**Benefits and Administration Team (BAAT) Release Plan**

Read all of the background material and supporting documents on the BAAT project found on eLearning. Provide the following information and answer the questions listed below. For this assignment, use of Gen AI (ChatGPT, Copilot, etc.) is allowed, however, it should be clearly cited when used. See below for an example from ChatGPT for how to cite use of ChatGPT.

“ChatGPT was used as a tool for generating preliminary text in the brainstorming and drafting stages. All generated text was reviewed, revised, and incorporated into the final manuscript by the authors.”

Part 1 Prompt:

"Create a project charter for the BAAT Release Plan, including project name, description, purpose, measurable objectives and success criteria, milestone schedule, project budget, and key stakeholders (Product Owner, Project Sponsor, and Scrum Master)."

Part 2 Prompt:

"Develop a vision statement for the BAAT project and create personas for the Employee, HR Admin, and HR Leader roles. Each persona should include name, age, occupation, personal narrative, goals, behaviors, challenges, and context."

**Part 1 - Project Charter (20 points)**

1. Create a project charter based on information in the SimAgile Orientation guide and the Company Policies document found on eLearning. Your project charter should include the following sections.

Project Name

Project Description

Project Purpose

Measurable Objectives and Success Criteria

Summary Milestone Schedule

Project Budget

Name of the Product Owner – S/H

Name of the Project Sponsor – S/H

Name of the Scrum Master – S/H

**Part 1: Project Charter**

**Project Name**

* **BAAT Release Plan**

**Project Description**

The BAAT Release Plan project focuses on defining and executing a detailed release plan for the BAAT product, which will guide the team through the process of delivering product features in increments over four sprints. This includes prioritizing features, managing the product backlog, and ensuring the timely and efficient delivery of high-quality releases.

**Project Purpose**

The primary purpose of this project is to define a clear, actionable release plan that outlines the features and functionalities to be delivered in each sprint, ensuring that the development team can work in an organized and structured way. The release plan will enable the team to meet business objectives and deliver high-value features incrementally. By the end of the project, the team will have a well-defined product increment ready for release.

**Measurable Objectives and Success Criteria**

* **Objective 1**: Develop and prioritize a clear release plan for the BAAT product that spans across four sprints.
  + **Success Criteria**: A completed and approved release plan with defined priorities, dates, and deliverables for each sprint.
* **Objective 2**: Assign user stories based on team skill sets and ensure that each sprint is executed efficiently.
  + **Success Criteria**: 100% of the user stories assigned by the start of each sprint, with all team members actively working on assigned tasks.
* **Objective 3**: Ensure that the final release meets quality standards and is accepted by the Product Owner.
  + **Success Criteria**: No critical defects during the final sprint, and product acceptance by the Product Owner after review.

**Summary Milestone Schedule**

**MVP Release: Sprints 1-3 (after 6 weeks)**

* Sprint 1 Start Date: January 8, 2025
* Sprint 3 End Date: February 18, 2025
* Key Deliverables: Delivery of the minimally viable product (MVP) with core functionalities. Minor adjustments and basic user feedback incorporated.

**Penultimate Release: Sprints 4-5 (after 10 weeks)**

* Sprint 4 Start Date: February 19, 2025
* Sprint 5 End Date: March 17, 2025
* Key Deliverables: Implementation of additional features and product enhancements beyond   the MVP to enrich the user experience.

**Final Release: Sprints 6-8 (after 16 weeks)**

* Sprint 6 Start Date: March 18, 2025
* Sprint 8 End Date: April 28, 2025
* Key Deliverables: Comprehensive product version with all planned features fully implemented. Final product undergoes rigorous testing and stakeholder review to ensure complete readiness for release.

**Project Budget:**The total estimated budget for the BAAT Release Plan is $500,000. This budget will be allocated as follows:

* **Development Costs:** $300,000
* **Testing & Quality Assurance:** $75,000
* **Training & Documentation:** $50,000
* **Contingency/Other Expenses:** $75,000

**Name of the Product Owner**

* **Farley Gnu**, Director Payroll and Benefits

**Name of the Project Sponsor**

* **Michael Russell**, VP Human Resources

**Name of the Scrum Master**

* **Group 8**

**Part 2 - Product Vision and Personas (20 points)**

Read all of the background material on the BAAT project and develop a **vision statement**. The vision statement should be clear concise description of the product clearly describing the value of the product. Please refer to the class notes for advice and tips on creating a good vision statement.

Create one **persona** for each of the following user roles.

* 1. Employee
  2. HR Admin
  3. HR Leader

Each persona should fit on a single page and have the following information: name, age, occupation, picture, personal narrative, goals, behaviors, challenges/pain points, and context.

