MONASH University

FIT3047

The Unit, the Client and the Team, Agile processes and Business Vision needs

Week 2

GROUP OF EIGHT AUSTRALIA

On the menu this week

You must do these - look underneath your lecture/
You must

a. Read
b. View
c. Understand

And then…

Participation quiz in studio 1 next week.

You must also do your pre-studio activities - on Moodle

Extra reading too
(On moodle!)

Roadmap: Where we are

Plan for project

Stage 1	Stage 2	Stage 3	Stage 4
Project Kickoff	**Project Initiation**	**Iterate**	**Handover**
Discovery workshop	Trello with backlog	Iteration 1 kick off - Top priority backlog items	User Docs
Team understanding and rules	Project Governance Portfolio	Iteration 2 kick off - Next top priority backlog items	Tech Docs
Business understanding	Tech stack		Handover Package (leverage PGP)
System Overview/ Business Vision			

Housekeeping

- Pre-studio work
- Punctuality
- Moodle Forum Posts
- Don't do it for us, do it for yourself

- Diaries Sunday 11:55pm

By the End of this Seminar You will…

- Understand how you'll be working with your Product Owner
- Tips regarding interviews and meeting management
- Bolster your requirements gathering skill set
- Advice on how to map out Business Understanding
- Refresh your memories with personas, MoSCoW, and Agile attitudes

So what's an information system?

To participate, go to

flux.qa/3CAKSW

It is…

"A system which assembles, stores, processes and delivers information relevant to an organisation (or to society) in such a way that the information is accessible and useful to those who wish to use it, including managers, staff, clients and citizens. An information system is a human activity (social) system which may or may not involve the use of computer systems"

Buckingham

What you are going to do

1. You will interview your Product Owner (your business representative)
2. You will present to the Product Owner on how you see their organisation and what their top priorities are
3. You will build (will they come?)
4. You will showcase what you have built
5. You will present the next set of priorities
6. You will showcase their final system
7. You will prepare for handover

Working with a Product Owner

- No client as such, but a product owner.
- Working on behalf of the client with part of their system - the product.
- Your contact will be with the product owner and your studio mentors, as representatives of the product owner

But First:

You will receive a brief description - a general overview of your product owner's business. - your first requirement gathering activity

<u>REMINDER:</u> Formal Meetings

- Getting/ giving information
- Making decisions
- Shows the collective **aim** of the group
- How everyone's work can contribute
- Creates a commitment to the decisions made
- Creates joint **objectives**

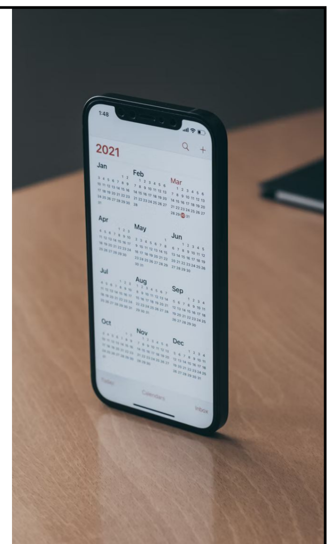
After your first Product Owner meeting, your Studio Mentor will provide feedback of your Minutes:

Team meetings & minutes - Formal or not?

Meeting - Preparation

Before any meeting:

- Clarify its purpose:
  - Information sharing, decision making, information dissemination, symbolic / social…
- Decide on who needs to be there
- Agree on time and place (Simple scheduling tool: www.doodle.com)
- Prepare an agenda
- Remind client of upcoming meeting (professional)
- Plan your day to arrive 10 minutes early (**don't be late)**
- Rehearse if you have to



Meeting - During

- Set aside time at the start for socialising/ Welcome.
- Follow rules that are agreed to by all
- Phone use, laptop use, chatting to each other, interrupting.
- Be professional
- Pay attention
- Follow the agenda
- Table of topic items for later date if needed.

Meeting - After

- Complete and confirm the minutes
- Send all participants a copy of the minutes and action items, thank client for attending the meeting
- Send the invite to the next meeting
- **Follow up** on action items
- Keep key stakeholders informed

Minutes Example

- Can I use these in a week/ month/ years to tell me what happened?
- What was this meeting for?
- What were the action items: What, When, Who
- What decisions were made?
- What were the key takeaways?
- What next?

Moodle - Quiz question week 2, under lecture
We use minutes to tell us which of the following?

Minutes

Meeting of: [redacted]
Held at: ***Monash University Caulfield Campus, H6.97***
Date: *17/03/17*
From: *1:00pm*

Opening:
The regular meeting of the Group [redacted] was opened at 1:00pm on 17/03/17 in Caulfield

Attendees Present:
[redacted]

Absent: -
Approval of agenda:
The agenda was unanimously approved as distributed.

Approval of minutes
The minutes of the previous meeting were unanimously approved as distributed.

Open issues
Analytical tools from [redacted] is not making money and our team will research on any similar analytics tools in the market to gain some revenue.

New business
Discussing on [redacted] B2C model, on how to attract consumer to use the system.

Agenda for the next meeting
Discussing more on improvement of care advisory website and development of [redacted].

Meeting closed
Meeting was adjourned at 2:00pm.

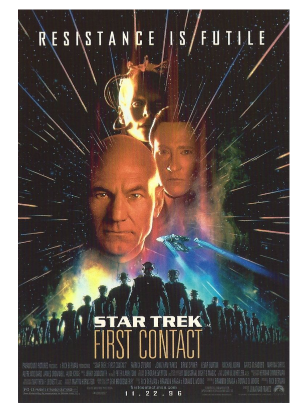
Next meeting
The team next meeting will be Friday at 1.30 - Monash Caulfield building

Minutes submitted by: [redacted]
Approved by: [redacted]

The Business - ~~What Do You Want?~~

Meeting your product owner

Your interview!
Your first contact!
How?



