

Sanem Leblebici

Technical Project Manager

AuBi Robot - Role Breakdown and Responsibilities

Role in the general team: In the AuBi robot team I serve as the Technical Project Manager. This role gives me several responsibilities related to how the AuBi team will function, how designs will be verified and tested as well as how demonstrations will occur. My responsibilities for this role are the following and more can be added to the list as need be:

- Make sure code reviews are done in a timely manner. I will work to assign people for any needed code reviews and follow up with them at least once before the review should be done to make sure they are on track.
- Make sure technical progress is made in each goal before the deadline of the goal approaches. Each sub team will be responsible of some form of technical deliverables each week. I will work with the teams and reach out once during the week about the progress on these goals and see if they are on track. If not I will work to see if more people should be assigned to the goal for support or facilitate any other resources they might need to speed up their process.
- Determining the necessary test plans working with sub team managers and coming up with a demonstration and testing schedule. I will have a testing schedule draft by mid-November and will finalize it end of November. The testing schedule will include unit tests, system/integration tests as well as acceptance tests. Then working off of this plan a testing schedule will be made in accordance with the task schedule which will be the demonstration dates for smart goals.
- Recognizing times where a test or demo date will possibly not be met and take steps to get sub teams back on track with progress. If a demo date cannot be made, I will work with the sub teams to resolve the roadblock and get the team back on track. Furthermore, I plan to check in about testing deliverables bi-weekly, and make sure the testing plan is broken down into enough tests to achieve progress regularly rather than testing entire systems all at once.
- Making sure sub team leaders are aware of the testing expectations that fall on their team and have a clear roadmap on how to achieve the desired results. I will update sub team leaders of any changes or updates to the testing plan and make sure all team members are aware of the testing expectations that fall on their team.
- If need be, I will work to facilitate the connection with professors or other external resources if a technical team needs support on a problem. I will work to connect them to the needed source to make sure there are no roadblocks in the development process.
- Overall, I will perform weekly check-ins of 10 minutes with each sub-team leader to make sure I am on top of these technical leadership goals, and I am aware of the status of each sub-team.

Supporting roles in the sub-teams: In addition to my role as the technical Project Manager I will also be involved in the development of the physical design and the chassis of the robot, drive system construction of the robot as well as the navigation capabilities of the robot. My role in these systems will be to work with the respective sub team to meet necessary deadlines for each team goal.

- Being in contact with the sub team leaders on determining the work that falls on me each week to deliver on time.
- Take active steps towards development of the needed features of each sub system in accordance with our overall smart goals.
- As a supporting team member, I will pick up tasks assigned to me and make sure I am clear on when they need to be delivered on my end to make sure I don't slow the rest of the team down.
- I will be proactive in making the sub-team leaders aware of any roadblocks I am facing and propose a solution if I can.

Room for growth I see in my position: As the technical project manager I hope to learn how to balance the team dynamics while also holding team members accountable for their progress in the technical frame. Furthermore, I would like to learn to advocate for my team when we need resources for development and make sure I do everything I can to make the development process smooth for everyone on the team.