Pass Task 8: Sprint Planning Meeting

Group 1 (7 members)

Member details:

103423558 – Hoang Anh Tuan

103433735 – Nguyen Anh Duc

103434699 - Nguyen Duc Manh

103432334 - Vu Duc Quan

103423516 - Ta Quang Huy

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Project Proposal[1] : Customer Portfolio Management System (AWS-CPM)

Detail on Sprint #1:

Before the development of this sprint 1 version release, we have come to an agreement that the team is going to use the Scrum Agile* development process. The sprint scrum meeting will be reported and thoroughly documented for this task, ensuring that the stakeholders are fully aware of our actions from the very beginning of the project's development.

*Scrum: This strategy is frequently used in application development projects with 10 or fewer participants. It provides a framework for project management. Members will categorize each task throughout the project construction stage into goals, subtasks, and objectives so they can all be finished within a set amount of time. Sprints are the time-boxed units that will be used in iterative processes. A sprint often lasts between two weeks and one month, neither more nor less. Daily scrums will be held throughout the entire process, with each session lasting between 15 and an hour depending on the complexity of the tasks that day. After the sprint is complete, a meeting will be held to review and illustrate the work that has been done on the project for the stakeholders to provide feedback and comments so that the developing team knows what to improve.

Background:

Scrum team details

Member	Role
#1 Hoang Anh Tuan	Scrum Master
#2 Nguyen Anh Duc	Scrum Team Member
#3 Nguyen Duc Manh	
#4 Vu Duc Quan	
#5 Ta Quang Huy	
#6 Nguyen Minh Tu	
#7 Le Nam Cong Thanh	

1.

Scrum Master: Create a time schedule for all the project's activities, divide them down, and assign each subtask a suitable deadline so that each team member has goals to work toward.

Scrum Team Member: Do the assigned tasks, making ensuring they are completed in accordance with all software quality criteria and being observed by the scrum master. When this is done, all of their objectives will have been met.

We will concentrate on one item from the product backlog, "Seek Potential Risk for Client's Investment," for this report. The item worked just as it sounds, and we are developing it with the utmost priority. All of its specifications and how we intend to utilize it in our project are outlined below.

Business Value:

It is difficult to evaluate the business value since it requires research on a wide range of topics, such as human resources, finances, time consumption, services, and more. And in order to assess an activity's business worth, we should consider its functional value, consistency, performance, and security aspect.

In the first project proposal preparation, we specified that there would be 15 product backlog items that needed to be completed; some of them could be completed simultaneously, while others needed to be preceded by other work in order to be continued. Because it will require the greatest time and resources to produce and contains the most sub-task branches of all the items, the item "Seek potential risk for client's investment" was chosen (according to the research of our scrum meeting). Furthermore, this item will make a significant contribution to the project's success. A better construction operation on this feature will improve the project's outcome, and with the best quality this feature brings, we will increase our reputation the most. The success of this function alone will be used to determine the reliability of the whole program. The overall importance score of this item is 9.5/10 or 95%.

Development Effort:

Since our project is currently on the planning stage of sprint #1, the only way to find the development effort of the functionality is by estimating the value using the information that we already have, and based on previous knowledge of the similar project. Effort estimation method on our function will including the statistic of how much resource does it take, how much time does each task consume.

Typically, the development effort estimation stage comes before the project's activities are carried out. These estimates are used for planning and preparation so that each project activity can have a set of goals to work toward and, moreover, to prevent procrastination. The leader or scrum master will usually be the one to estimate the project before it begins. Their objective is to collect all the data required for the calculation to be made. All the data gathered must be useful in calculating the cost and time consumption. To create the product backlog of deliverables, every item and all of its associated operations must be reviewed in the proper order of the time schedule. The Agile methodology will be used for the effort estimation. Every project's subtask will be assigned a story point; more story points mean more work must be put into the task. In order to determine the story point, we must also consider the task's risks and difficulties.

