Genesys Solutions' Students 2007/8: Initial Self-Assessment Form.

Name:
Team:

Consider the following statements about the sort of things that you have been doing. If you can answer YES to all of them then that would indicate a high mark for some of the criteria below.

Note that people doing different roles should make their return based on what their role entails.

GROUP A: LEADERSHIP AND COMPANY PROCESSES
"The suggestion and implementation of company processes and resources to enhance and improve company operation"
1) Making suggestions for improving the efficiency and quality of what the company does.
2) Taking a lead in your project and getting the best out of your colleagues
3) Promoting the company and providing a professional image to customers and others

GROUP B: DEVELOPMENT
"The production of software to meet a customers needs"
1) Test First - evidence that the member has produced and run extensive unit tests, and integration tests
2) Documentation, to describe the software on the Wiki. Video presentations to describe the key technology used
3) Adherence to XP practices, with evidence
4) The delivery of a working system on time and within budget

GROUP C: SPECIFICATION
"The production of a specification to describe a customer's needs"
1) Documentation present on Wiki: continuously updated documentation to reflect the current and actual requirements agreed with the customer
2) Meeting minutes present in the management tool
3) A formal contract produced and signed off
4) A project plan, which plans in detail for the next fortnight (tasks via management tool), and less detail for the remainder of the project (milestones via management tool)

GROUP D: MARKETING
"The capture of business, and the promotion of Genesys"
1) Accurate client profiles on the wiki
2) Meeting minutes via Sheffield Management
3) Maintain the company diary via Sheffield Management
4) Update the website with client profiles

GROUP E: MANAGEMENT
" The company board meeting and the Wiki are where we all learn about what the company is doing"
1) To present to the board some aspect of another teams work
2) To update your Wiki every week
3) To be aware of other projects details from their Wiki
4) To provide sensible and accurate estimates of the time for the tasks and the project to be completed

GROUP F: Admin

"To ensure the network is maintained"
1) All PCs should be kept in a working state
2) The services (website/email etc) should be running
3) Instsallation oif new software carried out promptly
4) Installation and maintenance of servers, backup processes etc. dome seamlessly

1. Individual Qualities and Achievements
(Your personal self-assessment on a scale 1(low)-5(high))

Evidence of leadership skills:
1 2 3 4 5
Why?...
Evidence of working towards team and company goals:
1 2 3 4 5
Why? ……………………………………………………………………………….
Evidence of planning and organisational ability:
1 2 3 4 5
Why? ……………………………………………………………………………….
Evidence of involvement in quality control activities:
1 2 3 4 5
Why? ……………………………………………………………………………….
Evidence of technical achievement:
1 2 3 4 5
(relative to abilities at start of course)
Why? ……………………………………………………………………………….
Evidence of skills in customer liaison:
1 2 3 4 5
Why? ……………………………………………………………………………….
Evidence of skills in document production and management:
 1 2 3 4 5
Why? ……………………………………………………………………………….

2. Assessment of team members: estimate their overall contribution to the team on a 1...5 scale .

Name: **Grade**
1 2 3 4 5
Why? ……………………………………………………………………………….
Name: **Grade**
1 2 3 4 5
Why? ……………………………………………………………………………….
Name: **Grade**
1 2 3 4 5
Why? ……………………………………………………………………………….
Name: **Grade**
1 2 3 4 5
Why? ……………………………………………………………………………….

3. Comment on the following:

3.1 Objectives of your team (refer to each project you had)

3.2 Achievements

3.2 Failures

3.3 Your role in the team (what your part was)

3.4 What deliverables the team produced

3.5 Your view on communication/cooperation in the team (& ways of improving it)

3.6 Assess your contribution to the project(s) in the 1st semester (compared with the other team-mates)

3.7 Ways of improving Genesys: