Training on Use of the Template for the Project Technical Briefing

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• Step through each slide of the template presentation
  – Have the PowerPoint version of the template handy for making annotations

• Explanation/training information is in Yellow Text
  – Text in White is for your actual presentation slides

• The remainder of this training session will look at each slide of the template presentation
  – 16 slides
  – Includes a few informational slides that you will discard and not include in your final presentation materials
Project Name
Project Technical Briefing

Name of Project Technical Lead
Date of Presentation
A Family of Project Reviews

The series of project reviews includes:

- **Project Management Reviews**
  - **Project Discovery Review**
    • An initial introduction to the project's history, plans, and performance
  - **Project Deep Dive Review**
    • A broad & deep review of the project management elements
  - **Project Finance Review**
    • Detailed review of budget, spending, invoicing, funds transfer

- **Team Reviews**
  - **Project Inter-Team Partnering Review**
    • Examination of inter-organizational 'contracts' & process, and the success in partnering
  - **Project Supplier Performance Management Review**
    • Overview of SPM methods used & details of supplier performance results

- **Process Reviews**
  - **Project Process Quality Review**
    • A review of the quality management methods used for this project

- **Technology Reviews**
  - **Project Technical Briefing**
    • Presentation of the technology of the project: architecture, innovation plan, designs
  - **Project Configuration Management Review**
    • Examination of the configuration management practices, tools, audits and reports
• **Introduction**
  – Review of Review Meeting Objectives, Format
  – Introduction by each attendee (identify the role for each in this meeting)

• **Overview of Methods Used on the Project**
  – Software Engineering Process
  – Software Engineering Artifacts – Architecture & Design Deliverables

• **Technical Requirements**

• **The Project’s Technology**
  – Architecture
  – Design Decisions
  – Technology Innovation
  – Software Technologies
  – Validation

• **Team’s Technical Expertise**

• **Recap & Meeting Close**
  – Technical Leader’s Assessment of the Technology Viability
  – Agreement that Review Objectives Have Been Met
• Meeting Objectives
  – To help management become familiar with the project’s technology
  – To show that the project has a viable approach for using the selected technologies
  – To discover significant technical weak points
    • Weaknesses in the technology decisions made by the project, or
    • Deficiencies in the project team’s technology skill set or preparedness for using the chosen technologies.
  – To become aware of any technical innovation being generated by this project
    • Identifying steps being taken to protect this innovation
  – To become aware of any technical innovation being used by the project
    • Showing risk management actions to address this technical risk
• Key Architecture and Design Steps

On this slide:

• Describe the overall steps in completing a project
  – Focus on Architecture and Design activities
  – This helps the audience understand your arch/design methods

• Identify the organization that produces the business and technical requirements
  – These are your key inputs; how are these validated?
• The Architecture and Design Deliverables

• Describe each type of architecture & design deliverable that your project should produce

• Identify deliverables your project is actually producing for this project; exception list also

• Validation methods (ensuring technical quality)

• Show how you ensure adequate quality for your project’s architecture & design deliverables
  – How is quality defined and measured?
  – Peer Reviews?
  – Copy/paste/modify techniques caught & prevented
• Describe the key technical requirements that the architecture must satisfy
  – Where are these requirements placed under version and change control?

• If you have many, many requirements, then:
  – List a few of the most important requirements
  – List of categories of requirements (however your project categorizes them)

• Also note these:
  – Are requirements stable?
  – Are the requirements well understood? Complete?
  – Is each requirement testable?
• Present the technical architecture
  – Logical architecture
  – Physical architecture
  – Prototype
• Show how the architecture satisfies the technical requirements
  – Are there any requirements that are not satisfied?
• Summarize key design decisions made for this project
  – Also highlight the ramifications of each decision
  – Identify any risks that are created as a result of these design decisions
• Technical Innovations *Created* by the Project

  • Identify any new technologies/inventions that this project is creating
  • Show how these inventions are protected

• Technical Innovations *Utilized* by the Project

  • Identify any new technologies/inventions that this project is using
  • Show how the team is equipped to use these technologies
The Team’s Technical Expertise

- **Key Software Technologies Used by the Project**
  - Identified software technologies your project is planning to use
    - COTS packages, choice of programming languages, presentation layer tools, development environment
  - The Team’s Experience with these Technologies
    - Show how the project team is sufficiently prepared and skilled in the chosen software technologies
    - Describe the depth of experience
    - If under-prepared, show steps to address this
Validation of the Technical Implementation

• Size
  • The size of your created software, e.g., NCSL

• Validation Method (Prior to System Test)
  • e.g., full code inspection, sample of code inspected, unit testing, pair programming

• Validation Results and Analysis
  • Actual measurements from your validation activities
Summary of Key Technology Risks

- Risks with the Current Technology Approach
  - Your top 2 or 3 *technical* risks
    - Technical risks, NOT risks in the areas of management, customer relations, budget, etc.

- Assessment of the Technology Selection, Use and Viability
  - Has the right technology been chosen?
  - Will use of this technology be successful?
  - Are we using the technology as intended?
  - Is this technology applicable elsewhere?
Has this review satisfied its objectives?

On this slide:

• Copy the Objectives shown earlier in your presentation
  – Everyone can agree that the objectives have been met
  – Note changes/updates for the next review

• This is the final discussion item for the review meeting
This concludes the session on:

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