Samwise Service App

Iteration Plan

# 1. Key milestones

| **Milestone** | **Start Date** | **End Date** |
| --- | --- | --- |
| Iteration Start | 3.10.2023 | 9.10.2023 |
| Project Initiation | 10.10.2023 | 16.10.2023 |
| System Design and Architecture | 17.10.2023 | 3.11.2023 |
| Development Phase 1 | 4.11.2023 | 3.01.2024 |
| Development Phase 2 | 4.01.2024 | 11.02.2024 |
| Testing and Quality Assurance | 12.02.2024 | 27.02.2024 |
| User Acceptance Testing | 28.02.2024 | 13.03.2024 |
| User Feedback and Iterations | 14.03.2024 | 01.04.2024 |
| Continuous Improvement and Maintenance | 02.04.2024 | 3.10.2024 |
| Iteration stop | 3.10.2024 |  |

# 2. High-level objectives

* Strategic Planning and Risk Mitigation: Develop a comprehensive deployment plan, identify potential risks associated with the deployment, and devise proactive risk mitigation strategies to ensure a smooth transition from development to production. Address any challenges proactively to minimize disruptions.
* Decision Making and Clarity: Make critical decisions regarding the nature of the application. For instance, in this iteration, the decision was made to develop a web-based application for the initial release, prioritizing simplicity and user accessibility. Ensure clarity in project objectives, scope, and user needs alignment.
* Work Items Completion: Ensure all planned work items, including system-wide requirements specification, use case model design, project plan formulation, iteration plan creation, risk list creation, and end user documentation preparation, are successfully completed within the specified time frame. These documents and plans serve as foundational assets for the project.

# 3. Work Item assignments

[This section should reference **either** the Work Items List, which provides information about what Work Items are to be addressed in which iteration by whom, **or** specifically call out the Work Items Lists to address in this iteration. The preferred solution depends on whether or not it is trivial for team members to find the subset of all Work Items that are assigned to the iteration by using search methods, rather than the Iteration Plan.]

Please see the Work Items List for Work Items to be addressed in this iteration.

or

The following Work Items will be addressed in this iteration:

| **Name or key words of description** | **Priority** | **Size estimate (points)** | **State** | **Reference material** | **Target iteration** | **Assigned to (name)** | **Hours worked** | **Estimate of hours remaining** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Produce draft vision | 1 | 3 | Closed |  | 1 | Annie, Betül, Elif, Özde | 6 | 0 |
| Produce glossary | 1 | 2 | Closed |  | 1 | Betül | 4 | 0 |
| Create System-Wide Requirements Specification document | 2 | 3 | Open | <systemwide\_req\_spec.doc> | 1 | Annie | 6 | 0 |
| Design Use Case Model | 3 | 3 | Open | <uc\_specification.doc> | 1 | Özde | 6 | 0 |
| Create Project Plan document | 2 | 3 | Open | <project\_plan.doc> | 1 | Elif | 6 | 0 |
| Create Iteration Plan document | 2 | 5 | Open | <iteration\_plan.doc> | 1 | Betül | 10 | 0 |
| Create Work Items list | 2 | 3 | Open | <work\_items\_list.xls> | 1 | Özde | 6 | 0 |
| Create Risk list | 3 | 3 | Open | <risk\_list.xls> | 1 | Annie | 6 | 0 |
| Create end user documentation | 2 | 8 | Open |  | 1 | Elif | 0 | 16 |
| Support creating user account process | 2 | 21 | New | <UC: Create User Account> | 2 | Betül | 0 | 42 |
| Prototype UI |  |  | New |  |  |  | 0 | 6 |
| Do the design |  |  | New |  |  |  | 0 | 8 |
| Implement and test creating user account process |  |  | New |  |  |  | 0 | 22 |
| Update end user documentation |  |  | New |  |  |  | 0 | 6 |
| Complete creating user account process | 2 | 8 | New |  | 2 |  | 0 | 16 |
| Support basic managing services process | 1 | 55 | New | <UC: Manage Services> | 2 | Özde | 0 | 70 |
| Prototype UI |  |  | New |  |  | Betül | 0 | 6 |
| Do the design |  |  | New |  |  | Annie | 0 | 14 |
| Implement and test managing services process |  |  | New |  |  | Elif | 0 | 50 |

