

LINK ANALYSIS TOOL

**Link Analysis Tool
General Policies**

Version 1.0

Link Analysis Tool	Version: 1.0
General Policies	Date: 2010-11-08

Revision History

Date	Version	Description	Author
2010-09-29	0.1	Initial Draft	Dominik Rojković
2010-09-30	0.2	Meetings dates updated, Added new abbreviations	Dominik Rojković
2010-10-03	0.3	Naming policy updated, Week report deadline updated	Dominik Rojković
2010-10-04	0.4	Naming policy updated, Week report policy changed	Dominik Rojković
2010-10-07	0.5	Meetings dates updated, Minor mistakes	Dominik Rojković
2010-11-08	1.0	Added task based communication pyramid to communication policy chapter; Added new abbreviation; Changed general meetings' style; Updated naming policy; Added rule in Week report policy chapter	Dominik Rojković

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1. Introduction

1.1 Purpose of this document

The purpose of this document is to give explanation of general policies. It gives explanation of communication policies, meeting policy, naming policies, week report policies and collaboration tools used for the *LinkAnalysisTool* project.

1.2 Document organization

The document is organized as follows:

- Section 1, *Introduction*, describes contents of these general policies;
- Section 2, *Communication policy*, describes the ways of the communication;
- Section 3, *Meeting policy*, specifies styles and frequencies of the meetings;
- Section 4, *Collaboration policy*, describes rules for usage of collaboration tools;
- Section 5, *Naming policy*, describes naming convention;
- Section 6, *Week report policy*, describes rules for submission of week reports.

1.3 Intended Audience

The intended audience is:

- All *LinkAnalysisTool*'s team members,
- The supervisor,
- The customer.

1.4 Scope

The scopes of this document are all policies considered as general policies. Some type of policies, like SVN and coding) are distinguished as separate policy.

1.5 Definitions and acronyms

1.5.1 Acronyms and abbreviations

Acronym or abbreviation	Definitions
MoM	“Minute of Meeting” document
WR	Week report
GG	Project’s Google groups
SVN	Subversion
LAT	Link Analysis Tool

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2. Communication policy

Team members should communicate based on their roles, in the first place, according to the next pyramid:

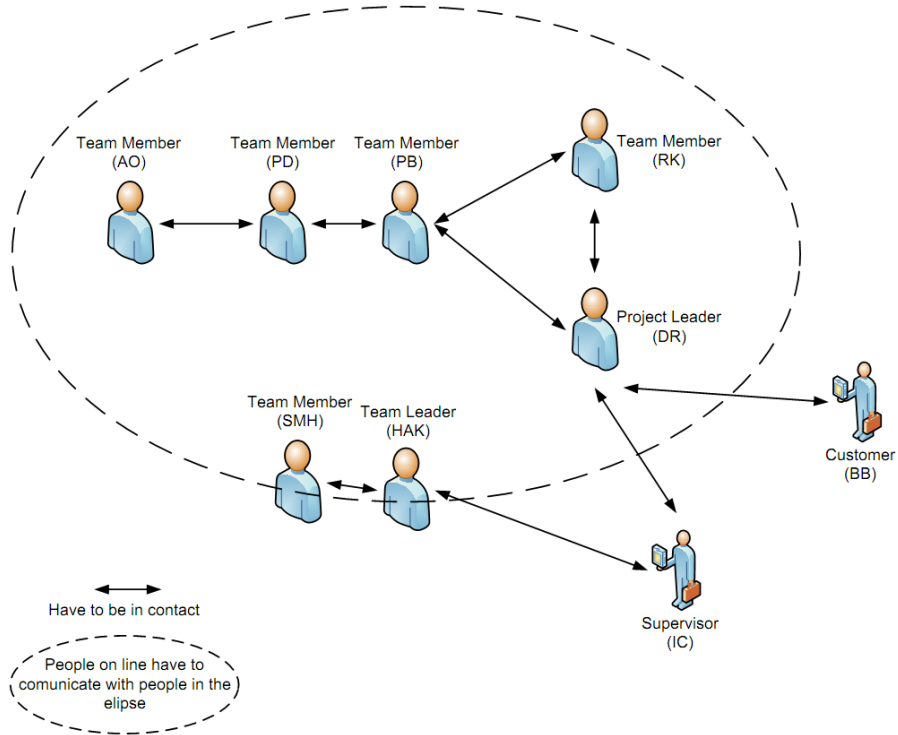


Image 1: Task based communication pyramid

Image 1 describes communication between people which is the most important and shown contacts have to be established.

