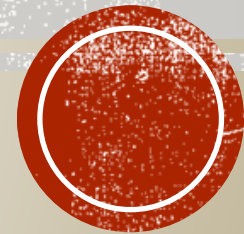# CS 428 ORG CHARTS AND STATUS REPORTS

Fall 2021

Bruce F. Webster

- Ideal: frequently reorganize and (re)assign tasks to use the best people at any given moment

- Real: time wasted coming up to speed, loss of 'gained knowledge', undocumented tasks/issues/responsibilities falling into the cracks, uncertain authority/gatekeeping

- Also real (in real-world): issues of prestige & ego, lack of talent/skill/interest in certain roles, misused authority

- Your team is welcome to take whatever approach you want, but be prepared to document and defend it

- Observations and experiences?

WHY HAVE ROLES AND TITLES AT ALL?

- Appropriate division of labor

- Focus on individual talents, skills, and interests

- Make responsibilities clear

- Establish lines of communication that reflect the target architecture (see "Remember Conway's Law" [Webster #2])

- Align individual goals with team goals (see "How to retain IT talent with goal alignment" [Webster #5])

WHY HAVE AN ORGANIZATION CHART?

- Deciding how you're going to decide those roles

- Not knowing what you need yet / not knowing what you don't know about your project yet (Armour)

- Competition for 'prestige' jobs (project manager, chief architect)

- Available talents/skills don't always match required positions

- Don't forget that you can reorganize and reassign at any time

CHALLENGES IN ORGANIZING A TEAM
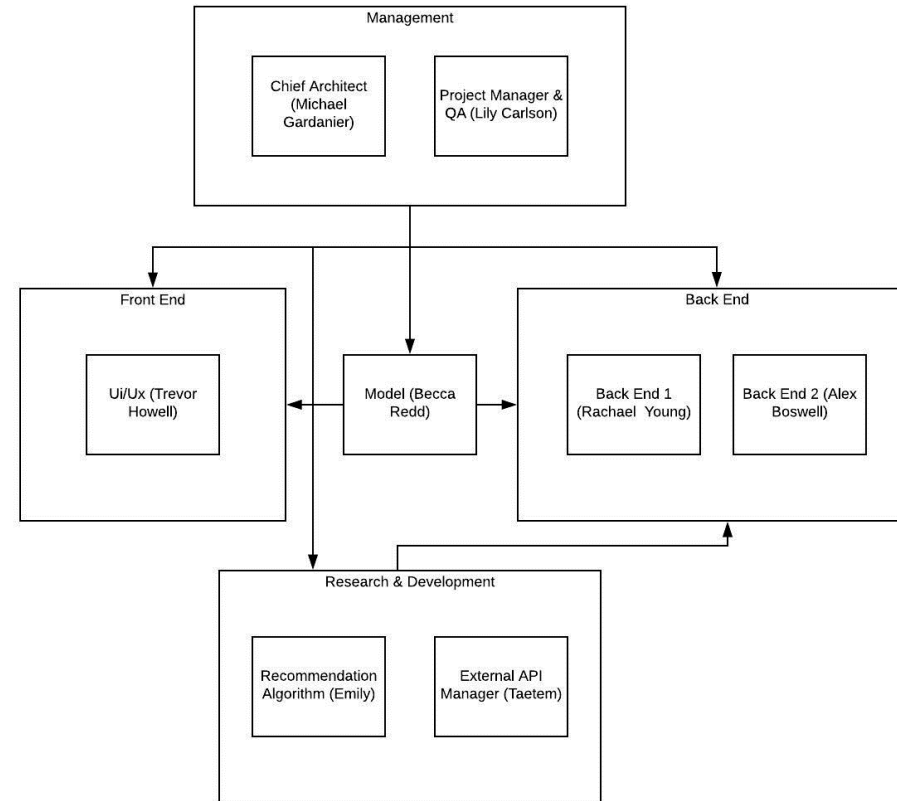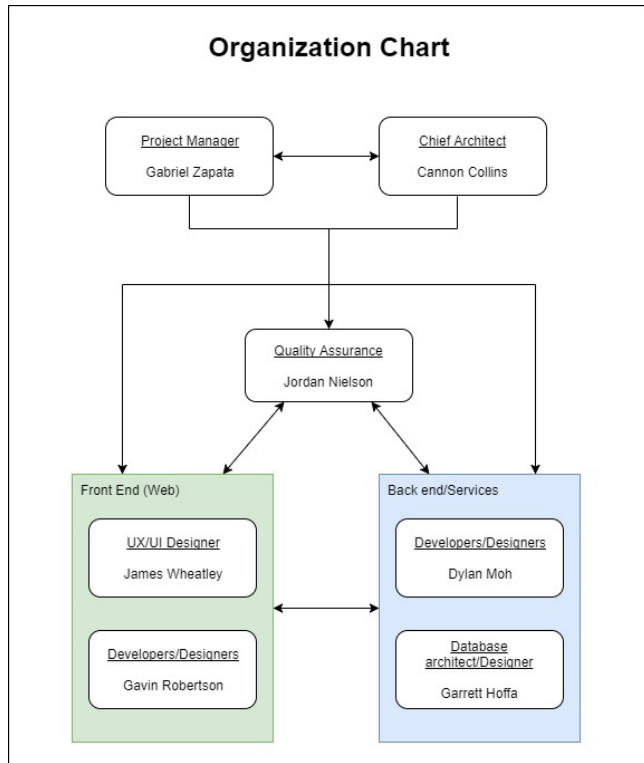
ORG CHART EXAMPLES

