

Project Log Concepts

T/F:

A project log could include the URL of the visited websites. **True**

You can use the blog as electronic and online way for project log. **True**

A project log is used as a diary. **False**

To ensure that your entries are complete, check your entries conform to the journalists five Ws who (is involved), what (happened), when (did it happen), where (did it happen) and why (or how). This strategy is useful because it generates specific answers to these questions. **True**

Project log include everything that happens during your day or week, whether relevant or not . **False**

Entries in the project log can be made daily, weekly, or monthly, or in response to the events that occur. **True**

Project log should be physical note book. **False**

A project log include abbreviations and phrases you may not remember the meaning. **False**

MCQ:

The primary advantages of paper logs are:

- 1- durability.
- 2- convenience.
- 3- ease with which you can make an entry.

The advantages of electronic project logs:

- 1- You can search.
- 2- You can backup.
- 3- You can check your spelling.

The primary disadvantages of electronic project logs are:

Availability

The disadvantages of Blog of using it as a project log:

- 1- Entries in a blog can be edited or amended after they have been posted.
- 2- a blog is intended to be read by anyone

You can use the project log to:

- 1- reflect upon your experiences.
- 2- make notes, sketch designs, and explore ideas.
- 3- practice writing descriptions.

Hohmann describes how to use a project log which of the following:

- 1- Write clearly.
- 2- Review your notebook regularly.
- 3- Keep your notebook with you at all times.

Communicating, cooperating and collaborating online

T/F:

Giving messages meaningful, unambiguous, subject lines can greatly enhance your ability to find what you want in busy forums. **True**

FlashMeeting runs in a web browser so you need software to install. **False**

FlashMeeting runs in a web browser so there is no software to install. **True**

a duplex system would allow more than one person to talk at the same time. **True**

Duplex communication imposes discipline in the meeting and everyone can take their turn in contributing to the discussion. **False**

Messages that **not** have the same subject are known as a message thread. **False**

Instant messaging discussions are typically voiced. **False**

A Sandbox, which is a page on the wiki that you can use for experiments and to try things out while you get used to working with a wiki. **True**

When reading several messages on the same topic it is convenient if you can read them in the order in which they were posted, so that you can follow how the discussion is developing. True

MCQ:

Drawbacks of using wiki pages:

- 1- Not get the author.
- 2- you can delete work entered by other people.
- 3- only one person can edit a section of a wiki page.

The following are disadvantages of Forum:

- 1- More time and energy in modification.
- 2- The difficulty in not being able to create shared documents.

Good practice when communicating electronically:

- 1- Try to keep your messages short.
- 2- Avoid writing all in CAPITALS.
- 3- Send your messages to the right place.

In order to use internet telephony (or VOIP Voice Over IP), you will need:

- 1- loudspeakers Audio conferences.
- 2- A microphone Video conferences.
- 3- Fast internet connection.

Plumpton, Describe how students can make conferencing work, which of the following are true:

- 1- everyone participates and trust each other.
- 2- The forum is supportive.
- 3- Everyone takes initiative.

Which of the following are considered as a shared office and repository tools:

- 1- Forum and Wiki.

The wiki starts off as a single page called:

- 1- Front page.

Working at a distance

T/F:

Frequent, effective communication is a critical success factor for a virtual team.

True

Studying this course part-time not influence on your selection for collaboration tools. False

Differences of opinion, which almost inevitably arose because of the team's diversity. True

Exploit diversity within the team is important practice for successful virtual team.

True

MCQ:

The Characteristics of E-mail media:

1- Permanent record.

To work at a distance you need:

1- Partitioning the work and keep informed the team of your progress.

2- Collaborate by using asynchronous communication media.

3- Please be patient of waiting for someone else to complete their part of the project.

The effective rules and norms that enable the team to work effectively at a distance:

1- Frequently check e mail and team forum.

2- summarize the result of communication in the forum.

3- Decide communication media.

The other name of simultaneous communication is:

1- Duplex.

The Characteristics of video conferences media are:

Both Co-located and Audible.

Team Organization

T/F:

Timekeeper monitors the passage of time and alerts the team when that period of time has elapsed. **True**

decision-making in ego-less team has to take place by leader. **False**

Team secretary keeps a record of what decisions have been taken, who is doing what, and the date of the next meeting. **False**

Meeting secretary coordinates the production of team documents and reports. **False**

Within software engineering teams, several common team structures have been recognized: democratic, hierarchical, 'ego-less'. **True**

MCQ:

Record keeper keeps a record of what decisions have been taken, who is doing what, and the date of the next meeting. , the other name of this role is:
Meeting secretary.

'Everyone does everything' team Responsibility for the work is jointly assumed by all team members, represents any structure of team:
Ego-less team.

This person keeps a record of what decisions have been taken, who is doing what, and the date of the next meeting:
Record keeper.

Decision-making has to take place by consensus since there is no leader:
Ego-less team.

This person ensures that team will meet the external deadlines:
Progress chaser.