A REMINDER: Requirements elicitation

Too often we jump straight into solution mode! - We select a solution without a clear picture of what's the problem.

It's incredibly valuable to take a step back & ask some questions:

1. What does the client need?
2. What is the **value** that you will add/assist with for your client?
3. What's the goal?
4. What is the business process?
5. Identifying the people who will be using the system, and why
6. Is the client sure? Is there a better way?

Remember the client is **part** of your team - you need to KNOW their business to be able to provide the best solution to them.

You advise

Specifying requirements and, in time...

- Focus on identifying the:
  - **People** who will be using the system, and why
  - **Business** process you are building for
  - **Major** functions and **sub**-functions
  - **Interactions** the system must support
  - **Nature** of the interactions
  - **Reporting** requirements
  - **Data** necessary to support reporting
  - **UI** views needed to support both interactions and reporting

- A good working relationship with your client is essential to the success of your project

Listen - do you understand?

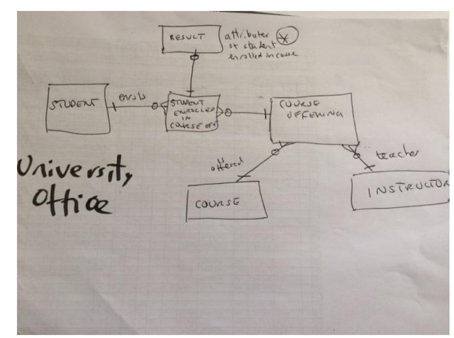
REMINDER: Mapping out business understanding

Entities are:

Things that we need to keep information about!

Conceptual ER models are an understanding of the business

- Business Rules
- Relationships...1 to M
- Cardinality…
- Optional/mandatory
- With Flexibility comes Complexity



Unless an organisation radically changes its business their entities will hardly change.

Processes will change, as you ideate, as new technology comes along….

Being Agile with Your Discovery Workshop

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So what you are doing - agile philosophy

After your brief “planning”,

You will construct:

Your business vision/ overview, understanding the concept of priorities

Not ideal, but *enough*.

What you will do - A mixture of RAD and AGILE, but you can consider it as Agile

You will:

- Show your understanding of requirements (in business vision)
- Possibly With priorities
  (THIS MAY/ WILL CHANGE!)
- Come up with a list of ideas
  from your client - your backlog

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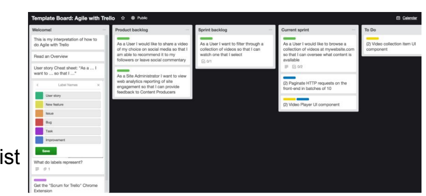
Backlog - Develop one

- Project Backlog is maintained and updated regularly.
- All input from client and mentors will be placed on your backlog list.
- These will be epics, but to your client they are ideas!

Later

- Each requirement on the backlog list is prioritised and estimated
- New requirements are placed on the backlog list.



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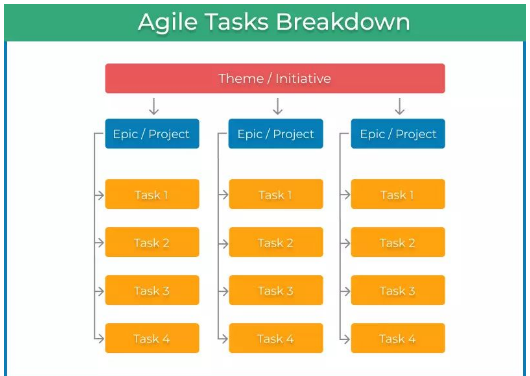
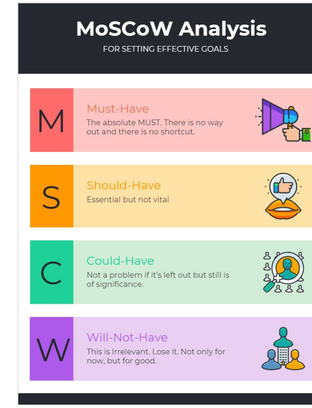
Let's talk about:

Formulate pseudo-epics to concur with your clients, *and then* use them to generate your actual epics.

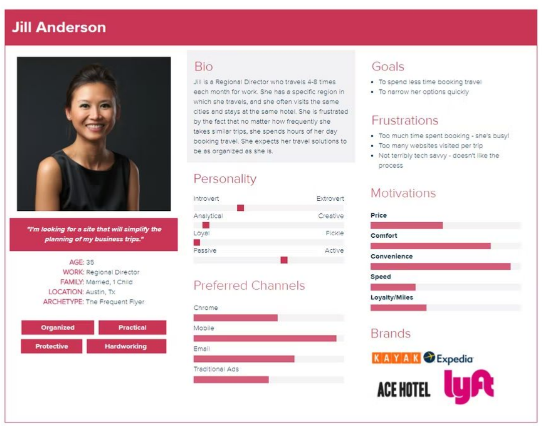


Understand Priorities

1. Use MOSCOW
2. Discuss and agree with your client
3. Prioritise what is important to them ,
4. You may have to advise.



Who are they trying to attract? Consider Personas An example…



And then…

Create your Business Vision (system overview)

And then present to your findings to your PO or their rep

After agreement you will consider your first iteration plan and present to get agreement,

Then develop and implement and showcase.

Start on the next incorporating feedback and change.

2 iterations

- These will be delivered continuously
- There is a date already for each implementation **– testing at each and every step, testing is not a separate phase!)**