**Part 2: Product Vision and Personas**

**1. Vision Statement:**

**Vision Statement for BAAT Release Plan:**

*The BAAT Release Plan aims to provide an intuitive and streamlined platform that empowers organizations to manage employee HR data, streamline HR workflows, and provide actionable insights to HR leaders. By focusing on user-friendly design, efficient process automation, and advanced reporting capabilities, this product will improve employee engagement, enhance HR operational efficiency, and support better decision-making for HR leaders. Our solution will drive increased productivity and satisfaction, offering tailored experiences to employees, HR administrators, and organizational leaders.*

1. **Personas:**

**A person smiling at the camera

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**a. Persona: Employee**

**Name:** James Anderson  
**Age:** 30  
**Occupation:** Marketing Specialist  
**Personal Narrative:**James is a marketing specialist at a fast-growing tech company. He has been with the company for 3 years and works in a highly collaborative and dynamic environment. James uses the HR platform to check his benefits, request time off, and update his personal information. Although he enjoys the flexibility of working remotely, he occasionally finds it difficult to navigate through the HR system to find the exact information he needs.

**Goals:**

* Easily manage personal and employment-related data (e.g., personal information, benefits, payroll).
* Quickly request and approve time off through an easy-to-use interface.
* Receive notifications on important HR-related activities and updates (e.g., open enrollment, benefits changes).

**Behaviors:**

* Frequently accesses the platform on his mobile device for convenience.
* Prefers self-service options but occasionally reaches out to HR for clarification.
* Values transparency and clear communication in the HR process.

**Challenges/Pain Points:**

* Frustrated with navigating complicated or outdated HR systems.
* Finds it difficult to understand complex benefits options and policies.
* Needs quicker access to information and less time spent on administrative tasks.

**Context:**James needs a platform that is efficient, simple, and mobile-friendly. He doesn’t want to spend a lot of time learning to navigate the HR platform. It must be intuitive and provide quick access to information.

A person in a suit

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**b. Persona: HR Admin**

**Name:** Susan Taylor  
**Age:** 38  
**Occupation:** HR Administrator

**Personal Narrative:**Susan has been working as an HR administrator for 6 years. She handles a wide range of tasks, from managing employee benefits and time-off requests to processing payroll. Susan is meticulous in ensuring that employee records are accurate and that policies are followed. She spends a lot of time in the HR system, updating records and responding to employee inquiries. She is looking for a more efficient platform that simplifies repetitive tasks.

**Goals:**

* Efficiently manage employee records and process requests.
* Ensure compliance with company policies and legal requirements.
* Reduce time spent on administrative tasks by automating repetitive processes.

**Behaviors:**

* Works daily with HR software to manage data entry and employee inquiries.
* Frequently checks for system updates and ensures records are up-to-date.
* Regularly assists employees with HR-related issues, such as benefit inquiries and time-off requests.

**Challenges/Pain Points:**

* Struggles with a lack of automation in the current system, leading to time-consuming data entry.
* Dealing with inconsistent data from employees and handling manual corrections.
* Needs an easy-to-use reporting system to analyze HR metrics and trends.

**Context:**Susan is responsible for managing HR systems and ensuring that everything runs smoothly. She needs a system that is easy to use, helps automate HR tasks, and offers comprehensive reporting tools to analyze data.

A person in a suit and tie

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**c. Persona: HR Leader**

**Name:** Michael Harris  
**Age:** 45  
**Occupation:** HR Director

**Personal Narrative:**Michael oversees the HR department for a large multinational company with over 500 employees. He has over 20 years of experience in HR leadership roles and is responsible for strategic planning, workforce development, and employee satisfaction initiatives. Michael is always looking for tools and platforms that provide actionable insights, optimize HR processes, and ensure the company stays competitive by attracting and retaining top talent.

**Goals:**

* Ensure the HR department runs efficiently and meets organizational objectives.
* Make data-driven decisions to improve employee engagement and retention.
* Improve the employee experience by offering better self-service options and streamlined processes.

**Behaviors:**

* Regularly reviews performance data and HR reports to make informed decisions.
* Works closely with HR administrators and leadership to drive HR strategies.
* Focuses on employee engagement and retention by tracking HR metrics and identifying areas for improvement.

**Challenges/Pain Points:**

* Struggles to access real-time data and key HR metrics, affecting decision-making.
* Needs to align HR processes with the company’s evolving business strategy.
* Faces difficulty ensuring that HR processes are standardized and consistently followed across teams.

**Context:**Michael requires a platform that can provide comprehensive insights, integrate with other business systems, and offer data-driven decision support tools. It must also be scalable as the organization grows.

**Part 3 - Release Plan (20 points)**

1. Analyze all of the user stories in the initial product backlog and create a product roadmap/release plan. The product roadmap should clearly identify the release date for the minimally viable product and the release date(s) of any subsequent versions. When developing your release plan, assume an average velocity of 30 story points per sprint and a total of four two-week sprints. How many releases total do you have planned?
2. List the date of each release and provide a short, descriptive name for each release.

