Workflow Plan Overview (Template)

(This document outlines the workflow overview that Group X will use for their project in

IT Project, COMP30022,

this preludes the task management entry online.)

Group Info:

Team details and the project name and brief description go here

Iterations:

Y iterations will be completed, finishing in the following weeks (**three is the recommended number with the following dates as example dates**):

Iteration 1.Week 7

Iteration 2.Week 9

Iteration 3.Week 11

…

Less iterations is not acceptable at this stage although the last iteration is the one you generally should put your extensions and could be scrapped. More iterations is acceptable but more likely not realistic. So we suggest three iterations…

Task Breakup:

Task breakup will be done initially at the start of the project and revised when the

requirements change and at the start of each iteration. Once this is stated: State further highlevel info such as number of tasks you have and how they match to requirements and how they came out to be... Key decisions you made.

Task Details Overview:

The task details are filled in on the following schedule (make changes as needed):

**● Title**- As soon as possible. Or preferred: Obvious ones at the beginning of project.

**● Description**- As soon as possible.

**● Dependencies -** As soon as possible.

**● Estimated Time**- As soon as possible.

**● Priority**- At the start of an iteration where the task is planned.

**● Assignee**- At the start of an iteration where the task is planned. (Consider a high level work partitioning and load assessment for the team now.)

**● Which iteration it’s expected to be done in –** Some initial partitioning for obvious tasks, tasks are assigned to an iteration at the start of that iteration otherwise, tasks are in the “Backlog” of tasks that remain.

**● What needs to be done -** As soon as possible.

Iteration Planning:

The recommended action plan for each iteration will be as follows:

1. Iteration starts.

2. Select tasks for the iteration as a team.

3. Fill in remaining details on all tasks for this iteration as a team.

4. Work individually.

5. Confirm that all tasks for the iteration are complete as a team.

6. Demo to subject staff.