



User Guide

Version 3.0.1

Table of Contents

Introduction.....	3
License.....	3
Configuration.....	3
MySQL configuration	3
Logger configuration	4
Google Drive configuration	4
myAgilePomodoro configuration.....	4
Preferences	4
How to set the preferences.....	4
Getting Started.....	5
How to use keyboard shortcuts	6
New task	6
How to create tasks.....	6
How to use the Create panel.....	6
Activity List / Backlog.....	7
How to read the table	7
How to edit a task.....	7
How to export data	7
How to import data.....	8
ToDo List / Iteration Backlog	8
How to read the table	8
How to prioritize tasks	9
How to work with the timer	9
How to merge tasks	9
How to handle interruptions	10
How to customize sounds	10
Report List / Release Backlog.....	10
How to read the table	10
Burndown / Burn-up Chart	11
How to create charts.....	11

Introduction

myAgilePomodoro (mAP) is a micro and macro time management software based upon Agile's best practices and the time management technique called the Pomodoro Technique®. Originally called "myPomodoro", Phil Karoo took over the project starting with version 1.0.

License

mAP is a free open-source software, licensed under the [GNU General Public License version 3.0](#) (GPLv3).

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Please, [consider donating if you can](#). It has taken a great deal of thinking and effort to come up with myAgilePomodoro. Thanks.

Configuration

mAP is a Java 6/7/8 standalone and portable application (no installer) that allows two different usages:

- **Local database** (SQLite): this is meant to be used by individuals. At first startup, the application will create its own local database file (myagilepomodoro.db).
- **Remote database** (MySQL): this is meant to be used by co-located small to medium size teams.

MySQL configuration


In case of **remote database**, the person in charge of configuring the application must create a text file called "mysql.properties" in the directory where the application is located. That person must have permission to create tables in the database:

```
database=<database name>
host=<database server address /IP>:<port > (default port number: 3306)
user=<user name>
password=<password> (may be empty)
```

Example:


```
database=myagilepomodoro
host=localhost
user=myuser
password=mypassword
```

At first startup, the application will create the database tables it needs. To join the party, each team member must also create a properties file with her/his own credentials.

 It is recommended to grant Write, Update and Delete permissions on table "Preferences" only to the person in charge of configuring the application. Likewise, granting Delete permission on table "Activities" to that person only will prevent lost of data.

Logger configuration

At first startup, the application will create an error log file (myagilepomodoro.log). Whenever an error happens, the application will write the trace down into the file.

 The application must be given the privilege to read and write on the local file system of the Operating System (OS).

Google Drive configuration

To be able to export data to Google Drive, a text file called "google.properties" must be created in the directory where the application is located:

```
clientid= <client ID>
clientsecret= <client secret>
redirecturi= <redirect URI>
(see https://developers.google.com/drive/web/about-auth)
```

Example:

```
clientid=289346736832-fjowijfiowe09rqwrwyhrduffjsid.apps.googleusercontent.com
clientsecret=mVtt-Bq4y672MCoJk88fB900
redirecturi=urn:ietf:wg:oauth:2.0:oob
```

At startup time, the application will add the "Google Drive" format to the **File Format** field of the export form.

myAgilePomodoro configuration

To make the most of mAP it is recommended to have knowledge of the Pomodoro Technique® (v1.3 and above) and Agile's most common practices and artifacts (backlog management, iteration, story points...). Furthermore, mAP is "Agile methodology agnostic": to a certain extent, Scrum, RUP, XP... and even Kaban projects can be managed with mAP. However, if the **Pomodoro Mode** is selected in the preferences, only knowledge of the Pomodoro Technique® will be required to properly manage tasks and reports.

 Terminology: mAP uses the word "task" for all items regardless of their type.

Preferences

File > Preferences

How to set the preferences

- Modes:
 - **Agile Mode**: Agile + Pomodoro. The max nb of pomodoros per task (**Max nb pom/task**) is set to be twice the max nb of pomodoros per day (**Max nb pom/day**). It is Agile common practice to set the maximum length of tasks to two days.

