



CS 428 Org Charts and Status Reports

Fall 2022

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- ◇ 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?

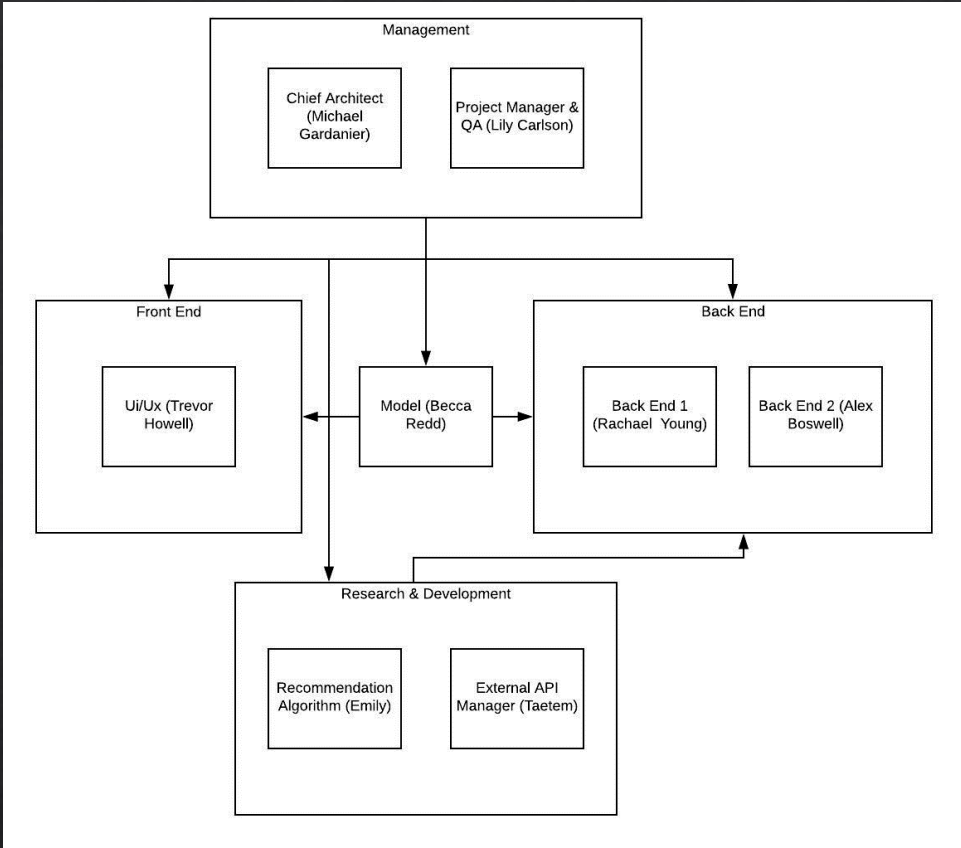
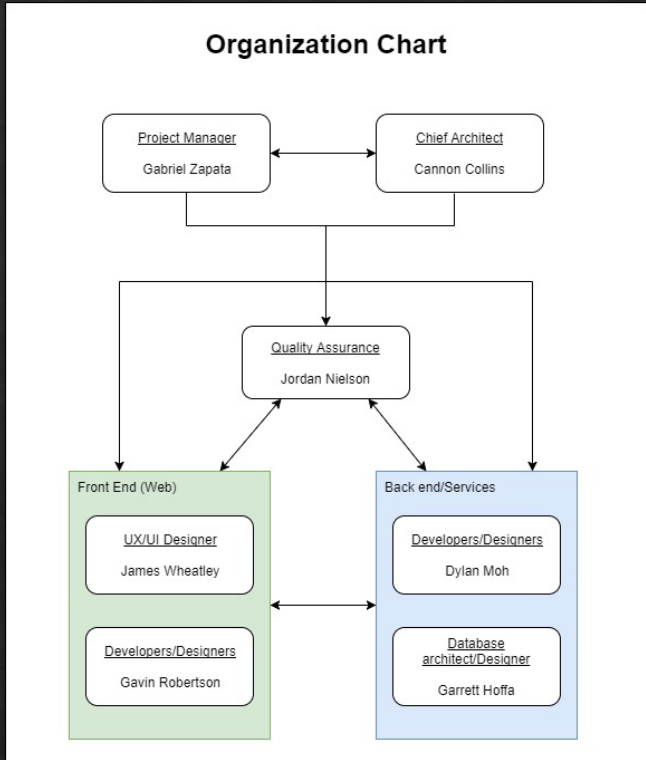
Why have roles and titles at all?

- ◇ 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 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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N					
1	Project Name					Date					Project Manager								
2	Project Summary (including redirection)					Key Tasks			Progress	Status	Finish								
3									90%	On Track									
4												70%	Possible Delays						
5												43%	Delayed						
6												26%	Complete						
7												78%	On Track						
8												0%	Future Task						
9												0%	Future Task						
10												0%	Future Task						
11						Tasks Completed					Tasks Delayed			Tasks Planned					
12																			
13																			
14																			
15																			
16																			
17	Team Members -- Billable Hours					Key Project Risks and Issues													
18	Name	Role/Task	Hours	Type	Risks or Issue Description														
19			0.0	Risk															
20			0.0																
21			0.0																
22			0.0	Issue															
23			0.0																
24																			
25																			
26																			
27																			
28	Total		0.0																

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 (09/24):
 - ◇ **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 (09/26):
 - ◇ *Peopleware*, chapters 1-6
 - ◇ Online readings: Webster #2
- ◇ Lecture next week (09/26): creating your project requirements

To do for next week (09/26)