Copyright 2018 Carnegie Mellon University. All rights reserved.  
  
This material is based upon work funded and supported by the Department of Defense under Contract No. FA8721-05-C-0003 with Carnegie Mellon University for the operation of the Software Engineering Institute, a federally funded research and development center.  
  
Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the United States Department of Defense.  
  
NO WARRANTY. THIS MATERIAL IS FURNISHED ON AN “AS-IS” BASIS WITH NO WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTY OF FITNESS FOR PURPOSE OR MERCHANTABILITY, ANY WARRANTY WITH RESPECT TO FREEDOM FROM PATENT, TRADEMARK, OR COPYRIGHT INFRINGEMENT, OR THIRD PARTY INTELLECTUAL PROPERTY RIGHTS.  
  
[Distribution Statement A] This material has been approved for public release and unlimited distribution. The United States Government has Unlimited Rights in this material as defined by DFARS 252.227-7013.

The text and illustrations in this material are licensed by Carnegie Mellon University under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).

The Creative Commons license does not extend to logos, trade marks, or service marks of Carnegie Mellon University.



Build Individual and Consolidated Plans

Launch Meeting Six - Exercise

TSP Team Member Training  
Software Engineering Institute

© 2013 Carnegie Mellon University

Build Individual and Consolidated Plans

Launch Meeting Six - Exercise

|  |  |
| --- | --- |
| **Introduction** | During Meeting 4, *Build overall and near-term plans,* the team developed a list of work items and a set of tasks for completing the work associated with each item.  During Meeting 6, each of the products and/or services to be completed during the initial cycle of work are assigned to specific team member(s). The assignments are made based on a combination of factors including skill sets and individual preferences. The work is balanced among team members.  Then, each team member takes their assigned work, reviews it in detail, and confirms or modifies the set of tasks that have been identified and the time estimates associated with the tasks.  In this exercise, you will work independently. You will take the work item (with defined tasks) from the Meeting 4 exercise and perform a detailed review and modification of the tasking based on how you believe *you* would carry out the tasks. When estimating the duration of the task, you should ask yourself, “Can I really commit to completing the task in this timeframe?” |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Instructions** | |  |  |  | | --- | --- | --- | | Step | Description | Duration | | 1 | You will work on this exercise independently. | 0 min. | | 2 | Refer to the Meeting 4 exercise results that you generated with your team. Assume that the product (that has tasking associated with it) has been assigned to you for implementation.  Copy the Meeting 4 tasks and team effort estimates into the template provided on Page 3. | 5 | | 3 | Carefully review the list of tasks that were generated. Is this the way that you would implement this work? If not, then add, change, or delete the tasks as you see fit. | 5 | | 4 | Consider the time estimates that were developed by the team. Considering that *you* will be doing the work, verify the current estimates or modify them. Add effort estimates to any tasks that you added. | 5 | |

*Instructions continue on next page*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Instructions, continued** | |  |  |  |  | | --- | --- | --- | --- | | Step | Description | | Duration | | 5 | Calculate the sum of your effort estimates and compare it to the sum of the effort estimates that were developed by the team. Are the estimates different? By how much? | | 5 | | 6 | In the space provided on this page, list the ways that this exercise is different than an actual launch meeting 6. Were activities abbreviated? If so, how? Were activities omitted? If so, what are they? | | 5 | | 6 | Be prepared to share your results with the class. | |  | | *Total* | 25 min. | |

|  |  |
| --- | --- |
| **Getting help** | If you are unsure how to proceed with any step of the exercise, call upon the instructor for clarification or help. |

Individual Plan Template

|  |  |
| --- | --- |
| **Product or Service** | **Your Name** |

| Process Phase | Task | | Team Effort Estimate | Your Effort Estimate |
| --- | --- | --- | --- | --- |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
| Total |  |  |