- **Pomodoro Mode:** Pomodoro only. It is Pomodoro common practice to set the max nb of pomodoros per task (**Max nb pom/task**) to 5 pomodoros of 25 minutes.
- **Pomodoro length:** length of pomodoros (minutes). Used to set the timer.
- **Short break length:** length of short breaks (minutes). Used to set the timer.
- **Long break length:** length of long breaks (minutes). Used to set the timer.
- **Max nb pom/task:** maximum number of pomodoros per task. Used to prevent tasks to have too many pomodoros.
- **Max nb pom/day:** maximum number of pomodoros per day. Used in **Pomodoro Mode** to prevent the **ToDo List** to have too many pomodoros.
- **Nb pom/set:** number of pomodoros per set. Used to set the timer. Long breaks happen every set of pomodoros.
- Sounds:
 - **Ticking:** enable/disable ticking. Used to set the timer. Ticking happens during pomodoros.
 - **Ringing:** enable/disable ringing. Used to set the timer. Ringing happens at the end of pomodoros and breaks.
- **Language:** used to display messages and format dates and time.
 - Date:
 - English (United States): MMM dd yyyy (eg. Sep 06 2011)
 - Others: dd MMM yyyy (eg. 06 Sep 2011)
 - Time:
 - English: hh:mm a (eg. 04:35 PM)
 - Others: HH:mm (eg. 16:35)
- System Tray: (this option appears for OS that support the System Tray feature)
 - **System Tray:** enable/disable system tray icon.
 - **Popup message:** enable/disable system tray popup messages.
- Hours:
 - **Plain Hours:** used to convert estimates (pomodoros + breaks, including last break) into time (hours : minutes or days if hours >= 24h).
 - Example 1: estimate = 2 pomodoros and **Nb pom/set** = 4 →
time = **Pomodoro length** of 2 pomodoros + **Short break length** of 2 short breaks
 - Example 2: estimate = 4 pomodoros and **Nb pom/set** = 4 →
time = **Pomodoro length** of 4 pomodoros + **Short break length** of 3 short breaks + **Long break length** of 1 long break
 - **Effective Hours:** used to convert estimates (pomodoros) into time (hours : minutes or days if hours >= 24h).
 - **Always On Top:** set the application to remain on top of others applications.

Press ENTER or the Save button to save.

Getting Started

mAP makes the management of tasks a simple process. Only timing differs: Agile projects take weeks/months whereas the management of ToDo lists is often a matter of days.

1. Add tasks to the **Activity List / Backlog** (also known as "Activity Inventory Sheet" in the Pomodoro Technique®).
2. [Order](#) the **Activity List / Backlog**.
3. Move (>>>) tasks to the **ToDo List / Iteration Backlog** (also known as "ToDo Today Sheet" in the Pomodoro Technique®). Write down a comment (**Pomodoro Mode**) / story (**Agile Mode**).
4. Prioritize the **ToDo List / Iteration Backlog**. Remove (<<<) tasks considered as out of scope.
5. Work on tasks using (or not using) the timer/the Pomodoro Technique®.
6. Complete (**Pomodoro Mode**) / Set as "Done" (**Agile Mode**) tasks.
7. Make reports using the **Report List / Release Backlog** (also known as "Records Sheet" in the Pomodoro Technique®). Reopen tasks considered as not completed (**Pomodoro Mode**) / not "Done Done" (**Agile Mode**).
8. Issue **Burndown/up charts**.

How to use keyboard shortcuts

- "File" and "View" menus shortcuts:
 - ALT+C: display the Create panel.
 - Etc.
- Preferences, Create panel and Edit tab shortcuts:
 - ENTER: save the form.
- List shortcuts:
 - CTR + A: select all tasks.
 - CTR + F: search task.
 - DEL: delete selected tasks (**Activity List / Backlog** and **Report List / Release Backlog**).



New task

File > New Task

How to create tasks

- Use the Create panel.
- Create test data
 - Data > Generate Test Data
- Import data.

How to use the Create panel

- **Date scheduled (Pomodoro Mode)**: start date. This field is mandatory.
- **Title**: name of task. This field is mandatory.
- **Estimated Pomodoros**: estimated number of pomodoros. This number can be decreased / increased by editing the task or increased by overestimating the task.
- **Story Points (Agile Mode)**
- **Iteration (Agile Mode)**

- **Type:** type of task. This editable list is pre-filled with existing types. When creating / editing a task, the list is updated. Unused types are removed at start up time. The list is also pre-filled with some common Agile "types" such as "User Story" (**Agile Mode**).
- **Author:** name of the author. This editable list is pre-filled with existing authors. When creating / editing a task, the list updated. Unused authors are removed at start up time.
- **Place:** place where the task takes places. This editable list is pre-filled with existing places. When creating / editing a task, the list is updated. Unused places are removed at start up time.
- **Description:** description of the task in case the title isn't self-explanatory.