Note: Agile effort estimation approaches included: T-shirt Size, Planning Poke or Dot voting.

Feature Dependency:

During the development of the project, there will be a correct order of how each task and activity, this means some activities might have a higher priority ranking, while other have a lower priority rate. Some tasks even require prerequisite to be done first so that it can start

constructing, some tasks can be done first, some can only be done after the certain conditions is satified. The connection of those items is called feature dependency.

Therefore, it is essential to design the activities' time schedules and the arrangement of the tables for the project to be successful. Otherwise, poor planning and projects with little to no connectivity between all the components can lead to extremely poor time management, which will be uncomfortable for the team members as well as for the client experience. A product backlog timetable that is well-organized and informative will be highly beneficial and aid the whole progress process succeed.

Date needed / Timeline:

Because we were aware that every task and activity would have a time schedule associated with it, time management skills were essential in the creation of a Scrum Agile project. To ensure that each sprint has the greatest possible workflow, all of the timeline's planning needs to be concentrated. Each product backlog item will be broken down into numerous smaller tasks during the first sprint of our project, and each of these smaller tasks will have a time limit estimated by the scrum master that all assignees are required to adhere to. The time limit for each activity varies; the better and more advantageous task will have more time to complete it, whereas the less significant task will have a shorter time limit. Determining each task's priority and business value will therefore have a significant impact on the project as a whole. The project must follow the schedule at all times to ensure that the client receives their timely order.

Risk involved:

Every project will have a specific range of risks and it might have a negative impact on the project if not clearly defined and researched. In simpler word, risk is the possibility of something bad happening, which is negative and bring undesirable consequences, or we can say risk is “ the effect of uncertainty on objectives.

In the business world, risk can be found at any point in the process and hides in the results of every move. Risk cannot be fully identified because it always grows as a result of our research into the risks. We can only identify a portion of the risks and estimate their potential impact on our project while attempting to detect and mitigate them, thus our goal is to formulate a strategy for accomplishing this. The likelihood that a risk will occur can be extremely high or extremely low, and the actual consequence can range from having no effect at all to creating a major mess that could be very expensive. While developing a project, identifying risk is crucial, and having a solid strategic strategy to mitigate risk can be beneficial for the project.

Part 2: List of factors that is important to the success of our project

Prioritization of a product backlog is vital for any project, regardless of how well it follows the Agile methodology. This is due to the fact that it is difficult to manage all available resources and complete all outstanding tasks within a certain time limit. Prioritization is beneficial since it provides the most value in the least amount of time. Business Value, Development Effort, Feature Dependency, Date Needed / Timeline, and Involved Risk are the most typical characteristics that could contribute in selecting high priority items.Part 3: The highest priority backlog item. We will develop a criteria for this assignment based on our past discussions and the factors we specified.

As a result of the backlog plan's early stage, the teams have agreed that feature dependency and timeline are the major variables impacting prioritizing. Our product's app flow is linear, from screen to screen, which also makes our process linear, therefore feature dependency is a major consideration. If particular screens are significantly relied on by others, we will have to start with them first before branching out, laying the groundwork to optimize our efficiency. If we did not have the foundation pages, our development would be forced to proceed in a linear way, which would significantly reduce the amount of labor resources available to us. These selections will also have an impact on timeline; with less efficiency comes later schedules, which leads to dissatisfied consumers and an overly pressured deadline for our team of engineers. In the early phases of planning, we prioritize these two elements to increase

efficiency, reduce developer workload, and swiftly provide a finished product to our customers.

When the planning is done in more depth, we think that we will be able to adopt a metric that is more accurate to decide the order of our priorities. WBS - Work Breakdown Structure - is a standard prioritizing methodology used for Agile projects that we want to integrate in the future to allow for more succinct prioritization. However, for the time being, approximated planning will assist us in meeting our future objectives.

