

Project Management & Team Working

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Outline

- 1 **Project – ??**
- 2 **Start Phase**
- 3 **Execution Phase – Finish phase**
- 4 **Leadership – Team**
- 5 **Conclusion – Reporting – Grade**



Knowledge – Kunskap

Set of methods and abilities that people can have to
adapt/judge/adjust to the present situation



Project

What is it?

Definition?



3 citations

Daniel Defoe

The true definition of a project according to modern acceptance, is a vast undertaking, too big to be managed.

Traditional definition

*A project = a **delimited** task, which can essentially be characterized with unique prerequisites like distinct **goal**, time, cost, and quality **constraints** and which has a project specific **organisation**.*

Project Management Institute

A project is a temporary endeavor undertaken to create a unique product or service.

What type?

- Work form
 - detailed planning philosophy
 - models
 - interaction with colleagues
 - results oriented
 - competition
- Organisation form
 - avoids hierarchy structure
 - direct communication and efficient coordination
 - cooperation and initiative (more important than the group!)
- Management form
- Educational form



Educational form

The process of learning is important.

Learning by doing...but learning !

“Planera - Genomföra - Reflektera - Förbättra”



So... a project is...

A temporary organisation with

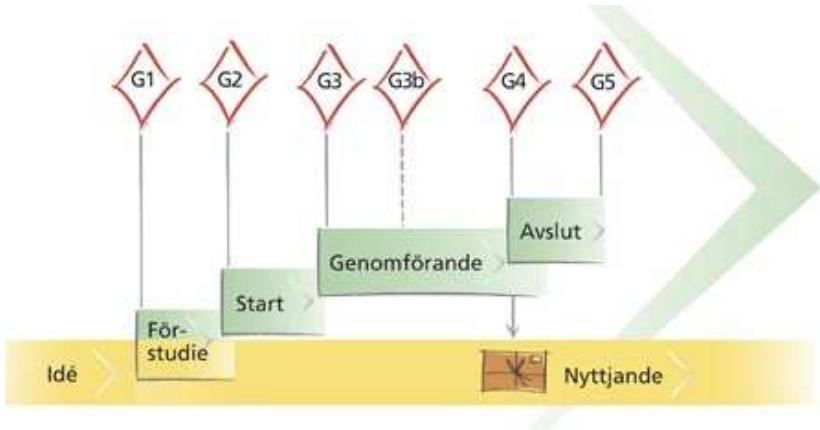
In general:

- name
- goal
- time constraints
- uniqueness
- resource constraints
(budget, team, ...)

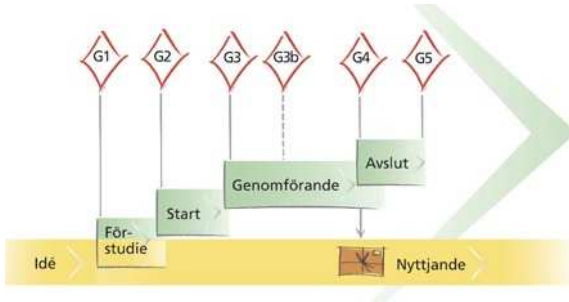
For us:

- goal
- time constraints
- team
- a learning objective

Project Workflow



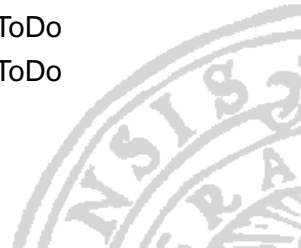
Project – Pre-Studies



- Really a good idea?
- For what purpose?
- What organisation to realize the idea?
- Who runs the project? We? Someone else?
- When?

Project model

- Interest Analysis
- Goal Analysis
- Organization ...ToDo
- Planning ...ToDo
- Resource Analysis
- Risk Analysis
- Execution ...ToDo
- Team working ...ToDo



Interest Analysis

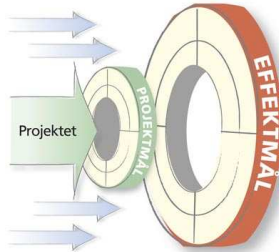
Why and For whom?

