CS 428
Org Charts and Status Reports

Winter 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
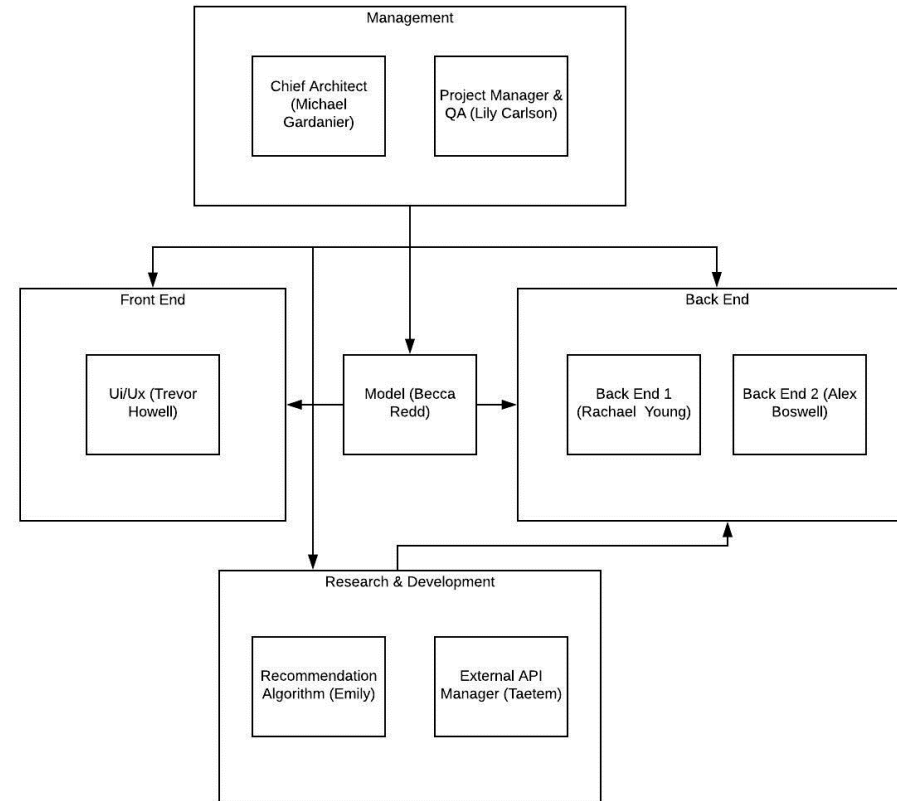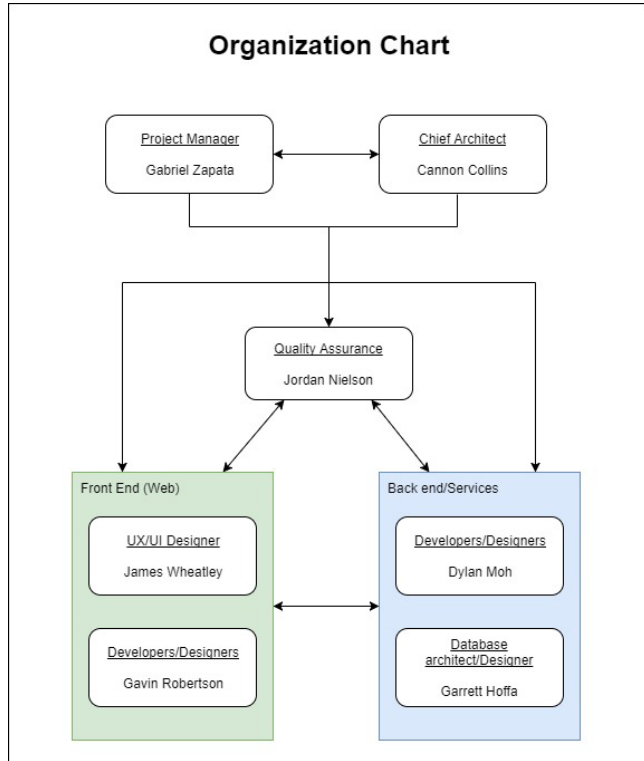
Org Chart Examples

- ▶ 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** (09/26/2020)

- 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 (02/06):

  - **Individual**: Watch any podcast and mark it off (on Learning Suite) as podcast #2

  - **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 (02/08):

  - *Peopleware*, chapters 1-6

  - Online readings: Webster #2

- Lecture next week (02/08): creating your project requirements

To do for next week (02/08)