**Release Plan**

**MVP Release: Sprints 1-3 (after 6 weeks)**

Sprint 1 Start Date: January 8, 2025

Sprint 1 End Date: January 21, 2025

Sprint 2 Start Date: January 22, 2025

Sprint 2 End Date: February 4, 2025

Sprint 3 Start Date: February 5, 2025

Sprint 3 End Date: February 18, 2025

Key Deliverables: Delivery of the minimally viable product (MVP) with core functionalities. Minor adjustments and basic user feedback incorporated.

**Penultimate Release: Sprints 4-5 (after 10 weeks)**

Sprint 4 Start Date: February 19, 2025

Sprint 4 End Date: March 3, 2025

Sprint 5 Start Date: March 4, 2025

Sprint 5 End Date: March 17, 2025

Key Deliverables: Implementation of additional features and product enhancements beyond the MVP to enrich the user experience.

**Final Release: Sprints 6-8 (after 16 weeks)**

Sprint 6 Start Date: March 18, 2025

Sprint 6 End Date: March 31, 2025

Sprint 7 Start Date: April 1, 2025

Sprint 7 End Date: April 14, 2025

Sprint 8 Start Date: April 15, 2025

Sprint 8 End Date: April 28, 2025

Final Review and Stakeholder Approval: April 29, 2025 – May 5, 2025

Key Deliverables: Comprehensive product version with all planned features fully implemented. Final product undergoes rigorous testing and stakeholder review to ensure complete readiness for release.

**Part 4 – Groomed Product Backlog (20 points)**

1. Groom your entire product backlog and describe the approach you used to groom the product backlog. Specifically list and describe the rules you used to prioritize your product backlog.

* **Answer:** The initial product backlog has been prioritized first based on whether it is required for MVP and secondly on business value per story point (see created column above – which is the business value points column divided by the story points column ). A higher value indicates that more business value is being delivered in relation to the amount of work/time required to complete that particular user story. Although it is possible for a sprint to have a velocity of 30 story points, it is good to maintain some buffer for each sprint in case something goes wrong. Also, given that is the 1st sprint and it is the first time the team is working together, it is better to include fewer story points worth of user stories in the earlier sprints. It can also be demotivating for the team, if they don't achieve their target, if the velocity of 3 story points is planned.

1. Paste a copy of your groomed, prioritized product backlog below indicating which sprint each user story will be worked on.

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**Sprint 1 = 17 Story Points**

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**Sprint 2 = 21 Story Points**

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**Sprint 3 = 23 Story Points**

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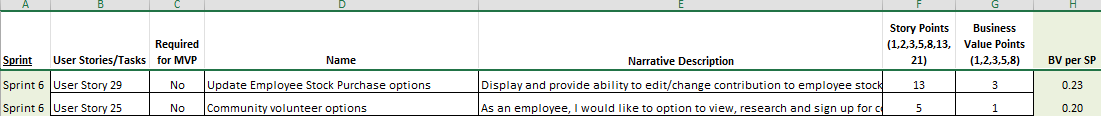
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**Sprint 4 = 18 Story Points**

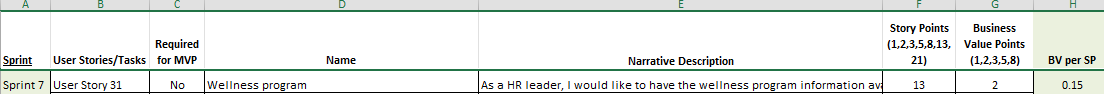
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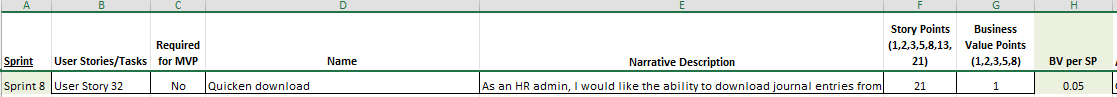
**Sprint 5 = 18 Story Points**

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**Sprint 6 = 18 Story Points**

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**Sprint 7 = 13 Story Points**

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**Sprint 8 = 21 Story Points**

**Part 5 - JIRA Software (20 points) (put all above parts in Jira here in part 5)**

1. Create a free account on JIRA Software using the instructions provided on eLearning. Use the information provided in parts 1, 2, 3 and 4 to create a new BAAT project on the JIRA Software platform. Use the JIRA Scrum template and import all user stories into the JIRA platform. Add your project documents to the project space in Confluence. Paste a screenshot of each page of JIRA and Confluence below.

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**Team Member Contributions (0 to -100)**

List and briefly describe the contribution of each team member on this assignment. The description should be one or two sentences at most.

Jay Bachkaniwala- Part 1

Jess Rumao- Part 2

Harsh Chowdhary- Part 3

Kamen Patel- Part 4

Eshan Todkar- Part 5