- Project manager (mandatory)

- Chief architect (mandatory; must be different than PM)

- Designer/developer

- Quality assurance

- Librarian/configuration management

- UX/UI designer

- Tool builder

- Graphics/sound/music artist

- Technical writer

- Database architect/manager

- Sales/marketing/customer relations/support

- For wackier inspiration: https://siliconvalleyjobtitlegenerator.tumblr.com/

POSSIBLE ROLES/TITLES

- Define the following for each role/title:
  - Activities and deliverables responsible for
  - Any "gatekeeper" (approval/decision) authority
  - Management/communication lines with other team members

- Note: for smaller teams, a given person may have multiple roles

- Note: this is a separate document from the org chart (or you can embed the org chart in this document)

- Example from prior semester:
  - https://github.com/lily514/book-app-428/wiki/Organization-Chart-and-Role-Requirements

DELIVERABLE: ROLES DOCUMENT

- Why a status report?
  - Reflects real-world practices
  - Lets me and Zach know in more detail what is going on in each project
  - Increases intra-team transparency as to effort and progress
  - Tracks history of project over time

WEEKLY DELIVERABLE: STATUS REPORT

MANDATORY STANDARD FORM

- **Project Name, Date** (of weekly report), **Project Manager** – self explanatory (I hope)

- **Project Summary (including redirection) –** brief description of project; should update as direction, scope, goals change

- **Key Tasks/Progress/Status/Finish –** list of *current* key tasks (remove completed ones), current % completed, whether it's on track, and estimated completion date

- **Tasks Completed –** tasks completed *this past week*

- **Tasks Delayed -** tasks put on hold for now + reasons why

- **Tasks Planned –** tasks to be worked on *this coming week*

- **Team Members – Billable Hours –** time each team member spent on the project this past week (including meetings, etc.)

- **Key Project Risks and Issues –** top 1 to 3 risks/issues that need to be handled

STATUS REPORT FIELDS

- Due every Saturday by midnight, starting **this Saturday** (09/25/2021)

- Template is on CS 428 website (http://cs428.cs.byu.edu/wp-content/uploads/2018/08/CS428-weekly-status-report.xlsx)

- Post the status report on your team Wiki, with a **separate**, **clearly dated** link for each week's report

- Project Manager is responsible for ensuring it is submitted, but can assign another team member to do the actual reporting

- Recommendation: do billable hours on a Saturday-through-Friday basis, so that team members have all day on Saturday to report their billable hours for the prior week
  - Set a team deadline for reporting (say, noon on Saturday)
  - Failure to report hours should be marked as '0' or 'N/R' (no report)
  - No minimum weekly billable hours requirement, but I reserve the right to lower grades (or even fail) for lack of participation

WEEKLY STATUS REPORTING

- By midnight this Saturday (09/25):
  - **Team**: Create your **org chart** and your **roles/responsibilities document**. Full credit requires:
    - Both the org chart and the roles/responsibilities definitions (can be on a single Wiki page)
    - The org chart needs to show lines of communication and management (hint: **arrows**)
    - Roles/responsibilities needs to contain the information a few slides back
  - **Team**: Create your first **status report** and link to it on your team Wiki page

- Readings to have done by the next class (09/27):
  - *Peopleware*, chapters 1-6
  - Online readings: Webster #2

- Lecture next week (09/27): creating your project requirements

TO DO FOR NEXT WEEK (09/27)