

Discussion Slides

Deeper ^(F)

- How can you know what “might” go wrong?
 - personal experience ... what has been difficult?
 - advice ... what have others found difficult?
 - enumerate the steps ... which are you unsure of?
 - enumerate the tools ... which are unfamiliar?
 - enumerate the problems ... which are new?
 - enumerate resource assumptions ... which unsure?

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Deeper ^(F)

- How do you decide whether to prevent, plan to deal, or monitor and respond?
 - consider:
 - likelihood of the problem
 - cost of preventing it
 - cost of dealing with it if it happens
 - optimize your costs:
 - likely, expensive if it happens ... prevent it
 - unlikely, cheap to fix ... monitor and plan to respond
 - if you cannot estimate likelihood and costs
 - you need to do more research or prototyping

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- Why should potential problems be “provoked” as early as possible?
 - to eliminate uncertainty from plans
 - to allow maximum time to deal with problem
 - to allow time to re-plan if it can’t be solved
 - alternative is to wait until it is too late to respond

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Deeper ^(G)

- What is a work ticket?
 - a notation that a piece of work must be done
- Why do we bother to maintain them?
 - so important things don’t fall in the cracks
 - so owners can plan to perform them
 - so managers can track their status

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Deeper ^(G)

- Why do we want you to maintain a calendar of “team milestones”?
 - future: so nothing falls in a crack
 - past: to enable trend/progress tracking
- What kinds of things should be recorded in it?
 - anything that must happen (internal or external)
 - completion of significant tasks
- Why should internal milestones be tracked?
 - “mind the pence and the pounds will look after themselves”

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Deeper

- Why do we want you to maintain an on-line current-activity/status and work history?
 - so team members know how you are progressing
 - they may have work that depends on yours
 - if you are having trouble, others may be able to help
 - so we can track progress vs. schedule
 - for progress/trend analysis
 - as history for post-mortems
 - we tend to forget the details

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- Why do we want you to maintain copies of meeting agendas, minutes, and project discussions?
 - people can look up results they forgot
 - non-attendees can know what happened
 - record of decisions and rationale
 - a meeting w/no minutes “never happened”

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Deeper

- Why do we want all of this information kept under version control?
 - to see when which changes were made by whom
 - to track the evolution of work products
 - to permit us to construct detailed version diffs
 - to permit us to back-out in case of error

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