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Reporting to Management

Exercise

Leading a Development Team  
Software Engineering Institute

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Reporting to Management

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| **Overview** | In this exercise, you will be presented with a scenario that requires you to review data that is to be presented to management.  The purpose of the exercise is to provide additional practice in reviewing and interpreting TSP performance data. |

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| **Scenario** | You are the TSP team leader for the Flight Control Subsystem Project. The project was launched nine weeks ago. A weekly status report meeting is scheduled with management two days from now.  Unfortunately, you caught the flu two weeks ago and have just arrived into work after being gone for the last eight days.  In your absence, your capable TSP Planning Manager has already put together the first part of a status report for upper management.  The Planning Manager Leader has just forwarded you a copy of the draft weekly status report and so you need to look over the briefing to ensure that the information is correct and ready to go..  You open the briefing to slide 2, which indicates the project is a week behind schedule. You then flip to page 4 of the briefing and review the earned value summary that states that the To-Date Earned Value (EV) is 34.5% while the To Date Planned Value (PV) is 43.6%. It seems little strange to you that the report is stating that the project is only a week behind schedule when there is such a disparity between the PV and the EV. You sit down to take a closer look at the data. |

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| **Instructions** | You will have 40 minutes to complete this exercise. |

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| Step | Description | Duration |
| 1 | Form into groups as directed by your instructor. Assign a facilitator, time keeper, scribe, and spokesperson. | 5 min. |
| 2 | Carefully review the briefing slides in silence. Annotate the slides to prepare for group discussion. | 10 |
| 3 | As a group, decide how to answer the questions listed below.  The scribe records the team’s conclusions on flip chart paper. | 15 |
| 4 | The spokesperson presents the conclusions of the group to the entire class. | 5 |

\* For each group.

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| **Exercise questions** | Respond to the following questions:   * Do you agree that the project schedule is behind by a week?   + If you agree, provide the rationale for why you agree using the data from the briefing.   + If you don’t agree, then what is the current status of the project? Is the team ahead, behind, or on schedule and by how much? Explain how you arrived at this answer. * What questions would you ask, based on your analysis of the data? * Is there information that you think is missing from the briefing? List the information that you think should be included but was left out. |

Draft Management Status Report

















