Increment 1 Status Report

Lessons Learned

The goal of this set of project reviews/presentations is to learn something from one another about what worked, what did not work as expected, and how you might do a better job on Increment 2.

If possible, project presentations will include a live video feed to PKU (hence will be scheduled for the evening). You are welcome to organize your presentation to include participation by the PKU students but, since the live video technology is unreliable, should not depend on it.

You should plan on not more than 20 minutes to present your project, project status, and lessons learned. If you feel you need more time to include your PKU teammates or have questions about what is expected, please let us know.

Your presentation should include a short demo of your software and should answer at least the following questions about your project and the lessons learned. The focus, of course, should be on objective phenomena (e.g., milestones made or missed) not individuals:

1. Status against project plan
   • What was planned for this date?
   • What was actually produced (status of work products and deliverables even if not complete)?
   • Demo

2. Lessons learned and planned changes
   • How did the team coordinate activities and make decisions?
   • How effective was project planning?
   • What were the root causes of any schedule delays?
   • Was the risk management approach effective?
     o Were risks adequately identified and defined?
     o Did the risk mitigation strategies allow work to proceed in spite of problems?
   • Did the software decomposition into modules support distributed work in parallel?
     o Were interfaces well enough defined for developers to proceed independently?
     o Did the components work at integration time?
   • Which collaboration tools were used and how effective were they?
     o Which parts of Assembla were used and how well did they work?
     o What other communication or coordination tools were used?
   • What do we need to change for Increment 2? (You can also answer this in the context of the questions above).