**Sprint Planning**

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| Project Title | Project Manager | Customer Name |
| **MGT2\_KKM1: Sprint Planning** | **Joette Damo** | **West Oak Cove Schools Network Upgrade** |

1. **Retrospective**

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| **Start** | **Stop** | **Continue** |
| 1. **Retrospective** |  |  |
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| See below | See below | See below |
| * **Quality issue** – Needed central location to host all files for FERPA standards & consistent unified messaging system. *Benefits* all four campuses because of one central location for administration of necessary activities. * **Quality issue** – Needed fast internet system to accommodate all users. *Benefits* to all stakeholders involved in all four campuses for speed makes a difference in accessing data information through the internet. * **Quality issue** – helpdesk receiving complaints about synchronization & sharing process. *Benefits* the project by having a helpdesk in receiving help on using the internet connection by all stakeholders. * **Positive outcomes** – With vendor tech support the schools’ internet speed upgraded cloud storage tool will have no trouble running more quickly. *Benefits* all stakeholders because of the vendor tech support accessible to all. * **Communication issue** - to all stakeholders by two network engineers work on file sharing determine which internet service provider to meet schools need, ISP various speeds & business needs. *Benefits* all users of the internet on file sharing. * **Miscommunication issue** - about who was supposed to be working on what stated by IT director. *Benefits* to address miscommunication because it clears misunderstanding on what is going on or who is supposed to be working on certain part of project. * **Positive outcomes** – skeleton crew beginning of project there is planned increases of participation to involved all moving forward with the core of the project*. Benefits* of having an increase in staff helps the project move faster to finishing the project. * **Communication issue** – IT consulting company and IT Director in finalizing the contract. *Benefits* of continuous communication in finishing project. * **Positive outcomes** – move project quickly to have the   upgrades completed before school starts.   * **Communication issue** – discuss potential opportunity for university grant for network project including handheld devices & next generation cell tower on campus on equipment costs covered by grant. *Benefits* are that the cost of equipment will be paid by opportunity grant. * **Communication issue** – Follow up with concerns by Dr. Mateo Costa, principal at Kennedy High with Alice Miller, IT director on project priorities. *Benefits* for follow up would be that misunderstandings about project priorities would be addressed. | * IT team negotiated a contract with a cloud storage provider. * Implemented software to synchronize folders on teachers’ local machines to be backed up online. * Teachers can create own shared folders to be used with other teachers of their choosing. * Synchronization and sharing process works. * Team testing speeds at different locations reported results to Alice, IT Director | * To continue cloud storage being implemented. * Still finalizing their contract with the IT consulting company that’s helping to manage project. * Continue working to upgrade networks in all four campuses. * Continue focusing on tasks at hand. * Continue to keep track of tasks being completed and schedule for timely progress. * Continue using stand up meetings to keep all staff informed of project progress. |
| *What confuses us?*   * By accident team found wired network connection speeds of Eisenhower campus increased dramatically when the wireless access points were powered down and only dropped again when they were turned on. What confuses us is where is the access points on the campus? Is the wired network connection affiliated to the wireless access points? * Only principals and couple of teachers were using the wireless network capabilities at Franklin and Lincoln campuses since most teachers at the elementary schools have desktop computers. Should wireless and wired network be available to all users in all four campuses? * What is also confusing about access to the internet is almost everyone of the secondary schools uses laptops and wi-fi due to layout of Eisenhower and Kennedy campuses with teacher offices clustered in a separate wing from their classrooms. | | |

**B. Product Backlog/User Stories**

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| **Epic** | **Description** |  |  | |
| A | Network Access |  | “Difficulty” is on a scale of 1–10, where 1 is the most difficult and 10 is the easiest. |
| B | File Storage and Common Services |  | “Customer priority” is on a scale of 1–10, where 1 is the lowest priority and 10 is the highest priority. |
| C | Localized Applications |  | “Score” is on a scale of 1–100, where the higher the number, the sooner it should be addressed. |