Team Formation

T/F:

The team will be working productively together represent a Norming stage in Tuckman's model. **False**

The final stage of team development, is sometimes called 'Mourning'. **True**

Project coming to an end and the team being disbanded represent a Performing stage in Tuckman's model. **False**

Team members try to get to know each other represent a forming stage in Tuckman's model. **True**

Team members try to get to know each other represent a Norming stage in Tuckman's model. **False**

MCQ:

Team members try to get to know each other and establish the roles; rules represent any stage of Tuckman's model:

Forming.

The team identity has established itself and disagreements between team members are largely settled represent any stage of Tuckman's model:

Norming.

The team will be working productively together stage of Tuckman's model:

Performing.

Project coming to an end and the team being disbanded represent any stage of Tuckman's model:

Both Adjourning and Mourning.

Tuckman's model of team development has a number of other implications and consequences of which it is useful to be aware as:

- 1- It is possible for a team to return to a previous stage of development.
- 2- Teams usually have to progress through the earlier stages of development in order to reach the performing stage.
- 3- The duration and intensity of the different stages can vary between teams.

System Approach

T/F:

The system has a purpose, a reason for its existence, a set of defined objectives.

True

A system is a bounded entity which, in its environment, achieves a definite objective through the interaction of its component parts. True

A system and its environment interact but a system may be affected by events occurring in its environment, the environment **is affected** by events occurring in the system. False

A system and its environment interact but a system may be affected by events occurring in its environment, the environment **is not affected** by events occurring in the system. True

A subsystem means grouping elements that appear related together physically or logically to deal with it. True

The initial phases of Checkland's methodology investigate the problem situation by using rich pictures, are employed in order to capture important aspects of the structure, processes and concerns that have been identified in these initial investigations. True

MCQ:

The system has a purpose means:

A reason for its existence, a set of defined objectives.

A system has a structure means:

The characteristic of a system that can be divided into subsystems.

Checkland's defined soft systems By contrast with the:

'objectives are hard to define, decision taking is uncertain, measures of performance are at best qualitative and human behavior is irrational'

A system has interface means:

There must be a set of rules for how a system interacts (communicates) with the environment in which it operates.

A system has synergy means:

both The way in which the combined subsystems behave as a whole and Holistic behavior.

Project Planning & Scheduling

T/F:

The letter I has not been used as an identifier: this is because it, and the letter O, are easily confused with numerals. **True**

Project planning involves determining the duration of each task and then determine their order, which can most easily be done using a graphical networking technique. **True**

Project planning involves identifying the critical path and then uses its total duration to plan either beginning at a starting time or at the completion date. **True**

identify the tasks for which the technique called work breakdown structure is best in order to plan the project. **True**

Information Gathering

T/F:

Questionnaire involves asking individuals to respond to a fixed set of questions set out in a fairly formalized document. **True**

Accessing existing systems of a similar nature to the one you are investigating called Literature searches. **False**

A group discussion often provide a mechanism for getting everyone to think a little more widely than they would have done if operating only as individuals. **True**

Interviews involves getting the broader picture, by interviewing a well-selected cross-section of the wider population. **True**

Observation involves observing the interactions of few people access a system and noting down what happened. **True**

Searching in books, World Wide Web and electronic library called metadata. **False**

Searching in books, World Wide Web and electronic library called Literature searches. **True**

MCQ:

Searching in books, World Wide Web and electronic library called:
Literature searches.

Getting the broader picture, by interviewing a well-selected cross-section of the wider population represents:
Interviews.

A group discussion often provide a mechanism for getting everyone to think a little more widely than they would have done if operating only as individuals called as a way of gathering information:
Focus group.

Reflective Practice

T/F:

Ignore information that did not fit their suspicions or their preconceptions is a reason for success in reflection. **False**

The need for evidence is based on qualitative and quantitative data. **True**

There is an implication of the need to improve both our awareness of our own mental processes, and also our awareness of the mental processes of others. **True**

people handle the information available to them adequately the reason to failure.

False

you need to refer to the facts to back up your feelings and to justify your conclusions. True

knowledge is most effectively gained from experience, and suggests that acquisition of knowledge comes from 'learning by doing'. True

MCQ:

Hazzan and Tomakyo indicate that there are two major factors requiring reflection as a habit of mind in software engineering:

- 1- coping with (communicating with) colleagues.
- 2- the issue of coping with complexity.

We exhibit the 'more' that we know in what we do and in the way in which we do it: knowledge-in-action.

The need for evidence to reflect your practice:

- 1- based on both qualitative and quantitative data.
- 2- the collection, analysis and presentation in your project log of evidence.
- 3- refer to the facts to back up your feelings.

'My Biggest Mistake' (Hodges 1996) leads for failure:

both many people did not set clear goals and people tended to act on impulse rather than thinking.

'My Biggest Mistake' (Hodges 1996) leads for failure:

people failed to observe what they were doing carefully enough.

Assisting you in improving your skills, improving the quality of the processes and improving the quality of the products:

Meta-reflection level.