Learn and practice more. 	
Development Process	<ul style="list-style-type: none"> Can not apply development process to the assigned tasks. 	<ul style="list-style-type: none"> Have no experience with the development process. 	<ul style="list-style-type: none"> Investigate RVC development process and try to apply it into assigned tasks. 	

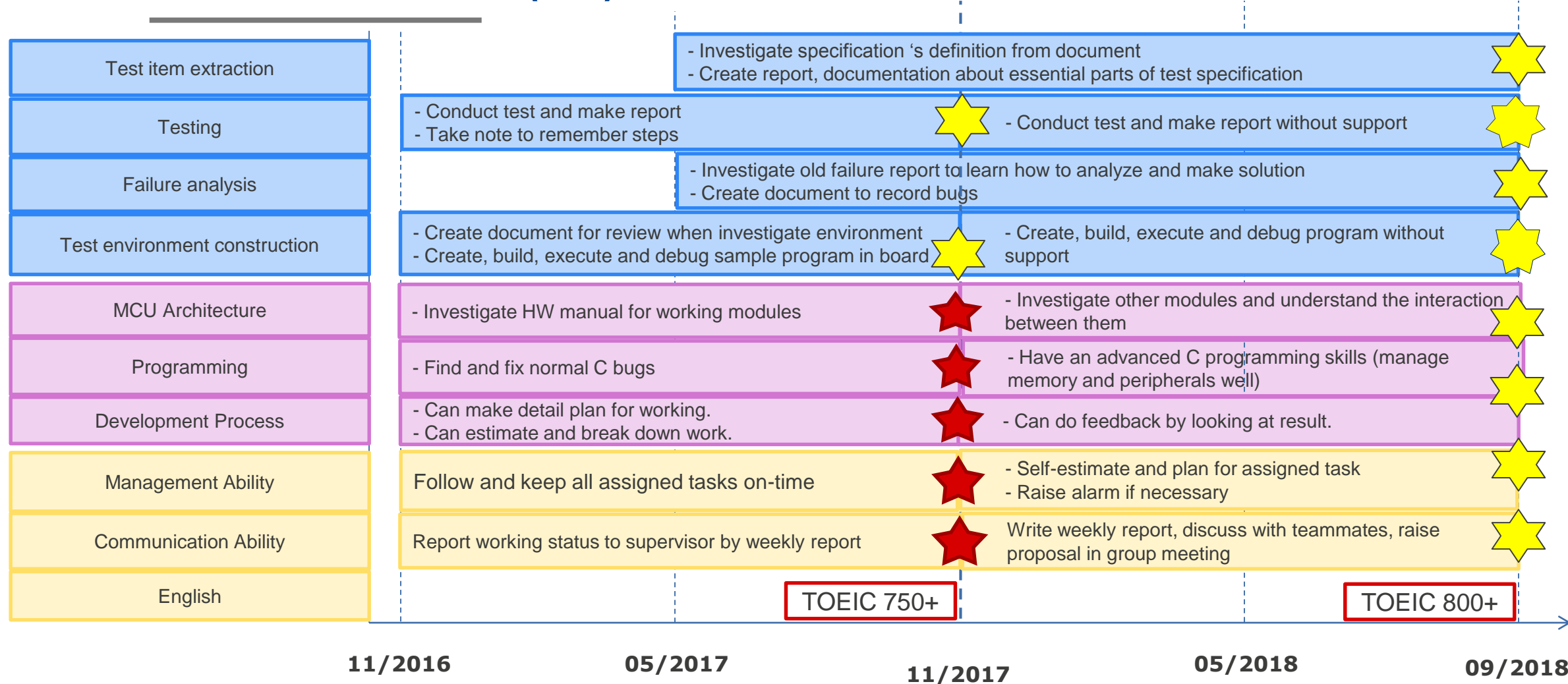
GAP & SOLUTION (6/7)

SOFT SKILLS (1/2)

Skill	Gap	Causes	Mentee's action	Mentor's action
Management Ability	<ul style="list-style-type: none"> Can not manage time for work efficiently. 	<ul style="list-style-type: none"> Do not use detailed plan for work. 	<ul style="list-style-type: none"> Self-estimate and plan for assigned task. 	<ul style="list-style-type: none"> Review and feedback mentee output.
Communication Ability	<ul style="list-style-type: none"> Can not discuss about work with other teammates. Can not report information sufficiently and clearly. 	<ul style="list-style-type: none"> Do not understand background of teammates. Report without template. 	<ul style="list-style-type: none"> Follow weekly reports of other teammates. Report with a clearly template. Report problems and raise proposals in meeting. 	<ul style="list-style-type: none"> Review/comment mentee's reports.
English	<ul style="list-style-type: none"> Cannot speak English fluently. Writing skill is not good. 	<ul style="list-style-type: none"> Lack of vocabulary. Not communicate by English regularly 	<ul style="list-style-type: none"> Use English more frequently in work. Self-study to improve English skills. 	<ul style="list-style-type: none"> Make change for mentee to improve English (email, meeting, etc.).

TRAINING PLAN (1/2)

★ Level 2
★ Level 1.5



CONCLUSION

Achieve roll and skills of level 2 after years.

Mentee:

- Self-investigate knowledge related to assigned project and learn from other members to develop myself.
- Follow guideline and apply in project development/ verification.
- Review and propose improvement from existing project.
- Record mistakes to improve myself day by day.

Mentor:

- Share knowledge & experiences about technical & management to mentee.
- Feedback the unclear points from mentee.
- Discuss, support mentee to solve problems and issues.



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Thanks for your attention