Press ENTER or the Save button to save.



Activity List / Backlog

View > Activities / Backlog


How to read the table

- **U (Pomodoro Mode):** "U" if task unplanned.
- **Date (Pomodoro Mode):** start date.
- **Title:** name of task. This column is editable.
- **Type:** type of task.
- **Estimated:** estimated pomodoros + overestimated pomodoros (Estimated + Overestimated).
- **Story Points (Agile Mode)**
- **Iteration (Agile Mode)**



Press this image/button to update the list from the database to synchronize with the other team members' work (**Remote database**).

How to edit a task

1. Select the task to edit.
2.  Update the list to make sure you have the latest version of the task.
3. Change the details:
 - In-line: Select a cell and edit the value (not all columns are editable).
 - "Edit" tab: edit the details. Press ENTER or the Save button to save.

How to export data

1. Select the tasks to export.
2. Open the Export tab.
 - **Header:** first row / header of the file (column names).
 - **File name:** name of the export file. This field is mandatory (if this field is left empty, default name "myAgilePomodoro" is used; if this field contains some special characters not supported by the file system of the OS, the export will fail).
 - **File format:** set of supported file formats. This field is mandatory.

- **Date pattern (CSV and Google Drive file formats):** sets of patterns for days, months and years. These fields are mandatory.

Day	D	1
	Dd	01
Month	M	1
	MM	01
	MMM	Jan
	MMMM	January
Year	yy	01
	yyyy	2001

Example: M/dd/yyyy → 1/01/2001

- **Separator (CSV and Google Drive file formats):** set of pre-defined separators, plus an empty editable field (this must be a character, not a string). This field is mandatory (if this field is left empty or not a proper character, default separator "Comma" is used).

The application creates a file with name "<File name>" and extension "<File format>" in the directory where mAP is located.



The export feature is one of the few features that use the waiting cursor (import, move, complete, prioritize, delete, generate test data...). Beware that none of those features will start until the previous one is finished.

How to import data

As import and export files have the exact same format, to get started, simply export some dummy data. Then use the exported file as template. When importing, make sure to select the right **File format**, **Date pattern** and **Separator** for mAP to parse the import file.



Import from Google Drive hasn't been implemented.



ToDo List / Iteration Backlog

View > ToDos / Iteration






How to read the table

- **Priority:** row number
- **U (Pomodoro Mode):** "U" if task unplanned.
- **Title:** name of task. This column is editable.
- **Estimated:** number of pomodoros done / overall estimated pomodoros (Real / Estimated + Overestimated).
- **Story Points (Agile Mode)**
- **Iteration (Agile Mode)**

How to prioritize tasks

- Drag and drop task(s).

How to work with the timer

1. Select a task.
2. Start the timer.
 -  By the time, if the task has been changed by someone else, mAP will ask you to update the list.
3. Work on the task.
 - You may select a different task to see its details, add a comment (**Pomodoro Mode**) / update the story (**Agile Mode**) or make an overestimation.
 - You may create unplanned tasks to handle interruptions. If the interruption is urgent, stop the timer and process the urgent task → step 2.
4. Wait for the timer to ring (end of pomodoro).
 -  By the time, if the task has been changed by someone else, mAP will automatically update the task.
 -  By the time, if the task has been finished by someone else, mAP will automatically overestimate the task by 1 to record the pomodoro.
5. Take a break.
 - Short break: number of pomodoros done < or > **Nb pom/set**.
 - Long break: number of pomodoros done = **Nb pom/set**.
 - You may select a different task.
6. Wait for the timer to ring (end of break; start of pomodoro) → step 3.
 -  By the time, if the task has been changed by someone else, mAP will automatically update the task.
7. The timer stops itself when all pomodoros of the task are done.
 -  By the time, if the task has been changed by someone else, mAP will automatically update the task.



As per the Pomodoro Technique®, icons are used to show pomodoros and interruptions:

- Pomodoro: ☐ (not yet done)
- Real Pomodoro: ☒ (done)
- Internal interruption: ■
- External interruption: ■


Code colors are also used to show the status of the tasks:

- Black: not running
- Red: currently running
- Green: all pomodoros done

How to merge tasks


1. Select the tasks to merge (excluding current running task).
2. Open the Merging tab, set the details of the new task and save.