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| **Epic** | **User story** | **Item** | **Difficulty** | **Customer priority** | **Score** |
| B  First Sprint  **Completed** | 2 | As a schoolteacher, I want a file storage area to be able to collaboratively work with other teachers on my team. | 7 | 6 | 42 |
| A  Second three-week sprint | 4 | As a high school teacher over STEM clubs, I want fast enough internet access to stream video of events and competitions.   * **Goal** for fast internet access for all four school campuses. **Updated change** **to include tasks for all four campuses.** | 7 | 6 | 42 |
| B  Second three-week sprint | 3 | As a school IT technician, I need a list of all authorized users to set up appropriate access rights in the central file system.   * **Goal** for data listing of authorized users and setting up appropriate access rights. **Modified change** **to plan one central location to host all files and consistent unified messaging system.** **Added** **change injunction to task – IT technician to give all authorized users authorization, permissions usage on file sharing, user ids, passwords, and configurations needed on desktops and laptops for user usage.** | 5 | 8 | 40 |
| C  Second three-week sprint | 4 | As a school resource officer, I need surveillance tools to monitor for suspicious activity inside the schools.   * **Goal** for surveillance for all four school campuses to detect suspicious activity. | 5 | 8 | 40 |
| A  To be **removed** task reason – task will be accomplished in **Sprint A4** | 1 | As a schoolteacher, I want high-speed connectivity so I can offer a better learning experience to students. | 6 | 6 | 36 |
| B  To be **removed** task reason – task will be accomplished in **Sprint B3** | 1 | As a schoolteacher, I want assignments to reach students’ devices so I can communicate with students electronically in the classroom. | 6 | 6 | 36 |
| B  **removed** task reason – task will be accomplished in **Sprint B3** | 4 | As a school official, I want an instant messaging tool so I can communicate with school faculty and staff quickly. | 6 | 6 | 36 |
| C | 2 | As a high school teacher over STEM clubs, I want video streaming equipment to stream video of events and competitions. | 6 | 6 | 36 |
| C | 3 | As a high school sports coach, I need video equipment for recording and reviewing game performance with student athletes. | 6 | 6 | 36 |
| A | 2 | As a school IT technician, I want an internet service provider that is always available with little outage to reduce calls to the help desk. | 5 | 7 | 35 |
| A | 5 | As a school official, I want a lower-priced internet service provider so I can allocate funds to other needed areas. | 5 | 6 | 30 |
| C | 1 | As a science teacher, I want a virtual lab tool to let students participate in more interactive learning. | 4 | 7 | 28 |
| A  To be **removed** task reason – task will be accomplished in **Sprint A4** | 3 | As a school IT technician, I want all four buildings at the school to have the same speed when accessing the files. | 4 | 3 | 12 |

**C. Sprint Plan**

**Goal: (Three changes) to upgrade network**

* **A4:** High school teacher for STEM clubs wanting fast internet access to stream video of events and competitions. **Goal** for fast internet access for all four school campuses. **Updated** to include tasks for all four campuses.
* **B3:** IT technician needing a list of all authorized users to set up appropriate access rights in the central file system. **Goal** for data listing of authorized users and setting up appropriate access rights. **Modified** to plan one central location to host all files and consistent unified messaging system. **Added** injunction to task – IT technician to give all authorized users authorization, permissions usage on file sharing, user ids, passwords, and configurations needed on desktops and laptops for user usage.
* **C4:** School resource officer needing surveillance tools to monitor for suspicious activity inside the schools. **Goal** for surveillance for all four school campuses to detect suspicious activity.

**Five Tasks:**

* Task: **A4** – Need to implement fast internet access.

Forecast: To find which internet service provider would satisfy speed requirements – should take 3 days.

Resource(s) needed: (2) Network engineers, internet service provider

* Task**: B3** – Plan to determine one central location to host all files for RERPA standards and consistent unified messaging system.

Forecast: Determine central location for project update and hosting of files – should take 5 days.

Resource(s) needed: IT Director, campus principals, teachers, IT team, other stakeholders meeting and approval from all parties determining one central location.

* Task: **B3** – IT technician needing a list of all authorized users to set up appropriate access rights in the central file system.

Forecast: Getting the data for all authorized users – should take 3 days.

Resource(s) needed: (1) IT technician and data for authorized user listing.

* Task: **B3** – IT technician to give all authorized users authorization, permissions usage on file sharing, user ids, passwords, and configurations needed on desktops and laptops for user usage.

Forecast: IT technician for configurations on authorizations – should take 5 days.

Resource(s) needed: (2) IT technicians work on full listing of all authorized users and database for user information.

* Task: **C4** – School resource officer will need surveillance tools to monitor for suspicious activity inside the schools.

Forecast: School resource officer to order surveillance tools and setting up equipment at the four campuses – should take 5 days.

Resource(s) needed: School resource officer and surveillance tools/equipment.

**D. Communication Plan**

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| Document/Meeting | Owner | Audience | Timing | Purpose |
| Weekly update report | IT Manager | IT team | Sent out every Monday | Keep staff informed who and what one is supposed to be working on in the project. |
| Continuous communication | IT Manager | IT consulting company | When needed | Finalizing contract. |
| Weekly stand-up meetings | IT Manager | IT team, teachers, principals, IT consulting company | Every Tuesday | To keep everyone informed about progress of project. |
| Discuss potential opportunity for university grant for network project | Oliver Williams Kennedy school Physics teacher | Club advisors (teachers) | Immediately | To entertain possible opportunity for handheld devices, equipment costs to be covered by grant. |
| Discussion on project priorities follow up | IT Manager | Dr. Mateo Costa, principal at Kennedy High | Immediately | Discussion on concerns by Dr. Mateo Costa on project upgrade priorities. |
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E. References

Project Management Institute. (2017). *Agile Practice Guide*. Project Management Institute.