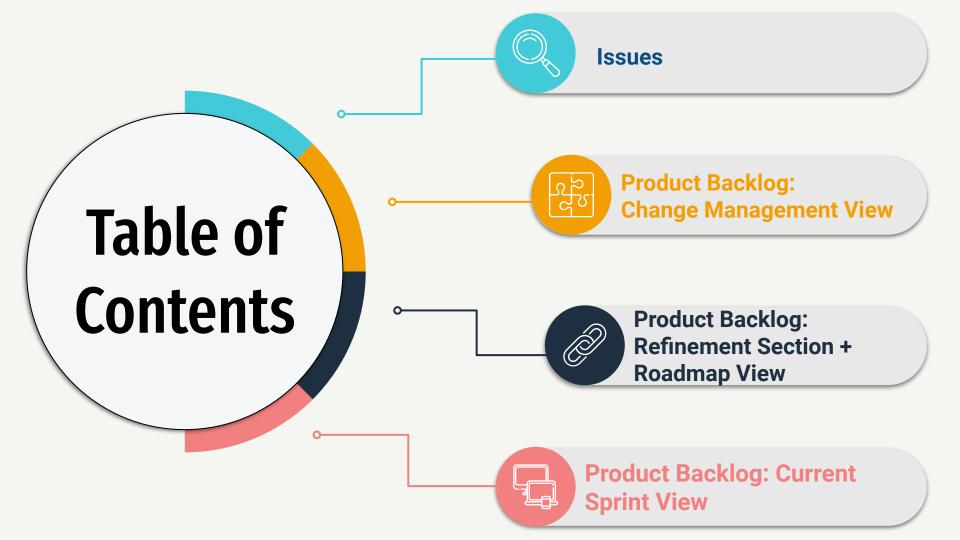# Change Management Process & Team Backlog Plan
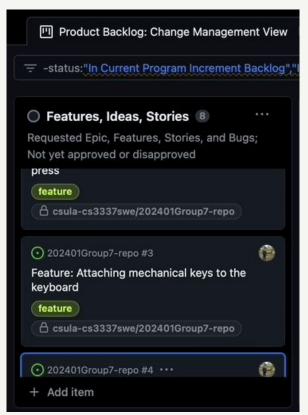
How our team will use these tools to deliver a successful Software Application

Table of Contents

Opening and Creating Issues

"Management View" for this example

Open A New Issue In a Few Simple Steps

1. In any project view setting, find the "Add Item" tab at the bottom of your features

2. Give your new issue a name and a description, press enter

3. A draft is created, click the 3 dots in the new draft and officially convert to issue to add to the backlog for a specific repository
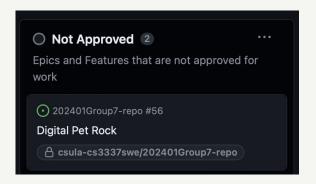
Implementation

Group members will add issues at the beginning of each sprint planning to build out the backlog. New issues can also emerge during the sprint due to various reasons These new issues are added and prioritized for future sprints.

Deleting and Removing Issues

Approval Stage

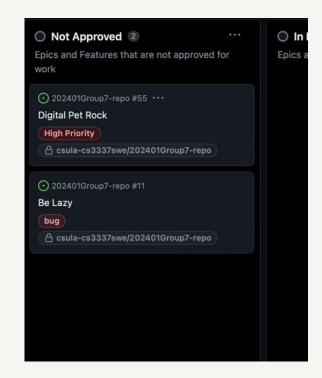Issues will be reviewed every Saturday for approval before starting on a new sprint. If an issue is not approved, it will be moved to the "Not Approved" column.
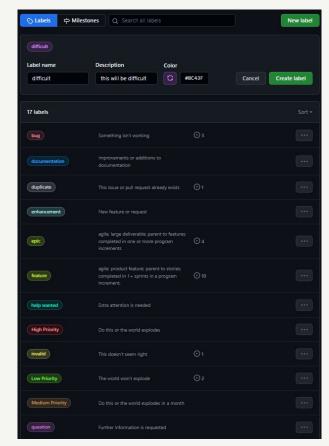
Our group will then delete all non-approved issues to be removed to help prioritize the backlog. The remaining issues are left to be assigned to peers and reassessed for labels, notes, and broken down into smaller tasks.

