

Project Milestone 2: Project Management Tool

Due. Saturday, June 22th, 2019

What To Do

Part 1: Project Tools

You will use a project management tool to plan and track the progress of your project. Although you may use any tool you like, using Pivotal Tracker is highly recommended.

Step 1. Choose a project management tool and create a project (e.g., [Pivotal Tracker](#), [Rally](#)) . Make sure all members of your team have access to the project and can add and remove tasks.

Step 2. Document the requirements (a.k.a. stories) for your project. You will enter these requirements into your management tool one by one.

The requirements must include critical features, user requirements, functional and non-functional requirements. One way to think about requirements is to think about what your application “must have” to be complete. All of these requirements or features are now part of your **Product Backlog**.

Note that Pivotal Tracker differentiates between “Feature” stories and “Chores”. Make sure you identify which of your requirements are “Features” and which are “Chores”.

You should have at least **10 requirements**.

Step 3. Rate the difficulty of each of your requirements. In Pivotal Tracker, assign each story points based on how difficult it is to complete.

Step 4. With your team, discuss a project plan. How many **sprints** are necessary to finish the project? How many stories are planned for each **sprint**? Which stories will you complete in each **sprint**?

Organize your **Product Backlog** into **sprints**. Note that Pivotal tracker uses the term “Iterations” in place of “Sprint”. Your planned sprints should appear in the panel labeled “Current”.

Step 5. Discuss who will take ownership of the tasks. For the **first sprint**, give each task an owner and a due date.

You will now start your first sprint. Every team member should “Start” (click the Start button in Pivotal Tracker) a story.

Step 6. Take a screenshot of your project management tool. Make sure to capture your project plan including the planned sprints and the Product Backlog. If you can’t capture everything in a single image, take multiple images.

What To Turn In

As a group, you will submit a single PDF document name “Project-Management-<Team Name>.pdf” containing the images you captured in Step 5 on Canvas AND all of your team members names. Only one member of your group must submit this document.