

Lab 4 - Prep and recap for delivery on project management and methodology area

Prep Delivery no 1:

- Livrabil Intermediar (40 puncte sub rezerva submiterii la timp a livrabilului) **Deadline: 29.11.2022 ora 12:00 -> DOC**
 - *Problem statement*
 - *Functional decomposition*
 - *Non-functional requirements list*
 - *1 Activity/State diagram*
 - Prioritized product backlog (stories identified) - **at least for the first Sprint**
 - Project charter document: *project objectives, scope, vision, team, and their responsibilities and stakeholders, budget.*
 - Ask each team if they can state it any of the above
 - Could also take the example in Lab 2:
 - Context
 - Criteria for success
 - Scope
 - Constraints
 - Stakeholders
 - Timeline
 - Budget
 - Roadmap: High level (epic/ feature level) -> If project charter includes timeline, this is not necessary
 - Definition of Done and Definition of ready: **Story level and ~~Sprint level~~**
 - Reiterate some examples on specific projects

Prep Delivery no 2:

- Proiectul final (60 puncte)
 - 1 deliverable per sprint (select **best 3 sprints**):
 - sprint backlog (snapshot after planning), - **show them on github**
 - Sprint report - DOC - example:

- Sprint Number: 1
 - Sprint period: Nov 14, 2022 - Nov 27, 2022
 - Sprint Goal: finalize the setup of the application
 - Stories/ time committed: 5 Stories, 10 hours
 - Stories / time delivered: 4 stories, 12 hours
 - Added 2 stories to sprint: - Stories 1, 3
 - Reason for adding:
 - Removed from sprint: NONE
 - Comments on Sprint report: During Sprint 1 focus was to finalize the setup of the application. Only part of the items planned have been closed until Sprint end, and some items were added because they were necessary to reach sprint goal, and were missed in planning. Some of the stories included within Sprint were not closed as they still need to be tested.
- Retrospective outcome: Good, Bad, actions added in Sprint
 - Free online tools to gather retro feedback:
 - [Go retro](#)
 - <https://my.echometerapp.com/retro-setup/theme?hide-support-menu=&hide-availability-notice=&tool=specializedRetro>
 - <https://easyretro.io/>
 - **Shared spreadsheet**
 - Review session (**recorded application Demo**):
 - Use a screen capturing tool like **bandicam**
 - Review does not need to show story by story, but rather the user flow
 - User stories & acceptance criteria => Export at sprint start
 - *Software Architecture report*
 - *Testare*
 - *Scalability testing (?)*
 - *User acceptance testing*
 - *Raport cu rezultatele acestor teste.*
 - *CI pipeline*
 - *Puteți face un demo offline cu rularea pipeline-ului și să adăugați linkul în Wiki-ul / README.md-ul proiectului*
 - *Prezentarea aplicației finale într-un demo live*
 - *Validarea funcționalității aplicației*
 - *Adresarea considerațiilor de etică și de sustenabilitate*

Simulate Capacity planning using the Excel provided for Lab 4:

		Sprint Capacity Planner																
		Max Limit	Team Hours				Sprint Days											
	Team Members	5			Member	Allocation	1	2	3	4	5	6	7	8	9	10		
	Sprint Length (Days)	10			Person 1	100%	8	8	8	8	8	8	8	8	8	8		
	Hours per day	8			Person 2	100%	8	8	8	8	8	8	8	8	8	8		
	Focus Factor	80%			Person 3	100%	8	8	8	8	8	8	8	8	8	8		
	Daily stand-ups (Hours/Sprint)	0.25	12.5		Person 4	75%	0	6	6	6	6	6	6	6	6	6		
	Planning, Review, Retrospective, Refinement (Hours/Sprint)	4.5	22.5		Person 5	50%	4	4	4	4	4	4	4	4	4	4		
	Other meetings (Hours/Sprint)	2	10		Person 6		0	0	0	0	0	0	0	0	0	0		
	Total Capacity (Hours)	334																
	Total Meeting Time (Hours)	45																
	Focus Time (Hours)	57.8			Total Team Time (Hours)												334	
	Plan Capacity (Hours / Days)	231	28.9															

Q&A

Talk about their projects, roles, where they are and how can we help them define their idea into a project