SWE20001 Managing Software Projects > Sprint 1 Stage > Pass Task 08P, Sprint Planning Meeting

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Modification History

Date (created / modified)	Purposes
2022-01-18	Convert to asciidoc format and modify for 2022 S1
2022-02-26	Fix minor issues

Sprint 1 Stage

Project Environment / Context

Your software project proposal (either the standard GotoGre MRM project or your team's own project) has been accepted and agreed.

The entire development team is using the Scrum agile development process with a two-week sprint.

Your team consists of 4 – 6 members.

You can choose your own development languages (e.g. Visual Basic, C# or Java). You cannot use or customize any existing project (open or closed) because this is a "development" project not a

"customization" project.

This is Sprint 1.

Your total number of work hours in a 2-week sprint for SWE20001 purposes

Total work hours for the team in Sprint 1: For simplicity, the working time is 8 hours per week per person in your team. In fact, for sustainable development, it is suggested that each individual should spend one – two hours per working day for the entire 2-week sprint. So, a team of 4 people should have a total of 64 (= 4 x 8 x 2) hours of work in your 2-week sprint whereas a team of 6 has 96 hours.

As an aside, for professional teams in real life, they use 40 hours per week per person for their effort estimation. However, as a student studying full time (that is, 4 units) in a semester, you should use **8 hours per person per week** for your effort estimation. So, a team of four can only work for a maximum of 64 hours in a 2-week sprint.

How your Sprint works

We are doing 2-week sprint.

It is **strongly recommended** that you start your Day 1 before your scheduled tutorial day. In this case, you can get the most feedback opportunities with your tutorial during your tutorial classes.

If you start your Sprint 1 on Monday Week 6 as Day 1 of Sprint 1, Day 10 of your Sprint 1 will be Friday Week 7.

Below are some suggestions

1. **Option 1**

First Week	Your Sprint days (start before your tutorial day)	Your tutorial day
6	Day 1 (Mon) - Day 5 (Fri)	Feedback from Tutor (Week 6)
7	Day 6 (Mon) - Day 10 (Fri)	Feedback from Tutor (Week 7)
8[1]		Feedback from Tutor re your Sprint review and Sprint retrospective (Week 8)

2. **Option 2** - for those whose tutorial class is on Wednesday (still doable but Option 1 is better)

First Week	Your Sprint days (start before your tutorial day)	Your tutorial day
6 - 7	Day 1 (Tue, Week 6) - Day 5 (Mon, Week 7)	Feedback from Tutor (Week 6)

First Week	Your Sprint days (start before your tutorial day)	Your tutorial day
7 - 8	Day 6 (Tue, Week 7) - Day 10 (Mon, Week 8)	Feedback from Tutor (Week 7)
8[2]		Feedback from Tutor re your Sprint review and Sprint retrospective (Week 8)

Sprint 1 Group

For the group tasks in Sprint 1, you need to register your team in Doubtfire under the "Sprint 1 Group Tasks" and submit it as a group. Please do not call yourself "Sprint 1 Group" as there will be potential conflicts in group names.

Pass Task 08P, Sprint Planning Meeting - Group Task

This document describes your Pass Task 08P for your Doubtfire submission purposes.

This task aims to give your some practices on how to do a sprint planning meeting at the start of a sprint.

Suggested Timing

Start	Week 6, Day 1 of your Sprint 1
Feedback	Ask your tutor in Week 6 Tutorial class
Due	Week 7 Monday (11 April 2022) 9:00am

Task Overview

Purpose	**To practise the sprint planning meeting**
Tasks	**Sprint Planning Meeting** 1. Discuss the factors to be considered in selecting backlog items for development 2. Formulate the criteria for prioritizing the backlog items for development 3. Identify the sprint backlog items to be developed in Sprint 1 4. Break down the tasks required to develop the sprint backlog items selected in 1 above
Follow-up Task[3]	Pass Task 09P

Time	Duration: 1 – 2 hours (1 hour for meeting at most, 1 hour for documentation)
Resources	Lecture 01b Scrum https://en.wikipedia.org/wiki/Scrum_(software_development) Lecture 06 Sprint Planning Meeting Lecture 06a Sprint Backlog Lecture 06b WBS Lecture 06c Estimation Part 1 Lecture 06d Burndown Chart Lecture 07 Risk Management Lecture 07a Risk Estimation Lecture 07b Risk Mitigation
Feedback	Ask your tutor for feedback

Tasks and Instructions

Background: During the Sprint Planning Meeting, the Scrum team will choose the sprint backlog items from the product backlog items. They will first discuss their own criteria in choosing those backlog items to be developed first. The following is a list of factors that will be considered by the Scrum team in selecting their spring backlog items from the Product Backlog items.

a. Business Value
b. Development Effort
c. Feature Dependency
d. Date Needed / Timeline
e. Risk involved
f. Other factors (as you see fit)

1. Discuss, among your team, the above factors and finalize a list of factors that you think is important to the success of your project.