Removing Stage

Creating Labels and Tags for Issues

We will create appropriate labels to enhance organization and communication with issues.
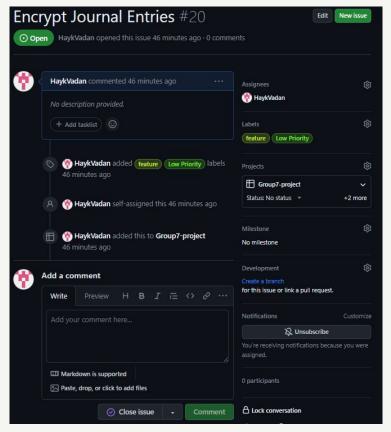
Example:
- Priority / Difficulty labels
- High / Medium / Low Priority
- Difficult / Moderate / Easy

Good practice that aligns with agile and scrum methodologies and will help us implement prioritization and sprint planning

Assigning Issues
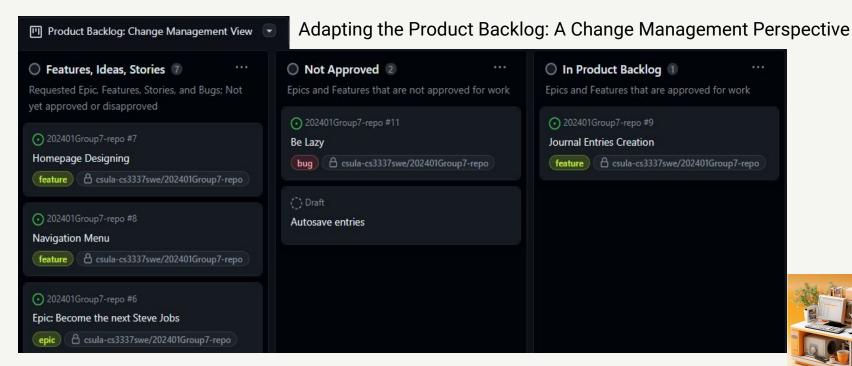
Using the created labels, we will assign one or multiple labels to categorize the issue

Based on the complexity of the issue, we will assign an appropriate amount of assignees to the issue.

Allows us to dynamically change assignees if tasks move through different phases

Product Backlog: Change Management View

Adapting the Product Backlog: A Change Management Perspective

- Idea approval by majority vote
- Not Approved are deprioritized, not discarded

Product Backlog: Change Management View

Effective change management is essential for project success.

- Saturday: Assign Issues to team members
- Reconsider status of Not Approved ideas after weekly sprints
- Seamlessly integrate new ideas

