

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

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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

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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

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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

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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

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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

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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

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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

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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