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Build Overall and Near-Term Plans

Launch Meeting Four - Exercise

TSP Team Member Training  
Software Engineering Institute

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Develop Overall and Near-Term Plans

Launch Meeting Four - Exercise

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| **Introduction** | During the last exercise, you developed a conceptual design that identified the various work parts that will be involved in implementing the family reunion event. You then developed crude size estimates for each item and then organized the work items into three cycles of work. Then, you elaborated the work products and services that would be generated during each cycle. A process was defined for developing one of the products (or services). You also conducted support planning.  In this exercise, your team will   * estimate the size of each work item using consensus decision-making * estimate the effort for completing each of the work items * define the specific tasks associated with one of the processes defined during meeting 3 * estimate the effort for completing the tasks just defined * describe the differences between an actual launch meeting 4 and the activities you performed in this exercise[[1]](#footnote-1) |

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| **Instructions** | |  |  |  | | --- | --- | --- | | Step | Description | Duration | | 1 | Form into groups as directed by your instructor.  Assign a facilitator, time keeper, scribe, and spokesperson.  (Record all work on flip chart paper for presentation to the class.) | 4 min. | | 2 | Make a list of the work items to be produced. Use your work from the previous exercise. Leave a column for “size estimate.” | 5 | | 3 | For each work item, estimate the size of the work item. Use consensus decision-making to arrive at the estimate. | 10 | | 4 | During the previous exercise, you defined a process outline for two of your work items. Select one of these work items and list the specific tasks that would be performed for each phase of the work. | 10 | |

*Instructions continue on next page*

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| **Instructions** | |  |  |  |  | | --- | --- | --- | --- | | Step | Description | | Duration | | 5 | For each task, estimate the effort to complete the task. Arrive at your estimate using consensus. | | 10 min. | | 6 | On a separate flip chart sheet, record how this exercise was different from what the team would do during an actual launch meeting 4. What activities have been abbreviated or omitted? | | 5 | | 4 | Organize the flip charts for presentation to the class. | | 1 | | *Total* | 45 min. | |

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| **Getting help** | If you are unsure how to proceed with any step of the exercise, call upon the instructor for clarification or help. |

1. I n the interest of time, certain launch meeting 4 activities may have been abbreviated or omitted. What are those activities? [↑](#footnote-ref-1)