Product Backlog: Refinement Section

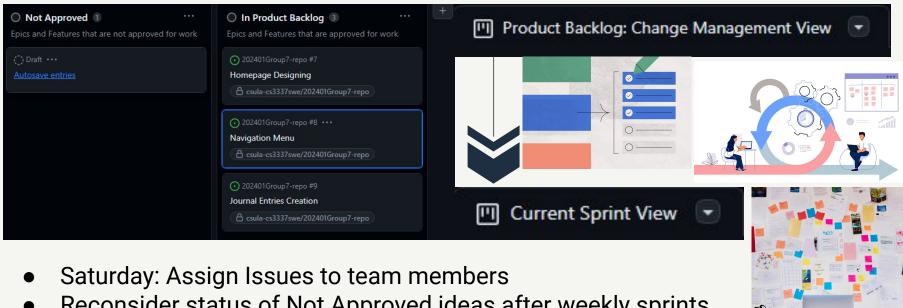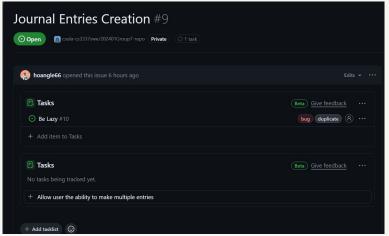|	Labels	Title	Assignees	Status	Planning Incr...	Sprint	Repository
1	feature	⊙ Journal Entries ... #9		Features, Id...	Planning Incremer		🔒 csula-cs3337...
2	feature	⊙ Homepage Desi... #7		Features, Id...	Planning Incremer		🔒 csula-cs3337...
3	feature	⊙ Navigation Menu #8		Features, Id...			🔒 csula-cs3337...
4	epic	⊙ Epic: Become th... #6		Features, Id...	Planning Incremer		🔒 csula-cs3337...
5	epic	⊙ Epic: Building a ... #5	🖼 Forge...	Features, Id...			🔒 csula-cs3337...
6	feature	⊙ Feature: Creatin... #2	🖼 Forge...	Features, Id...			🔒 csula-cs3337...
7	feature	⊙ Feature: Attachi... #3	🖼 Forge...	Features, Id...			🔒 csula-cs3337...
8	feature	⊙ Feature: Creatin... #4	🖼 Forge...	Features, Id...			🔒 csula-cs3337...
9	bug	⊙ Be Lazy #11		Not Appro...			🔒 csula-cs3337...
10	bug inva	⊙ Stare into space #19	🖼 Neph...	Features, Id...	Planning Incremer	Feb 14 - Feb 20	🔒 csula-cs3337...

- Saturday meetings = assigning issues
- Issues are put into the upcoming sprint
- Other issues can be scheduled into future planning increments / sprints depending on foresight.
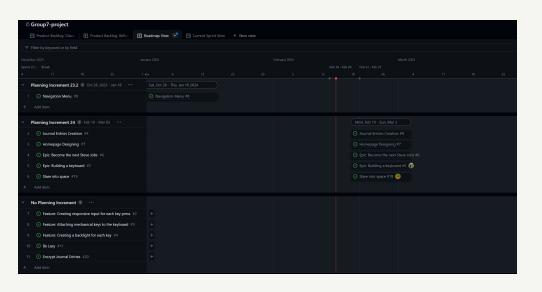
Product Backlog: Refinement Section

Navigation Menu #8

🕐 Open csula-cs3337swe/202401Group7-repo Private

🧑 hoangle66 opened this issue 7 hours ago   Edits ▾   ···

📋 Tasks   Beta Give feedback ···

No tasks being tracked yet.

➕ Add item to Tasks

➕ Add tasklist 😊

➕ 🧑 hoangle66 added this to ⊞ Group7-project 7 hours ago

⊙ 🧑 hoangle66 converted this from a draft issue 7 hours ago

⊞ 🧑 hoangle66 moved this from Features, Ideas, Stories to In Product Backlog in ⊞ Group7-project 6 hours ago

⊞ 🧑 hoangle66 moved this from In Product Backlog to Features, Ideas, Stories in ⊞ Group7-project 6 hours ago

🏷 🧑 hoangle66 added feature 6 hours ago

🧑 mgonz425 25 minutes ago   ···

Will use the write section to give input or talk about the epic/feature.

😊

Journal Entries Creation #9

🕐 Open csula-cs3337swe/202401Group7-repo Private ⊙ 1 task

🧑 hoangle66 opened this issue 6 hours ago   Edits ▾   ···

📋 Tasks   Beta Give feedback ···

⊙ Be Lazy #10   bug duplicate 🧑 ···

➕ Add item to Tasks

📋 Tasks   Beta Give feedback ···

No tasks being tracked yet.

