

Journal of Activities (JoA)

Use case (online students)

When the online student starts an activity:

- enter *STUDENT NUMBER*
- select *BEGIN*
- press *SUBMIT*
- (in addition, current date-time is automatically sent)

When the student ends the current activity:

- enter *STUDENT NUMBER*
- select *END*
- select *ACTIVITY TYPE*
- *check COOPERATIVE ACTIVITY if needed*
- enter *ACTIVITY DESCRIPTION*
- if a deliverable is released, enter *DELIVERABLE ID*
- press *SUBMIT*
- (in addition, current date-time is automatically sent)

Extended use case (offline students)

- the offline student must take note of the above data, adding the current date-time as a reference date-time, at both the begin and the end of his activity
- as soon as the student is online: enter the data with the reference date-time

ISO 9001: DAILY ACTIVITIES REPORTING

Software Systems Engineering

STUDENT NUMBER *

BEGIN/END ACTIVITY *

- BEGIN
 END

ACTIVITY TYPE

Required at the END of the activity

Cooperative activity

ACTIVITY DESCRIPTION

Required at the END of the activity

Deliverable ID

(e.g. D1, C3) required when a deliverable is complete for the current iteration

REFERENCE DATE-TIME

Required when different than the current date-time

Submit

- **Guidelines for managing time and tasks using the JoA**

(from “ISO 9001:2000 for software Organizations”, <http://tinyurl.com/iso9001-sw>)

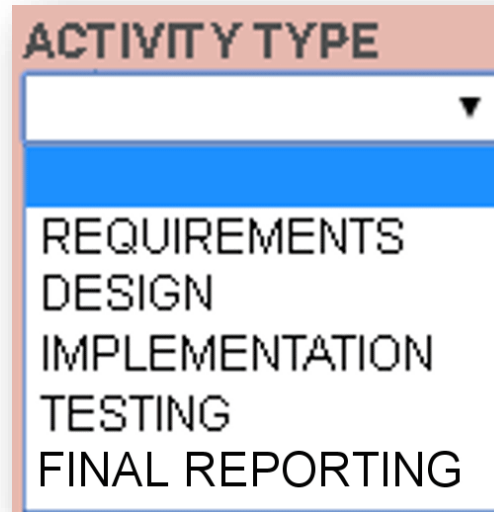
- A. The JoA helps to *balance workloads* among group members and to establish the *topic* of the oral exam for each student. The date-time is automatically recorded to calculate the *time spent*. Offline mode should be rare, as it leads to worse data accuracy.
- B. Enter in the JoA only the time related to the *project*; do not enter neither time spent to study class material, nor moving time (e.g. by car, to join a meeting).
- C. Oral presentation of the project contributes 50% to the total exam score.
- D. *Overall time to spend*: the module is 6 ECTS credits (CFU), i.e., 150h¹. Devote to the project **60h** per student².
- E. Pay attention to the *cooperation time*, which includes time for schedules, to arrange meetings, to meet, to correspond, to make collective decisions, to integrate contributions. Cooperation time must be strictly balanced among all members.

(1) For regularly attending students: 60h in-class, 90h out-class.

(2) No more than 5h per day. It is good to have a break day per week.

- E. *Avoid the offline mode* and, when used, do not enter artificial (unrealistic) instant of times (e.g. exactly 10.00 AM - 11.30 AM). Enter realistic data recorded on a memo. Also, do not enter multiple records at one time. Enter each record as soon as possible.
- F. The *activity description* of the JoA should contain details such as: topic discussed, material used/studied, tools used, results, progresses, deliverables.
- G. The *activity description* should not be universal, i.e., applicable to any project.
- H. The *activity description* should not be predictable, i.e., obvious in advance that it will happen.
- I. The *activity description should be* detailed, possibly 500 characters.
- J. In essence, the JoA *should be* considered as a professional diary.
- K. You can use Italian or English (but one of them).

K. There are five activity types. Their occurrence depends on the model process.



- L. Cooperation time should be entered independently by each member, as each member provides a different contribution to the collaborative work. The use of “copy-and-paste” is strictly forbidden.
- M. Send an email after 10 hours of activity, to check the quality of your entries: you can rearrange the first 10h of the JoA (warming-up hours).
- N. Whenever you make some structural error in an entry of the JoA (e.g. wrong reference date-time), send asap an email with the entry to correct.