Memo

To: Custom Fit Coding team

From: Steven Totten

Date: 3 May 2011

Subject: Cooking-To-Goal Post-Mortem Report

Overview:

Custom Fit Coding, LLC., was approached by Carpe Aurum Venture Capital to create an application for their grocery customers' usage to help them generate shopping lists for weekly menus. We came up with the Cooking-To-Goal application; an application which allowed users to enter information to create a profile, establish nutritional goals, manage recipes, manage users, create weekly menus and generate shopping lists of ingredients. The project was given a time line of 3 months with a budget of $100,000.

Things Done Right:

I.   Inter-changing of roles when needed

   The team was very effective in swapping roles as assigned and when needed due to unforeseen circumstances. Everyone was willing to give a hand at all times, and no one minded wearing multiple hats, which was a necessity for the project.

II.   Use of new technologies

   We took advantage of many useful technologies in order to maintain contact with each other, to work on various parts of the project simultaneously, and to keep a unified model of the project accessible to everyone. Google Groups, Google Docs and GitHub were just a few of the programs we used to help us work on documents and code together.

III.   Communication amongst the team

> The team was able to communicate well by using programs such as Adobe Connect (which allowed us to gather in a virtual meeting room and conduct meetings), Google Groups (which allowed us to chat while working on documents together in Google Docs) as well as e-mail and text messaging. E-mail threads and text messages were plentiful and everyone was very responsive to each message that was passed.

Things Done Wrong:

I.   Scope Creep

> With so many options to expand on the project in order to make it better, the spectrum of our scope had to be continuously monitored in an effort to keep the requirements as the customer originally asked for. Remembering the K.I.S.S. method was necessary in times where the scope of the project got out of control.

II.   Planning for Meeting Time

> Making times for meetings was extremely hard due to everyone's schedules being conflicting. The fact that we were all scattered about the state was also an obstacle to overcome. Meeting times did not always have all participants present, and some meetings were completely cancelled because of conflicting schedules. In those times, e-mail and text messages were vital to our communication flow.

III.   Varying ideas for the program

> This proved to be a major hurdle as we all had varying ideas on what the program should have and how it should be coded out. These varying ideas were the cause of time being essentially wasted as we tried to figure out the best way to create the program from all of our different ideas. The team eventually pulled together and made it work, but not without a considerable amount of time lost.

Risk/Change Management:

Risk and change management, for the most part, was handled quite well. We were able to "stick to the script" for most of the project. Even in times where we began to veer off too far from what was being required of us, we were able to get things back on track. That being said, the end of the project, Implementation, is where we took the biggest risk. We veered away from GUI's we'd already created in lieu of better looking ones, which presented a new set of

complications and problems. Nevertheless, even under the pressure of practically re-doing the entire Implementation phase, we came out with most of, if not more of, the functionality we were looking for in the beginning. My hat goes off to our Implementation team; they did a fabulous job.

Conclusions:

In conclusion, we were able to deliver a product with features that our customer wanted and some extras that they were very happy with. The program has been designed so that future changes can be made without damaging or compromising any of the existing code. Future iterations such as tracking a user's progress over time, database connectivity, accounting for meals outside of the weekly menu and many other features, can be fully adapted to this application with little headache. Anyone interested is welcomed to go to our team website http://www.sdsalyer.com/etc/itec_370/ for more information.