

# Criteria 8 – Project management

## Criteria 8 - Understanding of strategies for assessing the effectiveness of the project plan in monitoring progress

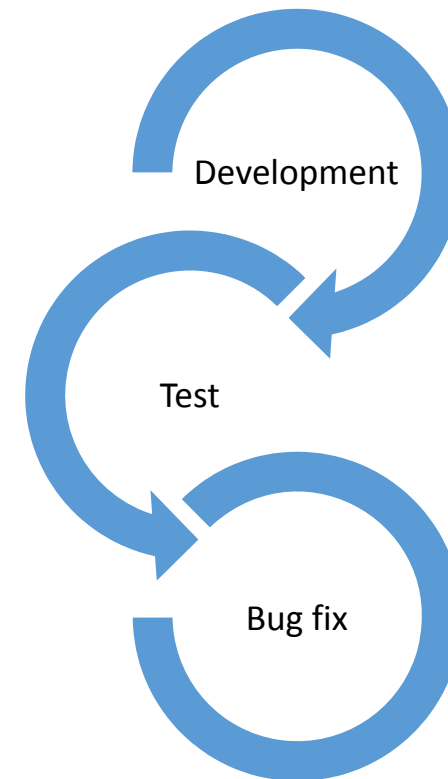
- techniques for recording the progress of projects, including annotations, adjustments to tasks and timeframes, and logs
- factors that influence the effectiveness of project plans
- strategies for evaluating the efficiency and effectiveness of (solutions and) project plans

# Techniques for recording the progress of projects

- Actual Start
- Actual Finish
- % complete
- Baseline
  - Set at start (for us that is the end of Analysis)
  - Re-baseline for end of Design/ start of Development
- Annotation == pointing out key features (Gantt chart + Word doc)
- Log == dated journal entry (Word doc)

# Re-planning Development

- Tasks
  - Break-down by phase or feature
  - Include your SAT Performance Criteria 5-8 requirements, i.e. sorting, usability test
  - A single line of “Coding” is not granular enough
- Estimates
  - Break-down by week (elapsed time)
  - Hours (effort)
  - Poker planning points



# Testing approach

- Coding + (Unit) Testing – during Development
- System Testing – when it's all finished
- Usability Testing – when you have working prototype or close to completed code
  - Make changes as a result of usability test
  - Re-test your changes and system

# Planning a usability test

1. Cannot start until you have something a user can use
2. Plan the test
3. Conduct the test
4. Write-up the test results
5. Make the changes to the software as a result of the usability test

# SAT Activity

- Update your Gantt chart for end of Design phase
- Re-plan Development phase
- New baseline
- Update your annotation (log)

# Factors that influence the effectiveness of project plans

- Completeness of task identification
- Accuracy of estimates
- Frequency of updates
- Learning (“unknown unknowns”)
- Communication to stakeholders
- Risk management effectiveness
- Scope control



# Remember ... Project trade-offs



From  
Analysis &  
Planning  
U302

# Evaluating the efficiency and effectiveness of project plans

- Lessons learned
- Project post-mortem
- Post-Implementation Review (PIR)
  
- Leading to =>
  - Better project manager
  - Better project team
  - Better organisation
- Evaluating not just the project *outcome* (software) but all aspects associated with the project *operation*