Basic Project Skills

- Project Post-Mortems
  - in this course ... and in the real world
- Problem Management
  - prompt recognition, effective response
- Scheduling
  - planning the work, planning for problems
- Repositories and version control
  - goals and issues
- Trac exercises
  - set up personal and project pages

Post Mortems

- every project is a learning opportunity
  - improve our skills with existing methodology
  - try new techniques, confront new problems
- post-mortems are pro-active learning
  - gather & examine perspectives in a group
  - produce written report & recommendations
- this is a safe place to develop those skills
  - training, encouragement, practice, feedback
  - you will use them throughout your career

Problem Management

- Planning
  - know the risks, anticipate likely problems
  - plan to prevent, or monitor and respond
- pro-active monitoring
  - detect and recognize problems ASAP
- careful analysis
  - completely & correctly understand problem
- prompt and effective response
  - correct problem while there is still time

Scheduling

- Task breakdown, definition, estimation
  - smaller tasks enable better estimates
  - smaller tasks enable better tracking
- Task scheduling
  - ordered by dependencies
  - fitting into the available time
  - resources must be scheduled too
- Problem scheduling
  - build in time to deal with them
  - confront risks as early as possible

Trac Lab

- Goals
  - ensure everyone can use basic tools
  - get teams started with project repositories
- Activities
  - create tickets
  - for team pages, personal pages, sample program
  - create team and personal pages
  - including milestones, sample documents
  - write sample program, check in to svn
  - close out the tickets

Lab Exercise – Team (10min)

- Create work tickets
  - for individual and team tasks
- Create “Team” pages
  - member contact info, links to personal pages
  - current goals and status
  - links to
    - milestones
    - meeting agendas and minutes
    - index of formal reports
    - index of other work products
Lab Exercise – Individual (15 min)

- Create “Personal Project” pages
  - brief bio and skill inventory (start)
  - current assignment and status*
  - history of assignments and completion dates*
  - personal work log*
- write and check in a “hello world”
  (that builds and works)
  check it in to subversion

Lab Exercise – Team (15 min)

- Team Milestones
  - project due dates
  - team meetings and major deliveries
- Team Meetings
  - agendas and minutes
- Formal reports*
  - proposals, presentations, final reports
- Other work products*
  - research, design, rationale, etc.
- E-mail archives
  - internal and customer discussions

Reading for Requirements lecture

- McConnell – issues to get under control ASAP
- McConnell, Ratkin – what is quality
- Wikipedia – what is requirements analysis
- Kampe – the process of interviewing users
- Sweedyk – how are games special
- Wiegers – methodology to refine and manage