University of Hertfordshire

School of Computer Science 5COM1053/61: Computer Science/ Information Technology Development Exercise

**Sprint Cycle Documentation(2 weeks)**

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| **GP3 SP Cycle No:** |  | **Start date:** |  | **End date:** |  |
| **Team Number** |  | **Members:** |  | | |
| **Sprint Master:** |  | **Date Signed:** |  | | |

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| **Sprint Plan Backlog** | | | | **Sprint Cycle Progress Report** | | |
| **Task No.** | **Description of Task/Activity & UAT number**  **Week 1 -** | **Assigned to Team Member/s** | **Estimated Task Size:**  **(S,M,L)** | **Actual**  **TaskTime** | **State Notes at Cycle End:**  **done/in progress\*/not done**  **\* left to do/bugs** | |
|  |  |  |  |  |  | |
| **Task No.** | **Description of Task/Activity & UAT number**  **Week 2 -** | **Assigned to Team Member/s** | **Estimated Task Size**  **(S,M,L)** | **Actual**  **TaskTime** | **State Notes at Cycle End:**  **done/in progress\*/not done**  **\* left to do/bugs** | |
|  | /continued |  |  |  |  | |
| **Aims for next Sprint Cycle - work intended for the next sprint cycle** | | | | | | |
| **TaskNo.** | **Description of Task/Activity & UAT number** | | | **Assigned to Team Member/s** | | **Estimated Size** |
|  |  | | |  | |  |

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| **Sprint Master :** |  |
| **Date Signed :** |  |

**Example and Notes:**

Here are some notes on how to fill in the sprint documentation. **[Please do not include this page in your coursework submission]**

**You will need to make two copies of the document : one for each of the 2 sprint cycles**

**Sprint Cycle Documentation(2 weeks)**

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| **GP3 SP Cycle No:** | 2 | **Start date:** | **16/**03**/20** | **End date:** | **2/**04**/20** |
| **Team Number** | CS17 | **Members:** | your team e.g. Woody Pride(WP), Buzz Lightyear(BL), Bo Peep(BP) | | |
| **Sprint Master:** | tutor acting as sprint master | **Date Signed:** | must be before start date 28/02/20 | | |

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| Fill in the plan(orange part) BEFORE the start of the cycle listing scheduled tasks. Decide which tasks need to be done in this sprint; it helps to list them in order. Break complex tasks into detailed steps and link to UATs. Tasks can be added during the cycle, but you should try to identify as many as possible at the sprint cycle start. Use as many lines as you like and add more if needed.  Sizes: S-small, short time, M-medium, a few days, L large complex requiring longer time (break L into smaller S/Ms) | Fill in the review as tasks are completed and near the end of the cycle. You may use this dynamically during the sprint. Uncompleted tasks should be labelled "In progress", problems recorded and "Done" when finished. (like Kanban). When done, record how long it took to complete (in hours or S/M/L). Anything unfinished at the end of SPC 1 should be transferred to the bottom section and may need to be put in the Backlog of the next sprint cycle. |

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| **Sprint Plan Backlog** | | | | | | **Sprint Cycle Progress Report** | |
| **Task No.** | **Description of Task/Activity & UAT number** | | **Assigned to Team Member/s** | **Estimated Task Size:**  **(S,M,L)** | | **Actual**  **TaskTime** | **State Notes at Cycle End:**  **done/in progress\*/not done**  **\* left to do/bugs** |
| 1 | UAT 2a Change Homepage background and column headers | | BP | M | | 0.5 hr  (or M) | Problems with column headers not changing on hover |
| 2 | UAT 2a Add new images to Homepage | | BP | S | | 10 mins | Done |
| 3 | UAT 1a-b Insert dummy data into tables[x,y] | | WP | S | | M | ~~In progress, Save button not working Done~~ |
| **Sprint Master :** | | | tutor acting as sprint master | | |
| **Date Signed :** | | | when the next SP plan is presented for signing | | |