# 

# 4. Issues

[List any issues to be solved during the iteration. Update status when new issues are reported during the daily meetings]

Currently, there are no identified issues in the iteration. However, examples of issues during later iterations may include the following topics that will be recorded with appropriate statuses and notes:

* Scope creep
* Inconsistent or misalignment of stakeholder expectations
* Unforeseen technical challenges
* Challenges with integrating external systems

| **Issue** | **Status** | **Notes** |
| --- | --- | --- |
|  |  |  |

# 5. Evaluation criteria

* The review and feedback system within the app should be functional, and users should be able to provide feedback on services during the iteration. The quality assurance features will be tested for their effectiveness in maintaining high service standards.
* User feedback and satisfaction ratings should be tracked during the iteration, aiming for a minimum average user satisfaction rating of 4.5 out of 5 in usability tests. Usability tests and user feedback will determine whether the app is meeting the expectations of users.
* The app's technical performance, including loading times and responsiveness, should meet the specified requirements, such as maintaining loading times under 3 seconds. Performance testing will be conducted to ensure the app's technical aspects.
* The app should adhere to data protection laws, such as the GDPR and Turkish KVKK, with a focus on user data privacy. Compliance audits and adherence to data protection regulations will be assessed.

# 6. Assessment

| Assessment target | 1. Evaluate the completion and quality of work items for the current iteration. 2. Assess the strategic planning and risk mitigation 3. Evaluate the decisions made regarding the nature of the application. |
| --- | --- |
| Assessment date | 04.11.2023 |
| Participants | Betül, Annie, Elif, Özde |
| Project status | Green, project is on track |

## Assessment against objectives

**Objective 1: Work Items Completion**

Work Items: All work items planned for the first iteration have been successfully completed. The completion of these critical work items signifies the team's dedication and proficiency. Each document and plan serves as a foundation for subsequent project phases, ensuring a structured and well-informed approach to development and deployment. The completed work items including:

Produce draft vision: The vision for the project has been outlined, providing a clear direction for the development team.

Produce glossary: A comprehensive glossary of project-specific terms has been created, ensuring consistent understanding among team members.

Create System-Wide Requirements Specification document: The detailed system-wide requirements specification document has been prepared, outlining the overarching requirements for the project.

Design Use Case Model: A robust use case model has been designed, capturing essential user interactions and system behaviors.

Create Project Plan document: A comprehensive project plan has been developed, detailing the project's scope, objectives, and milestones.

Create Iteration Plan document: The iteration plan, specifying key objectives and tasks for the first iteration, has been successfully formulated.

Create Work Items list: A detailed list of work items, including priorities, estimates, and assignments, has been created, guiding the team's tasks.

Create Risk list: Potential project risks have been identified and documented, enabling proactive risk management strategies.

Create end user documentation: End user documentation has been prepared, providing essential guidance for users interacting with the application.

**Objective 2: Strategic Planning and Risk Mitigation**

Two main success stories emerged during this iteration. Firstly, a comprehensive deployment plan was formulated, outlining the step-by-step process for launching the application. Secondly, the team successfully identified and addressed potential risks associated with the deployment, ensuring proactive risk mitigation strategies are in place.

Several critical documents were prepared, including the project plan, system-wide requirements specification, and deployment strategies. These documents serve as foundational assets for the project, guiding the team towards successful execution.

Project milestones were established, providing clear direction for the team's progress. Additionally, robust deployment strategies were devised, ensuring a smooth transition from development to production.

**Objective 3: Decision Making and Clarity**

App Development Decision: A pivotal decision was made regarding the nature of the application. After thorough deliberation, the team opted for a web-based application for the initial release. This choice prioritizes simplicity and user accessibility, aligning with the project's objectives and user needs.

## Work Items: Planned compared to actually completed

All of the work items have been identified and completed in this iteration.

## Assessment against Evaluation Criteria Test results

All the work items have been completed. A strategic decision about the nature of the application have been made. Risks regarding the project have been identified and proactive mitigation strategies have been discussed about the maintainability of the system and the planned deployment strategies.

## Other concerns and deviations

Even though all the work items have been completed, stakeholders feedback has not been captured yet. Based on the received feedback, these documents can be updated.