Team Structure

Teams of 4-5 members are formed, with the following responsibilities:

<table>
<thead>
<tr>
<th>Team member</th>
<th>Technical tasks</th>
<th>Management tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Project Manager / Leader / Business Analyst</td>
<td>collecting software requirements and guiding the YX matrix, card-Sort, and other brainstorming discussions</td>
<td>Project Manager’s primary responsibility is to distribute project management tasks equitably, considering people’s workload. The team to develop the baselines and then update them as the project progresses, and then archive and document lessons learned at the project close-out stage</td>
</tr>
<tr>
<td>1 Designer / Architect</td>
<td>designing the software architecture (front-end &amp; back-end) to meet all requirements (X’s)</td>
<td></td>
</tr>
<tr>
<td>2 Programmers</td>
<td>Developing the software (distribute work internally)</td>
<td></td>
</tr>
<tr>
<td>1 Tester / SME</td>
<td>Quality Control, Debugging, User Acceptance Testing</td>
<td></td>
</tr>
</tbody>
</table>
Team Structure: Technical (Functional ↔ Task Force)

- The **Odd teams** (1, 3, 5) will take the **weak matrix** approach:
  - After the team is formed and the project is selected, each team member performs his/her *technical tasks* with minimal interface with others and “hands-it over” to the next member.

- The **Even teams** (2, 4, 6) to follow **strong matrix approach**:
  - All to work together on the *technical tasks*. They are constantly and continuously aware of each other’s work and help each other with their personal experiences in all areas. For example, if there is a need for the designer to help one of the programmers with a code, he/she can get involved. **THIS IS NOT ALLOWED FOR THE ODD TEAMS**
• **Team Structure: Management (Functional ↔ Task Force)**

• For management tasks (After initiation); teams 1, 4, 5 to take a strong matrix approach and teams 2, 3, 6 take a weak matrix approach

• The strong matrix team members all work together on all SIPOC models of PMBOK, they discuss, brainstorm, and distribute work as they prefer

• The weak matrix team members each will have certain project management responsibilities (e.g. Alex will be in charge cost estimating and budgeting)

• Communications between weak matrix team members will be minimal and limited to information exchange
Project Selection

• **Develop a simple, but high quality, software in 20 days**
• **Your tasks:**
  o Assume you are a team within a well-known Company (Apple, Google, Microsoft, LinkedIn, etc.)
  o You are in charge of developing a software program, aligned with the company culture & vision
    • **Example:** Google has an open-source coding / sharing culture; your program should be easy to customize by the end user with limited programming knowledge
    • **The project should meet one of the project selection criteria you learned in the course.** You need to be able to justify in your presentation
• **Understand your own team performance**
Project Selection Report – Friday, July 7th

• By the end of the day on Friday, July 7th you will submit:
  o Your team structure and members’ responsibilities
  o The project charter for your term project using the template provided in the class on July 05th
  o A RACI table for technical tasks, explaining members’ roles, with the understanding that, for the strong matrix teams, RACI is just a rough guideline and members may do different tasks
  o Similarly, A RACI table for management tasks
All baselines should be ready and submitted as a PDF report by the end of Wednesday, July 12th
- Scope Baseline
- Schedule Baseline
- Cost Baseline
- Risk Management Plan *may be postponed*
- Document Management Plan *may be postponed*

Report structure guidelines will be provided later
50% Progress Presentation – Friday, July 14th

- 15 MIN. PRESENTATION, 1 PERSON ONLY
- Project Charter: Project description, your company, project selection criteria, project goals, etc.
- How did you collect the requirements (YX, Q-Sort, etc.)
- Presentation of S-curve and plan versus actual: On / Ahead / Behind Schedule? Why?
- Risk management & mitigation approach
- Teamwork effectiveness and team dynamics
75% Progress Presentation – July 21\textsuperscript{st}

- **15 MIN. PRESENTATION, 1 PERSON ONLY**
  - Same as previous topics, updated at 75% time progress, less elaborate on the basics (definitions)
  - Presentation of the partial product if over 70% complete
  - If less than 70% complete and not ready to be presented explain reasons for delay

- **NOTE: YOU WILL BE GRADED FOR YOUR TEAMWORK AND PROJECT MANAGEMENT EFFECTIVENESS, NOT FOR YOUR TECHNICAL SKILLS**
Final Presentation – July 26th

- Completed project to be presented
- All as-built versus planned documents to be presented
- Lessons learned to be shared with the class
- An effective close-out will be expected (documentation, lessons learned, teamwork optimization, etc.) and a good discussion of your software maintenance plan after you deliver the product
- How things would have been different if the Agile project management technique was implemented
Grading

- Team formation & project selection 50
- Project Baselines Development 80
- Project monitoring and controlling 70
- Project Close-out 50
- Application of Agile Project Management 50

Total Term Project Points (out of 1000) 300