

By Failing to prepare, you are preparing to fail - Workshop 4

Project Planning



Overview

01. Context

02. Using Trello

03. Best practices

04. Conclusion and deliverable

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Why are boards aren't boring

The project board showcases the tasks and responsibilities of the team. The members of the board are accountable for the successful of the project. It ensures that outcomes from the tasks are aligned to business value and acceptance criterias.

Visibility

Accountability

**Quality and
consistency**



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Setting up trello

Step 1

- Go to the website → <https://trello.com/en>

Step 2

- **Sign up** using your email address

Step 3

- Welcome page **insert your project name**

Step 4

- Follow the **setup steps**

Step 5

- **Congrats on your trello board**

Stages to success

These are 4 phases you can include on your board when setting it up



Backlog

This is where all the tasks for the project will appear as you start a given task it will then move to the next phase



Review

Collect feedback and ensure the task meets the acceptance criteria listed during the planning phase



In-progress

Once you are ready to begin a task it is moved from the backlog onto the live board in order to be tracked



Deploy

The final stage of the cycle where the task is closed off and released onto the system for users



User Story

A user story is a short and precise **unit of development work** designed to communicate the **user**, **action** and **goal** of a task

User

As [A user persona]

Action

I want to perform this [specific action or task]

Goal

So that I can accomplish [a particular]

Acceptance Criteria

Acceptance criteria is the parameters of a user story, and are used to confirm when a task is completed to the specifications.

01. **Clear and Concise**

Be simple and to the point when defining your criterias. This is to avoid misinterpretation and confusion

02. **Testable or measurable**

The task should be reviewable and tested to see if it solves the problem. The following can be used as testing terminology → Yes or No, Pass or Fail

03. **Consider the user**

The goal is to build a product for the user. Ensuring that their views are taken into consideration is key to producing a product that will be usable by them.

Example

Given, When, Then

Scenario: The product manager has project to design an idea ranking system. They add potential ideas and rank the best ideas based on benefit versus cost

User Story:

As a **product manager**.

I want to **score potential ideas**.

So that I can **decide what to include** on my product roadmap.

Acceptance Criteria:

Given that **I have added** two or more ideas and scored them using the Benefit vs Cost scoring model

When I **click the Rank button**

Then **ideas are sorted** with the top-scoring ideas at the top

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Checklist

- ✓ What is the main purpose of this board?
- ✓ Who uses this board?
- ✓ What is the purpose of each list?
- ✓ Which Power-Ups does this board use?
- ✓ Are there any Butler automation rules in place for this board?
- ✓ Are there certain people you should tag whenever a card is moved somewhere specific?
- ✓ How do you know when a task has been completed?
Should certain labels be used, and what do they stand for?
- ✓ Who should I reach out to with questions?



Conclusion and deliverable

Design and upload a project board on trello. This is a screenshot of your board that you have created.

What you have learnt:

4 stages of a project. Plan, Build, Review and Deploy

Best practises for project management

How to define a user story and acceptance criteria