3. As a result, the selected tasks are deleted and the new task is created at the bottom of the list.

 (**Remote database**) If the user has no delete permission on table "Activities", although the selected task will disappear from the table it won't be deleted from the database; however the new task will be created.

How to handle interruptions

1. Open the Unplanned tab, set the details of the new task and save.
 - **Interruption:** type of unplanned task. If left empty, the task will only be an unplanned task.
 - **Date scheduled (Pomodoro Mode):** start date. If the task is urgent set the date to today. This field is mandatory.
2. If the task is an urgent interruption: void the pomodoro of the current running task (stop the timer), select the interruption and start it straight away (no break).

 (**Pomodoro Mode**) Unplanned tasks are added to the **ToDo List** if the start date is today otherwise it is added to the **Activity List**.

How to customize sounds

- Ticking: create a .wav file called "ticking.wav" in the directory where the application is located. Make it short as mAP will loop over it.
- Ringing: create a .wav file called "ringing.wav" in the directory where the application is located. mAP will play it once at the end of the breaks and at the start of a pomodoro after a break.



Report List / Release Backlog

View > Reports / Done

How to read the table

- **U (Pomodoro Mode):** "U" if task unplanned.
- **Date:** date of completion.
- **Title:** name of task. This column is editable.
- **Type:** type of task.
- **Estimated:** number of pomodoros done / overall estimated pomodoros (Real / Estimated + Overestimated).
- **Diff I:** difference between the number of pomodoros done and the estimated pomodoros ($\text{Diff I} = \text{Real} - \text{Estimated}$).
- **Diff II:** difference between the number of pomodoros done and the overall estimated pomodoros ($\text{Diff II} = \text{Real} - \text{Estimated} - \text{Overestimated}$). This value is displayed only if there are overestimated pomodoros (Overestimated).
- **Story Points (Agile Mode)**
- **Iteration (Agile Mode)**



The **Accuracy** is the global success rate: 100% means that all estimated pomodoros were done: $\text{Accuracy} = \text{Real} / (\text{Estimated} + \text{Overestimated}) * 100$




Burndown / Burn-up Chart

View > Charts

How to create charts

1. Choose **Burndown** or **Burn-up Chart**. One may select both, unless "Scope" is selected.
 - **Burndown Chart:**
 - Type: type of data
 - %: remaining data displayed in percentage of the initial/maximum value of the target line.
 - **Y-Legend:** legend on the left of the chart. May be empty.
 - **X-Legend:** legend on the bottom of the chart. May be empty.
 - **Color:** color of the chart. Click to change.
 - **Target:**
 - **X-Legend:** legend on the bottom of the chart. May be empty.
 - **Color:** color of the target line. Click to change.
 - **Burn-up Chart:**
 - Type: type of data
 - %: data (of completed tasks) displayed in percentage of the last/maximum value of the scope line.
 - **Y-Legend:** legend on the left of the chart (right if "Burndown Chart" is selected). May be empty.
 - **X-Legend:** legend on the bottom of the chart. May be empty.
 - **Color:** color of the chart. Click to change.
 - **Guide:**
 - **X-Legend:** legend on the bottom of the chart. May be empty.
 - **Color:** color of the guide line.
 - **Scope:**
 - **X-Legend:** legend on the bottom of the chart. May be empty.
 - **Color:** color of the scope line. Click to change.
2. Configure **Dates** or **Iterations (Agile Mode)** and the **Dimension** of the chart.
 - **Dates:**
 - **Dates:** start and end dates.
 - **Exclusion:**
 - **Saturdays, Sundays** and specific **days**: excludes tasks completed on those days.
 - **ToDo List / Iteration Backlog**: excludes uncompleted tasks. This is only relevant to burndown charts.
 - **Iterations (Agile Mode):**
 - **Iterations:** start and end iterations.
 - **Dimension:** width and height of the image.

3. Check the list of tasks upon which data the chart(s) will be drawn. Tasks may be removed.
4. Create: the image can be saved (right click) to the local file system.

 Each "bar" of the charts represents the value of the data "at the end" of the corresponding x-axis coordinate (day or iteration). Example for burndown chart: 413 story points remaining at the end of the 5th of May. Example for burn-up chart: 51 tasks completed/done by the end of the 5th of May.