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Produce Development Strategy and Process

Launch Meeting Three - Exercise

TSP Team Member Training  
Software Engineering Institute

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Launch Meeting Three - Exercise

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| **Introduction** | In this exercise, your team will produce a conceptual design, a strategy, and the outline of two processes for accomplishing your work. |

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| **Instructions** | |  |  |  |  | | --- | --- | --- | --- | | Step | Description | | Duration | | 1 | Form into groups as directed by your instructor.  Assign a facilitator, time keeper, scribe, and spokesperson. | | 5 min. | | 2 | Review the Meeting 1 outcomes that are listed on the next page. | | 5 | | 3 | Develop a conceptual design for the work. Write your results on flip chart paper. | | 10 | | 4 | Develop approximate size estimates for each part of your conceptual design. Mark the size estimates next to the conceptual design part on the flip chart paper. | | 5 | | 5 | On a separate sheet of flip chart paper, illustrate a three-cycle strategy for developing the work parts with   * Cycle one: Jan 1 – Feb 28 * Cycle two: March 1 – April 30 * Cycle three: May 1 – June 30   Be prepared to describe your rationale for the development strategy. | | 10 | | 6 | List five products or services that the team will produce or deliver.[[1]](#footnote-1) Select two of these and outline the process phases for developing (the product) or delivering (the service). | | 10 | | 7 | List any *support* issues that the team should address. | | 4 | | 8 | Organize your flipcharts for presenting to the class. | | 1 | | *Total* | 50 min. | |

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| **Meeting 1**  **Outcomes** | The *Meeting 1* outcomes include the following:   * Grandfather wants this to be a two-day event. He says that it would be great if we can get a facility with overnight lodging. Maybe a retreat center or campground with cabins or something like that. * The reunion needs to occur during the summer when the kids will be out of school. He would like to have it during a comfortable time of the summer. * Of course, there needs to be a lot of fun things to do during the two-day event. These should be outdoor activities as much as possible. But, it could rain and so indoor activities need to be planned, just in case. * Family members are spread across the country. We have many of the home addresses for family members and also some email addresses, but not all of them. However, it’s important that *everyone* in the family is invited. * Grandfather wants this to be as convenient as possible for traveling members of the family. So, we need to provide information about hotels and restaurants and activities in the area (in case family members arrive early for the reunion, or want to stay longer than the two-day event). * Grandfather saw one of those genealogy software commercials on TV the other day. He said it would be really great if we could put together a family tree (going back in time as far as possible). He wants to have something really creative put together. Maybe a slide show or an album of photos and old documents. He thinks that Uncle Ray has a bunch of old family memorabilia that we could put on display. * We should all get some “family reunion” T-shirts. Something with a nice design and our family name on it. * Since we’ll want to be outside a lot, we should get some outdoor canopies and lawn chairs and some tables. Grandpa said, “Something comfortable … for us old folks to sit in.” * We’ll want some photographs of the two-day event. And certainly a group photo. * We need to get in touch with family members as soon as possible. Many people make summer plans early in the year. So we need to do that soon. * Grandfather is willing to spend up to $5,000 on the event. But he can’t go over that amount. So, the facility, food, entertainment and whatever else will need to come out of that amount. |

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| **Getting help** | If you are unsure how to proceed with an instruction, call upon the instructor for clarification or help. |

1. During an actual launch, the team would list *all* products and services that were to be developed or delivered and identify and characterize processes for developing each product and for delivering each service. However, due to course time constraints, this step is abbreviated for this exercise. [↑](#footnote-ref-1)