Part 3:

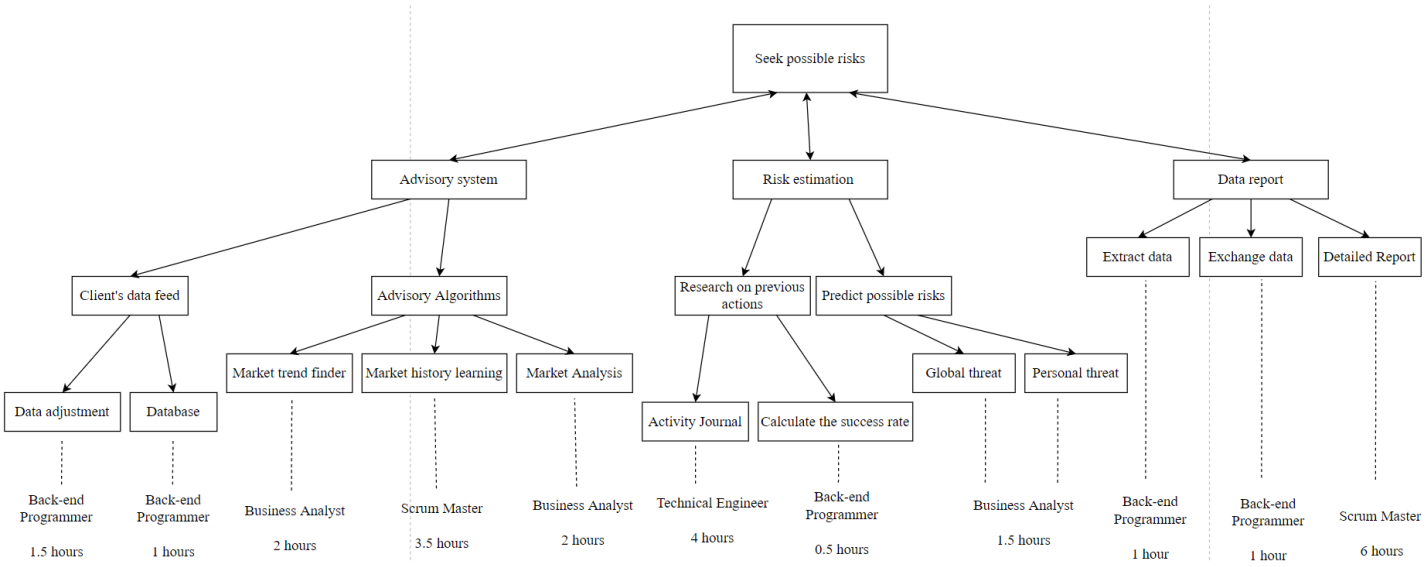
Demo backlog item: Seek Potential Risk for client's investment.

Detail: After making any investments that are recommended by our application, the user will need to identify any hidden risks. This task is to develop a function that assists in risk analysis and provides clients with an overview report so they can decide on their next course of action and whether or not to invest.

Demo backlog item 2: Customizing user interface

Detail: Customizing user interface is the process of designing the optimal interface based on the user's wants and expectations in order to satisfy the customer's requirements and maximize performance.

Part 4: WBS



Work breakdown structures (WBSs) are ways to break down projects that are visual, hierarchical, and focused on delivering results. It helps project managers see the scope and tasks of their projects. The work breakdown structure chart is an important tool for planning projects. It shows all the steps of the project. This WBS has higlighted two of the most important backlog items: Seek Potential Risk for Client's Investment and Customizing User Interface to Meet Customer Satisfaction. The WBS levels below divide the project scope into tasks, deliverables, and work packages that are needed to finish the project. Job breakdown structures are planned and put into action by project managers with the help of software. This Work Breakdown Structure has separated out two of the most important backlog items: Seek Potential Risk for Client's Investment and Customizing User Interface to Meet Customer Satisfaction.