Typical questions like:

1. Why a particular factor is important and needs to be include?
2. What are the factors that you do not want to include? Why you do not want to include the factors?

Remember to include your reasonings

2. Formulate your criteria for prioritizing the Product Backlog items and justify your choice

Typical question like:

1. What not all factors are of equal importance?
2. Why a particular factor has a higher weighing than the other?
3. What should be the proper weighing among these factors?

Remember to include your reasonings

3. Use your criteria in Task 2 above to select **the highest priority item** from the Product backlog that could be developed in one sprint

At the moment, a wild guess will be fine. Task 4 below comes the justification.

Potential Questions that you may ask

Q.1 Why wild guess? How do we know for sure that the feature is too big or too small?

A. You never know until you perform Task 4 below, especially in the first sprint or for the time being. In later sprints, there are other ways to do it but depends on your results in previous sprints.

Q.2 Then why are we doing this?

A. I want you to go through the process and reflect on your experience. You have to pick one first, then "work through" Task 4 below to determine whether the one that you pick is good enough for the purposes or not. Also the focus here is to identify the highest priority feature based on your criteria.

Q.3 Would it be simpler if we just pick one and lie about the time/effort?

A. That is unprofessional!

In case, this item is too big for one sprint (if you feel that it is too big e.g. take 5 weeks to do – a wild guess will do for the moment), you need to break it down further to "smaller" ones so that you can select one that could be done in one sprint. On the other hand, if the feature is too small for one sprint (if you feel that it is too small e.g. it can be done in 1 week), you need to identity additional backlog item(s) in the product backlog that could be done with the chosen one together in the same sprint.

Remember to inclue your reasonings.

4. Develop a WBS, Work Breakdown Structure, to break down all tasks involved in developing the backlog item selected in Task 3 above, making sure that all tasks can be done in one sprint. Remember to show the hierarchical relationship among the tasks, also their logical sequences in the WBS.

For students aiming at Credit or above, there is a very strict requirement on the time estimates on the tasks in the WBS. See the relevant Portfolio Task Sheets for the Credit tasks.

Further Notes and Reminder

1. For simplicity, the time for your sprint planning meeting should not be counted towards your total work hours. For a 2-week sprint, a scrum team spends 4 hours max to do the sprint planning meeting in the real life. Why 4 hours? It is because they have to break down the tasks to a level that they are comfortable to give an accurate effort estimate for each task. This takes time. The team also needs time to discuss – agree or disagree – the task breakdown as well as the effort estimates. For your scrum project in this subject, you should spend 1 hour max to do the planning meeting.
2. Remember that at the end of a sprint, you aim to deliver something that is up to the quality standard as specified in your project proposal. Your task breakdown in your WBS must be able to show such intention.
3. For each bottom task in the WBS, put in the number of (working) hours (i.e. your efforts) required to complete the task. Each bottom task in the WBS is supposed to be completed by a person within a day's work (in real project environment, for your daily standup purposes) or within 1 – 2 hours (for your SWE20001 purposes). Hence, your daily standup can be used to reveal whether you are able to complete a particular task on that day because, in SWE20001, we only spend 1 – 2 hours per day to complete the project.
4. Add all the working hours required to complete all the bottom tasks in your WBS up. In case, the total is more than 2-week's work (e.g. 64 work hours for a team of 4), it is an indication that the selected feature(s) is/are too big for the sprint. You may then need to revise your work in Task 2 above. Or, it may be that your group over-estimates the time required. So, you may need to revise your timing. The most important point here is that every group member is a responsible individual and is trustworthy, so be honest to yourself and to the group.

[Students aiming at Pass grade] Document your WBS and justify why you think that your WBS tasks are able to achieve the original intention (have a quality product in one sprint).

[Students aiming at Credit grade or above] There is a set of individual Credit Tasks related to this. Basically, you are required to (1) perform WBS analysis to the specific requirements in Credit Task 61C; and (2) review and reflect your estimation accuracy in Credit Task 62C.

Submission Details

Submission Format and Group Details

Submit a pdf document in **portrait** mode[4] to Doubtfire. Remember to include the following details in the document for submission:

- Your team name
- Details (name and student ID) of all team members

- Your tutorial class including your room location (e.g. Tue 12:30 EN310)
- Your tutor's name
- Your team's responses to the tasks

Please be reminded that the latest submitted document will overwrite the previous submissions as Doubtfire does not keep previously submitted documents.

As a result, your team needs to organize among yourselves so that a person in your team will be responsible for uploading the document to Doubtfire.

What to submit

Submit your completed Sprint Planning document of Sprint 1. Remember to convert it to pdf as mentioned above.

[1] No Sprint work. Your team needs to finalize your portfolio work document.

[2] No Sprint work. Your team needs to finalize your portfolio work document.

[3] Your team needs to complete this task in order to do the follow-up task because the follow-up task depends on your work in this one. Strongly suggest you keep the same team if possible. Do the follow-up tasks before the next tutorial and then ask feedback in the tutorial.

[4] Landscape mode pdf does not work properly on Doubtfire.