**cs4473B/cs9551B**

**INDIVIDUAL TEMPLATE**

**Reading Summary and Questions and Answers**

**Rules – please note these carefully:**

* Submission filename MUST be: “**Last-name First-name” “Group”<id>\_”Chapter” (or reading) <id> (e.g., Blogs Joe\_Group 3\_Chapter 2)**
* This template must be used for ONLY ONE chapter (or reading) at a time. For the second item of reading, if any, please use another copy of this template.
* **PLEASE compress multiple files (one file/chapter) using standard (e.g., Windows) compression that can be uncompressed on a Windows machine with simple clicks. Please do not use unusual/fancy compression tool; your template won’t be graded and you will be penalised.**
* **Submission to be done on OWL as per the deadline set.**
* **EMAIL SUBMISSION WILL NOT BE ACCEPTED AND WILL INCUR PENALTY.**
* **Use of template is mandatory**: submission of text made outside the template will result in a zero mark.
* **Altering this template (meta-items) will incur a penalty.**
* Submission format is **MS WORD only** **(not PDF)**. PDF files will incur a penalty.
* The source of the answer captured from the chapter must be accurate or closest to the context (e.g., Chapter #, Section or sub-section #, page number, etc.).
* The question must be properly and fully specified, and easily understandable. Cryptic text or grammatical errors will be penalised – no appeals accepted.
* The question must not be so general or non-specific to apply to non-specific answers.
* The answer (text identified from chapter) must be an important point, not something trivial or highly specific to a context.
* Answer from the book must be copied “as-is” from the text (**reference** to chart/table/figure/etc., in the reading is permitted and encouraged). Cryptic text or grammatical errors will be penalised – no appeals accepted.
  + *If in doubt about the quality or acceptability of your text, you will have one chance to have it reviewed by the instructor for “live” feedback. No emails please.*
* Assessment of your submitted template will be done sometime before the end of the term. Please do not expect marks of your submission every week!
* There will be no “remake” of the summaries (e.g., for improving the mark). It is a one-time submission and assessment. Late submissions will not be accepted.

**Part 1: Summary**

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| **Group member’s name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Group No**: \_\_\_\_\_\_\_\_\_\_\_ |
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| Please write the **full reference** of the reading in the WHITE box below.   * + Chapter #, Chapter title (or article title if appropriate).   + Book title   + Author(s)   + Publisher   + Book edition, Year of publication   (Example shown below; overwrite on that space.) |
| Chapter 28: Change happens  *Software Requirements, 3rd ed.*  Weigers and Beatty  Microsoft, 2013 |
| Please write in the WHITE box below an abstract of the reading in **50-75 words**. |
| Chapter 28 explores the inevitability of changes in software development projects, emphasizing the importance of managing these changes effectively to minimize disruptions and ensure project success. It delves into the principles of change management, including the establishment of change control policies, the operation of change control boards, and the use of change control tools. The chapter also discusses methods for impact analysis to assess the implications of changes and strategies for agile projects to incorporate changes flexibly. This comprehensive approach ensures that projects can adapt to changes while maintaining focus on their goals and timelines. |

**Part 2: Questions, Answers and Comments**

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| Please create **THREE** important **Question-Answer-Comment sets** from the given reading:   * State your question succinctly. Add more lines as needed. * State <LOCATION of answer in the book (e.g., section #>: <as-is answer EXACTLY from the book> ; please indicate whether a hardcopy or ebook ‘cause the page numbers are not the same. * State your Comment related to the answer; this is mandatory.   **NOTE: The following will be penalised: a cryptic question; inaccurate copying of the answer; a trivial point; “too specific or small detail”; missing or trivial comment; etc.. Informative, insightful, or key concept/idea, question, answer, and comment are expected.**   * + Actual chart/table/figure/etc. must NOT be given in the text below, but you may site its location in the reading by giving precise specification. |
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| For staff use only:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(1)**  **QUESTION: How can change control processes be optimized to balance the need for flexibility and stability in software projects?**  **ANSWER: <ebook><Managing change activity> “Measuring change activity is a way to assess the stability of the requirements. It also reveals opportunities for process improvements that might lead to fewer changes in the future.”**  **COMMENT (also include where possible: an \*example\*, citation, justification, etc. -- to support your comment).**  **This question encourages exploration of the nuanced approaches to change control that can accommodate rapid changes without compromising project stability. It prompts a discussion on finding the right balance between agility and control, which is essential in dynamic project environments.** |
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| **(2)**  **QUESTION: What role does the change control board (CCB) play in mitigating risks associated with uncontrolled scope creep?**  **ANSWER: <ebook><P480 – Change Control Board> “The change control board is the body of people—whether it is one individual or a diverse group—that decides which proposed changes and new requirements to accept, which to accept with revisions, and which to reject. The CCB also decides which reported defects to correct and when to correct them.”**  **COMMENT (also include where possible: an \*example\*, citation, justification, etc. -- to support your comment):**  **This question delves into the strategic function of the CCB in preventing scope creep and ensuring project success. It invites analysis of how the composition, authority, and decision-making processes of the CCB can be optimized to handle the complexities of modern software projects effectively.** |
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| For staff use only:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **3)**  **QUESTION: How can change management practices be adapted to harness the benefits of frequent changes while maintaining project coherence and team productivity?**  **ANSWER: <ebook><P488 – Change management on agile project> “Agile projects are specifically structured to respond to—and even welcome—scope changes. One of the 12 principles of agile software development is “Welcome changing requirements, even late in development. Agile processes harness change for the customer’s competitive advantage.””**  **COMMENT (also include where possible: an \*example\*, citation, justification, etc. -- to support your comment):**  **By focusing on the integration of change management within agile frameworks, this question explores strategies for embracing changes as opportunities rather than obstacles. It prompts a discussion on agile practices that enable effective change incorporation without derailing the project's objectives or overwhelming the team.** |