In (y)our case..... Done ✓

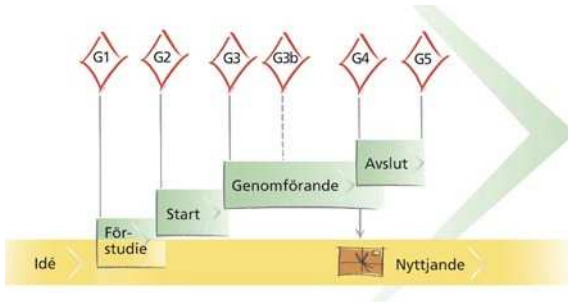
- ✓ *Identifiera*
- ✓ *Beskriv
förväntning/behov*
- ✓ *Resultat/genomförande
intressenter*
- ✓ *Primära/sekundära*

Goal Analysis

In (y)our case..... Done ✓



Goal Analysis



- Projekt mål: G_4 fasen.
- Effekt mål: G_5 fasen.

Main Goal vs Objectives



- What parts to identify to reach the main goal ?
- What parts *not* to include?

In (y)our case, that's where you decide.

Organizing

Identify the tasks and build a network diagram.



Planning

Sir John Harvey-Jones

Planning is an unnatural process, doing something is much more fun.

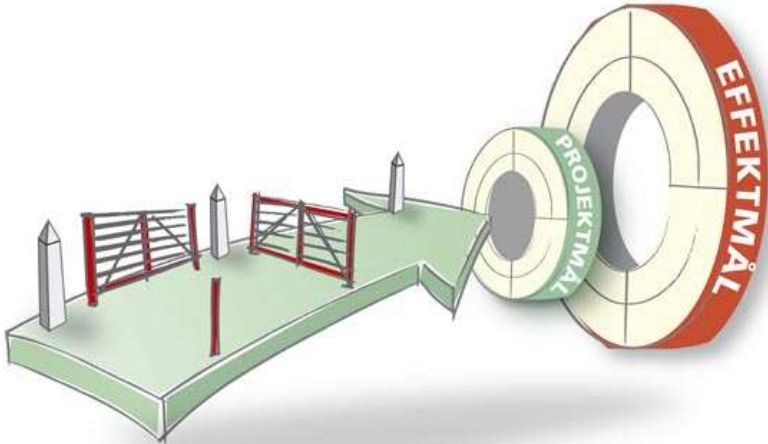
The nice thing about not planning is that failure comes as a complete surprise, rather than being proceeded by a period of worry and depression.

Planning

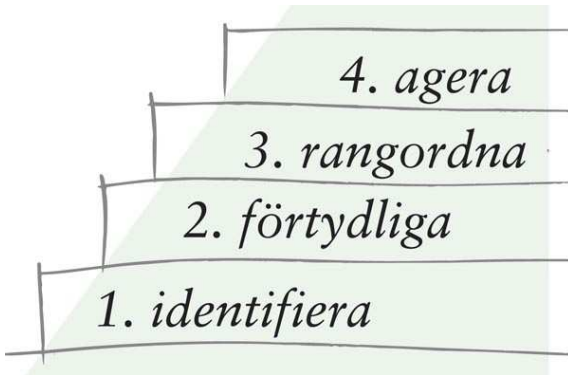
From the network diagram, build a Gantt chart.



Milestones – Milstolpar



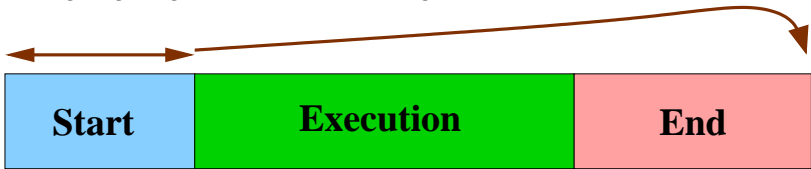
Risk: What shall we do?



In (y)our case: **Educational project** ...so don't worry! ✓

Execution

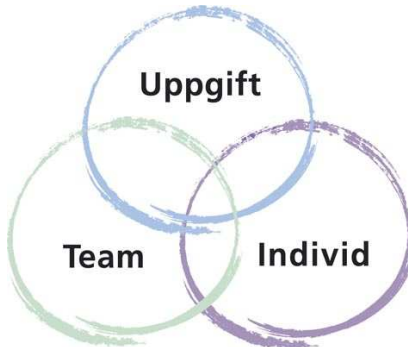
Just get going but know one thing:



Respect the milestones!!