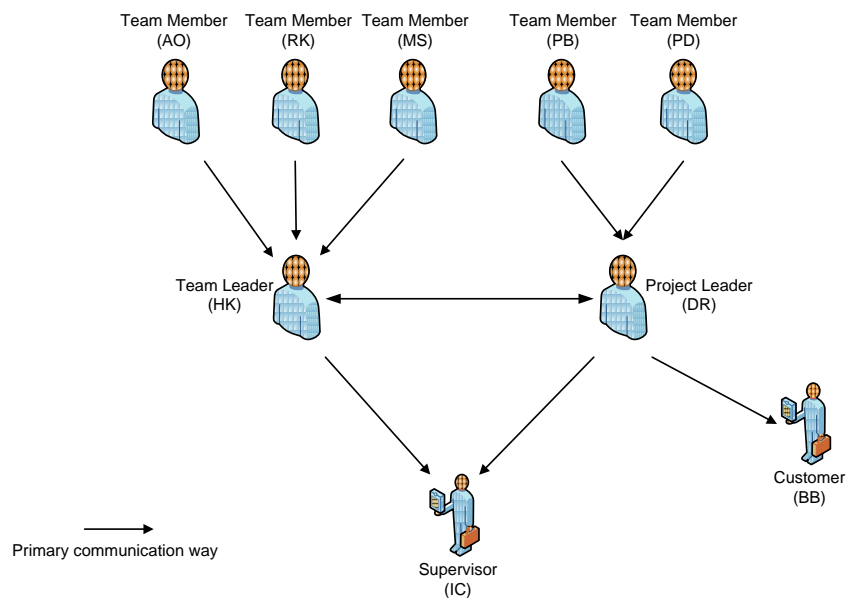


Image 2: Communication pyramid

Communication connected with problems in organization and all other (private) problems which aren't directly connected with project work should be carried out according to Image 2.

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All other communication ways could be used if primary (according to image 1 and 2) way isn't possible in the time of need.

Primary communication tools used in this project are:

- *Skype* – primary communication tool for group meetings and synchronous communication;
- *Google Groups* (<http://groups.google.com/group/dsd-link-analysis-tool>) – primary communication tool for discussions;
- *Email* – primary communication tool for asynchronous communication;

Note: each member should **check for news** on these 3 tools **at least every 2 days!**

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3. Meeting policy

This policy specifies 3 different types of meetings, its styles and frequencies.

Note 1: Need to take notes at every meeting and publish it to **GG** (to appropriate topic) after the end of the meeting.

Assign a note taker (minutes):

- Who attended?
- What problems were discussed?
- Key decisions reached.
- Next Steps (action items):
 - Who needs to accomplish a task — list team members.
 - Start and end date of task (add to Google calendar).
 - What is it exactly that they need to accomplish

Note 2: For every/important meeting make **MoM** document from written notes.

Note 3: Supervisor is invited to attend on any meeting.

3.1 General meetings

This type of meeting should be attended by all team members.

Style: Skype audio/video conference between 2 or maximum 3 sides (1 in Croatia and 2 in Sweden).

Frequency: Every 2 weeks on Thursday at 8 p.m. (starting from week 41).

3.2 Local meetings

This type of meeting should be attended by all members who live in the same town or one area with their team leader.

Style: Local meeting at defined place.

Frequency:

- In Västerås – every week on Tuesday at 5 p.m.
- In Zagreb – every week on Thursday at 7 p.m.

3.3 Leaders meetings

This type of meeting should be attended by team leaders on both sides only.

Style: Skype audio conference between 2 sides.

Frequency: 2 times per week:

- On Monday at 5:30 p.m.
- On Wednesday at 5:30 p.m.

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4. Collaboration policy

Tool specified in the next list have to be used for the collaboration.

Collaboration tools:

- *Doodle* – primary poll’s tool for meeting organization;
- *Google Groups* (<http://groups.google.com/group/dsd-link-analysis-tool>) – for upload (small files);
- *SVN* (<svn://lapis.rasip.fer.hr/svn/dsd10/LinkAnalysis>) – for code and documents management;
- *Google Calendar*(links available at GG) – for scheduling appointments, milestones, and so on;
- *Main LinkAnalysisTool site* (http://www.fer.hr/rasip/dsd/projects/link_analysis_tool) – upload final versions of presentations, MoMs, documentations and other deliverables; add your pictures and roles.

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5. Naming policy

Naming policy specifies name format for different types of documents.

Naming convention:

- Presentations: LAT_Present_(PresentationType)_(PresentationState),
E.g.: LAT_Present_ProjectPlan_Final
- Minutes of Meeting: LAT_MoM_(MeetingType)_(MeetingDate),
E.g.: LAT_MoM_LocalTeamMeeting_2010-09-14
- Week reports: Week_Report_Name_Surname_w(WeekNumber),
E.g.: Week_Report_John_Smith_w02
- Summary Week reports: LAT_SWR_W(WeekNumber),
E.g.: LAT_SWR_W40
- Other documents: LAT_Doc_(DocumentType)_(DocState),
E.g.: LAT_Doc_RequirementsDefinition_Draft_V0.1

Dates have to be in the next format: YYYY-MM-DD.

(DocState), (PresentationState) can be one from next list:

- Draft,
- Draft_V(VersionNumber),
- Working,
- Working_V(VersionNumber),
- V(VersionNumber),
- Final,
- Final_V(VersionNumber).

(MeetingType) can be one from next list:

- LocalSwe,
- LocalCro,
- LocalCroWithCust,
- General,
- Leaders.

Note: for other names, discuss with team leader.

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6. Week report policy

Each member has to make his **own week report** which must be finished every week, **no later than Monday at 9 a.m.** Week reports must be written using DSD official week report template.

Week report has to be updated daily with that day's activity because of tracking members' activity.

Week reports have to be named in accordance to naming policy (chapter 5 of this document).

Week reports have to be submitted using SVN and placed into appropriate directory prepared for the week reports.

E.g. John Smith is creating and uploading week report for week 40:

- Make week report using DSD official week report template,
- Name file in accordance to naming policy: *Week_Report_John_Smith_w40*,
- Upload (with comment) file to *\trunk\Project Documents\Weekly Reports\Week40* on Monday,
- Update that doc daily,
- Finalize WR until Monday 9 a.m.

Note: Team member who doesn't submit the week report following the rules defined in this document will not be included in the summary week report for the week when the week report wasn't submitted.