

Project Deliverable A: **Team Contract and Project Management**

GNG 1103 – Intro. to Product Dev. and Mgmt. for Engineers

Faculty of Engineering – University of Ottawa

Objective:

As a team, review and complete the team contract questions and individually sign it. Create a task-based plan template based on your project tasks using Trello.

Instructions:

A.1 Team contract:

Teams must produce a completed contract, based on the template provided in Brightspace. The contract should outline the team's procedures, expectations and consequences for failing to follow procedures and fulfill expectations. Individual members must show their understanding of these statements and their agreement to follow them by applying their (digital) signature to the contract. A contract template is provided on Brightspace, but feel free to customize it to your team's particular needs.

A.2 Task Planning (Trello):

There are different ways to plan and manage tasks and there are *lots* of tools to choose from. This term, we are using a free tool called Trello (<https://trello.com/en/guide>). There are different ways to organize your tasks (e.g. <https://trello.com/templates/engineering> or <https://trello.com/templates/team-management/team-tasks---5-things-workflow-DQDXYzN7>). Basically, everyone in your team needs to have their own task (there should be clear task ownership). You also want everyone to be working on tasks which are the most important or urgent things (from the team's perspective!).

Each week, you each must “***Do what you say you will do when you say you will do it!***”. If this is not going to be possible, then there needs to be a pro-active discussion in the team. Your Project Manager (PM) and Teaching Assistant (TA) are there to help you with this process. In the end, though, it is up to you to make your team as productive as you possibly can. You should always be asking yourselves: “*Am I doing the right thing now for the team?*”.

In Trello, depending on how you set up your lists, you need to keep track of task status (To Do, In Progress and Completed) either with labels or split in lists like in the lab. Once tasks are assigned to someone and work has started on the task, this status can be changed to “*In*

Progress". Once a person has completed their task, the task status can then be changed to *"Completed"*. If a task is **not** going to be worked on, it can be put *"On Hold"* or even *"Cancelled"* altogether.

Therefore, every single team member needs to maintain a list of tasks that they own. Remember: being responsible for the task does **NOT** mean that you need to do *all* of the work by yourself. You are simply responsible for making sure that this specific task gets done on time, maybe with the help of other people. However, making sure that the task is completed *is* still ***your*** responsibility.

1. On a weekly basis, each person should own distinct tasks, categorized as follows:
 - **"In Progress"** tasks are ones that you own and are **currently working** on.
 - It is not a good idea to juggle more than two tasks per week; switching between different tasks might seem good, but it actually wastes time!
 - Consider assigning individual tasks to team members, based on their: specific interests, specific abilities, or level of experience ... or maybe a bit of all of these!
 - Once tasks have been finished properly, they then become **"Completed"** tasks.
 - **"On Hold"** tasks are ones that you are not going to do right away, for some reason, but they *still* might need to be done in the near future.
 - Alternatively, tasks can be **"Cancelled"** altogether (i.e. you and your team have decided that nobody will ever need to do these tasks).
 - Please don't just decide to drop a task, yourself, without having a team discussion (and including your PM/TA). Maybe you are unable to do something or perhaps your task has become much more difficult than you'd originally estimated. Maybe the task just isn't important anymore. Regardless, *everyone* in the team needs to agree with you that you should not be doing this task *before* you drop it!
 - If you are not able to do something, then you should say so as early as possible (i.e. do *not* say you can't do it right before the deadline). This is important, since your team-mates are counting on you to get your stuff done on time. With a bit more advanced notice, someone might have been able to help you! Regardless, **you** are still the 'owner' of your task, and **you** must make sure that it gets done, even if you can't do all of it all by yourself!

- Don't be afraid to identify new tasks that you think are critical or important to the team. These are 'orphan' tasks that need to be assigned an owner.
2. Use Trello to identify and keep track of exactly *which* person from is responsible for ensuring the completion of *which* specific tasks (i.e. the task "owners"). Maybe task definitions or assignments will change as the term progresses. For example, you might be running out of time and need to scale back the list of things you are going to do. This should be discussed on a weekly basis with your PM/TA.
 3. The required completion dates for all tasks or deliverables with known due dates should be captured since these will not change (see the first lecture or course syllabus for this information). One person in the group should capture the initial set of deliverables in the task plan and then "invite" all the other team members. You will all need to be able to edit the plan and you are each responsible for keeping the estimated durations, of all tasks that you own, up to date.

If required, please ask your PM or TA about the best way to set up your project plan using Trello and you do this as early as possible. This is a critical component of your team's success. It is OK if you do not currently understand ALL the tasks right now or that you don't quite know exactly how long each task will take.

However, you need to estimate time durations using *some* kind of logic that you can explain to someone else. Your PM/TA also needs access to your task-based plan. This plan should show all of the tasks and deliverables for all group members at all times.

We will revisit this plan in Project Deliverable C. The key thing is to decide, with help from your PM and TA, *what you need to do right now* and what you intend to do over the next few weeks (i.e. the "In Progress" tasks!). The idea is to keep the load distributed fairly across the team members all the way through the term. Ideally, nobody should be doing too little and nobody should be forced to be doing too much.

You will be meeting with your PM and TA throughout the term, during the lab session, so it is important to keep your tasks up to date *and* to always make sure that your PM/TA is "in the loop" if there are any changes or any group issues or problems. Again, don't wait! You must also set up automatic email reports Mondays at 00:01 to both the PM and TA AND invite them to your Trello board.

Your PM and TA will grade you on how well you do this and will assess your individual contributions to the team's objectives during the term! The following questions will be used for this grading:

- Did you do *what* you said you would do or ask for help if you couldn't do it?
- Did you do it *when* you said you would, or tell people early, if you couldn't do it?
- How well did you and the team *track your progress* and *revise* your task estimates?
- What was the overall *quality* and *quantity* of your work?
- What was the overall *quality* of the *final resulting prototype*?

Submission:

Each team (***only one person from each team***) must submit PDF copies of their team contract, signed by **ALL** team members, and also a copy of their initial Trello Task-based plan by uploading the files as attachments into Brightspace (always submit documents into BrightSpace in PDF format to receive full marks).

Due Date:

See Brightspace.