Team Roles

Belbin's Team Role test



Belbin's classification



Plant (PL)



Resource Investigators (RI)



Monitor Evaluators (ME)



Co-ordinators / Chairman (CO)



Shapers (SH)



Teamworkers (TW)



Implementers / Company workers (IMP)



Completer Finishers (CF)



Specialists (SP)

Implementer



Typiska egenskaper

Konservativ, plikttrogen.

Styrkor

Organisationsförmåga, sunt förnuft, arbetar hårt, självdisciplin.

Svagheter

Brist på flexibilitet, konservativ mot nya idéer.

Coordinator



Typiska egenskaper

Lugn, självförtroende, kontrollerad.

Styrkor

Kapacitet att ta hand om och välkomna alla potentiella bidrag på deras meriter och utan fördomar. Stark känsla för målen.

Svagheter

Inte över snittet i intellekt eller kreativ förmåga.

Shaper



Typiska egenskaper

överspänd, utåtriktad.

Styrkor

Dynamisk, drivande, utmanande, tävlingsinriktad och målinriktad. Pressar laget och finner vägar runt hinder.

Svagheter

Läggning åt provokation, irritation och otålighet.

Plant



Typiska egenskaper

Individualistisk, seriös, oortodox.

Styrkor

Geni, fantasi, intellekt, kunskap.

Svagheter

Uppe bland molnen, benägen att förbise praktiska detaljer eller protokoll.

Resource Investigator



Typiska egenskaper

Utåtriktad, entusiastisk, nyfiken, kommunikativ.

Styrkor

Kapacitet för att kontakta folk och utforska allt nytt. Förmåga att svara på/anta utmaningar.

Svagheter

Tappar lätt intresset när den första entusiasmen lagt sig.

Monitor Evaluator



Typiska egenskaper

Sober, strategisk, “nykter”, förständig.

Styrkor

Bedömning, diskretion, nyktert tänkande.

Svagheter

Saknar inspiration eller förmågan att motivera andra.

Team Worker



Typiska egenskaper

Socialt inriktad, ganska mild, känslig

Styrkor

Förmåga att känna av personer och miljöer och skapa teamkänsla.

Svagheter

Obeslutsamhet i kritiska lägen.

Completer Finishers



Typiska egenskaper

Omsorgsfull, metodisk, samvetsgrann, orolig.

Styrkor

Kapacitet för genomförande. Finisher. Perfektionism.

Svagheter

Tendens att oroa sig för småsaker. Ovillig mot "låt gå".

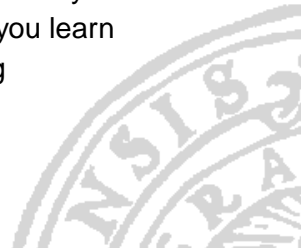
Hierarchy

Everybody has a roll, just use that fact positively.

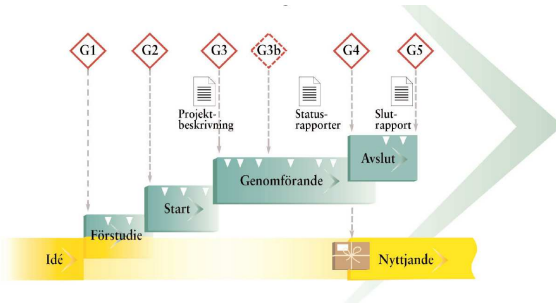


To think about...

- Identify:
- ✓ Why
 - ✓ For whom
 - ✓ What approach you choose
 - ✓ What steps you take
 - ✓ What time frame you plan
- Important for this course:
- ✓ How you will show your work
 - ✓ What lesson you learn
 - ✓ Team working



Report



- Answers to the checkmarks (from the previous slide)
- Documentation of your *fantastically well-organized* code
- Comments about team working
- Any thoughts on future openings

Course Grade

Just ok? Good? or Very Good project?

⇒ **Grade**: U/G (or Fail/Pass)

Separate from “*Inbyggda System*” grading system

⇒ **Continuous reporting** (blog, ...) with start before May 5th

