

COMPUTING PROJECT (COMP08053)

TUTORIAL 3

Now that you have thought about the tasks and sub tasks, duration, start/finish dates etc, the purpose of this tutorial is to think in more detail about the dynamics within your team and the different roles and responsibilities that will be required in undertaking your project.

Attached is a copy of the BEBLIN team role summary descriptions.

Using the tables from tutorial 2 that you should have completed drafts for in relation to your own group project, look at the different team roles in the BEBLIN team role summary description and note what kind of team roles you will need to successfully complete each task. Once you have done this see what team roles can be assigned to people within your group. Consider the following:

- Is there an over-concentration of people within a particular team role?
- Is there a shortage of people who occupy a particular team role that is important for the successful completion of your project?
- How are you going to deal with these issues?
- Are any of you going to take on roles that you are unsure of, or have little/no experience of? If you have never been a project coordinator/leader then how do you know that you cannot do it? You have got to learn sometime and who knows, you might even surprise yourself!

Complete the attached Roles and Responsibilities Matrix. A sample matrix is provided to give you an idea on how to complete it. The deliverables stated in the sample may well not be applicable to your own particular project, therefore, include deliverables that are relevant to your own project.

Electronic copies of the matrix template are available from the Computing Project Moodle site

You should spend the rest of the time in the tutorial working in your project groups and discussing key issues or problems that you are encountering. Use the time with your tutor/supervisor to discuss these issues and problems.

Don't forget:

The first component of your Computing Project (the Project Plan) is due at the end of Week 4. The clock is ticking, so if you haven't done so already, please start making good progress in getting this completed. In terms of how to structure the Project Plan you can use headings as described in slides 3-7 in Lecture 2, as well as include a Gantt Chart, PERT chart and CPM.

Sample Roles and Responsibility Matrix

Key:

S = Supervises the work; **A** = Approves the work; **C** = Consults on the work;

R = Responsible for the work; **I** = Informed of the work

Roles and Responsibilities Matrix					
Major Deliverables <i>List deliverables below</i>	<i>Role</i> Project Manager	<i>Role</i> Developer	<i>Role</i> Database Administrator	<i>Role</i> Network Engineer	<i>Role</i> Key Stakeholders
Application requirements	S/A	R	I	I	C/A
Database requirements	S/A	C	R	I	C/A
Network requirements	S/A	C	C	R	C/A
Database design	S/A	C	S/A	I	C/A
Database build	S/A	C	R		C/A
Server and network creation	S/A	I	C	R	C/A
System testing	S/A	R	C	C	C/A
Application analysis	S/A	R	I	C	C/A
System test and evaluation	S/A	R	I	R	C/A
Evaluation analysis	S/A	R	I	C	C/A
System Documentation	S/A	R	C	C	C/A

Sample Roles and Responsibility Matrix For Your Group

Key:

S = Supervises the work; **A** = Approves the work; **C** = Consults on the work;

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Roles and Responsibilities Matrix					
Major Deliverables <i>List deliverables below</i>	<i>Role</i>	<i>Role</i>	<i>Role</i>	<i>Role</i>	<i>Role</i>