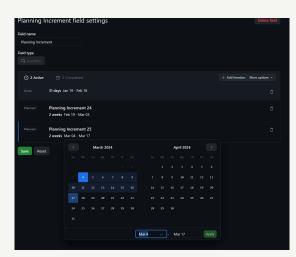➕ Allow user the ability to make multiple entries

➕ Add tasklist 😊

- Using the tasks function we will be able to break down the epic/features into more detail
- Using the comments as a way to discuss or give ideas
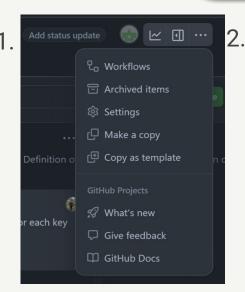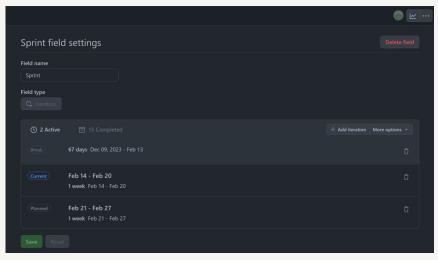
Product Backlog: Refinement Section

- Using the roadmap we will be able to keep track of each spring or increment
- Will allow us to keep track of what features/epics we are currently working on
- Gives us the ability to plan into the future
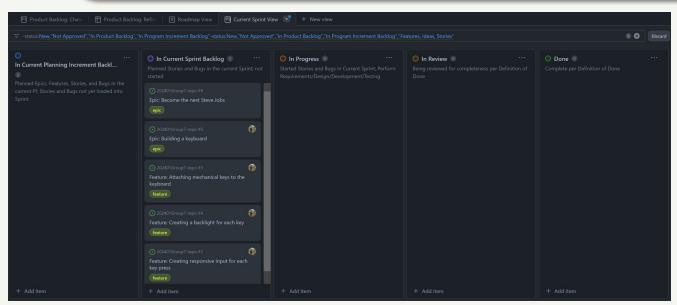
Product Backlog: How We Create a Sprint

1. We go to Projects > Settings and customize the duration and start-date of the sprint.
2. Afterwards, these sprints can be assigned to issues under the Refinement Section.
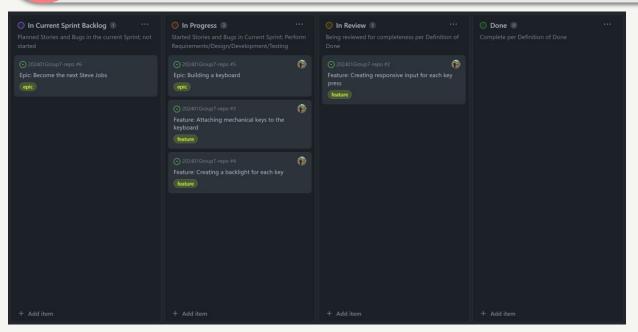3. Ready, Set, Sprint

Product Backlog: Current Sprint View

1. Issues will be moved individually from "Change Management View" to "In Current Sprint Backlog."
2. Upon start of the sprint, assigned individuals will move their items to "In Progress."
3. Completed issues is then moved to "In Review" for group evaluation.
4. Finally, issues moved to "Done" after review.

Product Backlog: Current Sprint View

🟣 **In Current Sprint Backlog** ①	🔴 **In Progress** ③	🟡 **In Review** ①	🟢 **Done** ⓪
Planned Stories and Bugs in the current Sprint; not started	Started Stories and Bugs in Current Sprint; Perform Requirements/Design/Development/Testing	Being reviewed for completeness per Definition of Done	Complete per Definition of Done
⊘ 202401Group7-repo #6 Epic: Become the next Steve Jobs `epic`	⊘ 202401Group7-repo #5 Epic: Building a keyboard `epic`	⊘ 202401Group7-repo #2 Feature: Creating responsive input for each key press `feature`	
	⊘ 202401Group7-repo #3 Feature: Attaching mechanical keys to the keyboard `feature`		
	⊘ 202401Group7-repo #4 Feature: Creating a backlight for each key `feature`		
+ Add item	+ Add item	+ Add item	+ Add item

1. This is our Sprint View once we start it for the week!
   a. Note: There are tags on the various issues indicating feature and epic

Open Forum

Thank You!

We will be backlogging all the current epics, features, and stories we'd like to work on this Saturday.

Questions?

Any questions about our upcoming plan for the project?

Change Management Process