

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**

Process-driven Information Systems

STUDENT NUMBER *

BEGIN/END ACTIVITY *

BEGIN

Cooperative activity

Required at the END of the activity

ACTIVITY DESCRIPTION

Required at the END of the activity

Deliverable ID
(e.g. AS01, TM03) required when a deliverable is complete for the current iteration

REFERENCE DATE-TIME

Required when different than the current date-time

- **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 prepare the written test, nor moving time (e.g. by car, to join a meeting).
- C. The oral presentation of the project and the written test contribute 80% (24 scores) and 20% (6 scores) to the total exam score, respectively.
- D. *Overall time to spend*: the course is 6 ECTS credits (CFU), 150h of study¹. Devote to the project **80h** per student².

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

(2) For regularly attending students: 20h in class, 60h out-class (no more than 5h per day). Other 30h out-class can be spent for preparation to the written test.

- D. Pay attention to the *cooperation time*, which includes time for schedules, to arrange meetings, to meet, to correspond, to make decisions collectively, to integrate contributions. Cooperation time must be strictly balanced among all members.
- E. To keep the *individual accountability*, cooperation time should be smaller than the individual time (time spent on individual activities). This means that at least 50% of the project time must be individual.
- F. *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.
- G. The *activity description* of the JoA should contain *details* such as: topic discussed, material used/studied, tools used, results, progresses, deliverables. You can use Italian or English (but one of them).
- H. The activity description should *not be universal*, i.e., applicable to any project, *nor 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.

- H. There are 10 **activity types** (from the bottom): *prototyping* is the creation of a prototype through a BPM suite; *simulation* is the use of BIMP for measuring specific KPIs; *discovery* and *conformance* are process mining methods managed by the ProM suite; *modeling* is the creation of a handoff, service or task diagram, with the related data objects, the semi-formal textual notation, as well as the determination of scenarios; assessment is any other activity (such as establish process context, scope and goal, understand enablers); team management is to administer and coordinate the group to perform tasks, involving teamwork, communication, objective setting, and so on.
- 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 20 hours of activity, to check the quality of your entries: you can rearrange the first 20h 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 an email with the data to correct.

