Module 11 - GRP Exploration, Planning

& Project Sprint 1

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MGMT-6061-(01)-24W

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| Group 06 – Team PMP | |
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Submitted for: Prof. German Turno Jr.

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## 1. Introduction:

I work in a company named Custom office (CO) which is a company based in London, Ontario, provides businesses and home offices throughout Southern Ontario, including Toronto, with specialized and customized office furniture. The business is currently reaching out to new areas.

The executive team of our organization decided to launch a newsletter because we are currently seeing growth. The newsletter's primary objective is to offer business information that will draw in more customers, but it will also include articles that are helpful to employees.

The project is called "The Last-Minute Newsletter," and it is divided up into many teams. Throughout the project, these groups will employ an agile methodology. Three development teams (DT), a product owner (PO), a scrum master (SM), and four to five other people make up the agile team.

## 2. Tools and Techniques used in Scrum Work:

We will use the Agile-Scrum Framework to this project. Ther's is a Scrum approach known as sprints, which are two- to four-week development cycles that include designing, coding, and testing the product while conducting daily meetings to evaluate progress. The process consists of:

* Following the establishment of priorities by the executive team members, the scrum team organizes itself to determine the optimal plan for providing the highest priority features.
* The Product Owner, who is the business side's representative, sets development objectives and is in charge of keeping the product backlog, or wish list, of features.
* During sprint planning, the team chooses how to execute the portions that they have chosen from the top of this wish list for the sprint backlog.
* The Scrum Master keeps the group focused on their goal.
* At the end of the sprint, the work should be potentially shippable so that an executive member, customer, or employee may view it.

Diagram of scrum framework diagram with icons and symbols

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We as a scrum team will use different agile project management tools throughout this project life cycle. These are:

### 2.1: Product Backlog and Sprint Backlog:

The product backlog could be the most significant piece of information. Together with technical work and knowledge acquisition, it describes all requirements for a system, project, or product and provides a detailed feature list needed to construct the final product successfully. The product backlog for this project includes ten user stories, each with story points, acceptance criteria, and a justification for prioritizing. This project is expected to include a total of 34 narrative points.

The list of activities from the product backlog that must be performed in a sprint is known as the sprint backlog. This tool, which is often updated every day, is a spreadsheet—either in the conventional way or as an integral part of monitoring software. However, as the project develops in real-time, the scrum master and team may modify the sprint backlog to reflect those changes. The sprint backlog for this project consists of 27 items, each of which has an estimated idea hour that is determined by the scrum team after a planning poker session. A total of 56 hours is estimated for all of the items in the sprint backlog.

**Observation:**

**Product Backlog**: Serving as the central location for all project specifications, the product backlog gave our team a clear path forward. Planning and prioritizing were made more efficient by including user stories that included story points, acceptance criteria, and reasons for prioritization.

**Sprint Backlog:** Our team was able to quickly adjust to shifting priorities and needs because of the sprint backlog's dynamic structure. Constant updates allowed for efficient resource allocation and guaranteed alignment with project objectives.

**Issues:**  
In order to keep the sprint and product backlogs in sync, regular communication and updates were required, which occasionally led to conflicts.   
Predicting the ideal number of hours for each sprint backlog item during planning poker sessions occasionally produced different findings due to different perspectives and levels of experience.   
  
**Recommendations:**  
We can enhance accuracy and speed up updates by automating the synchronization of the sprint and product backlogs using agile project management technology.   
Estimates for the sprint backlog may be evaluated and modified on a frequent basis to ensure capability with team capabilities and project realities.

### 2.2: User Story:

For the scrum master and the team as a whole, the user stories are the best way to plan and evaluate work. They are created from the perspective of the customer or end-user. It is possible to develop subtasks for every user story. As a result, user stories provide the scrum master the ability to assign team members to certain tasks and stories, monitor their progress, and adjust the number of team members required to finish each depending on the level and range of expertise of each team member.

**Observation:**   
With the use of user stories, our team was able to prioritize and comprehend customer and end-user perspectives, allowing time to concentrate on providing solutions that delivered value.   
Transparency and accountability were improved by the ability to establish subtasks for each user story, which permitted precise task planning, assignment, and monitoring.

**Issues:**   
It was difficult to ensure that user stories were precise and unambiguous to prevent misunderstandings and uncertainties; sometimes, this meant making more adjustments and explanations.   
It was occasionally difficult to maintain a reasonable and focused scope by striking a balance between the complexity of user stories and subtasks.  
  
**Suggestions:**   
User story improvement meetings with stakeholders may improve alignment, specificity, and clarity while lowering possible misunderstandings and misinterpretations.   
Scope management may be optimized, and focus can be maintained by routinely assessing and modifying user story complexity depending on project progress and team comments.

### 2.3: Burndown Chart:

One tool for monitoring a sprint's progress is the burndown chart. The chosen unit, such as story points or a time period, can be used to quantify the advancement. In a burndown chart, the vertical y-axis represents the total number of stories that still need to be finished, while the x-axis indicates the duration of the current sprint cycle. The perfect situation is shown by a continuous downward slope, meaning that user stories and tasks will be finished on time, allowing the sprint to come to an end. Every sprint result in a new chart. The tool offers performance statistics for upcoming sprints and makes it easier to visualize performance and progress.

**Observations:**   
The burndown chart provides a visual representation of sprint progress, which facilitates tracking and evaluating progress over time.   
our team was able to identify abnormalities, overcome challenges, and promptly make well-informed improvements because of the chart's downward slope, which symbolized optimal progress.   
 **Issues:**   
Occasionally, irregular updates and a delay in updating the burndown graphic led to misaligned expectations and a reduction in transparency.   
When using the burndown chart as the only performance metric, it is possible to ignore qualitative factors and team dynamics that influence advancement.

**Suggestions:**

Ensuring the burndown chart is updated in real-time and frequently by the scrum master or another designated team member. it will help to increase accuracy, accountability, and transparency.   
Complementary metrics and performance indicators may provide a complete picture of sprint progress and encourage in-depth performance evaluation when paired with the burndown chart.

### 2.4: Task Board:

The Task Board, often referred to as the Work Board, is a crucial instrument for Daily Scrum Reports. Every team member gets access to it and may contribute to it during the sprint. Each assignment is graphically depicted, along with the level of completion it has reached.

**Observations:**   
The Task Board promoted accountability, openness, and teamwork among team members by enabling real-time visibility of task status and progress.   
During daily scrum reports, there was an improvement in collaboration, attention, and communication due to the visual representation of assignments and achievement levels.

**Issues:**   
The Task Board's periodic insufficient updates resulted in out-of-date data, misplaced expectations, and decreased productivity.   
Inconsistencies and neglected duties occasionally occurred because of the Task Board management process's unclear ownership and responsibility.  
  
**Suggestions:**   
Consistency, accuracy, and relevance may be guaranteed for Task Board updates and maintenance by establishing specific protocols, ownership, and responsibility.   
Regular Task Board reviews conducted during sprint retrospectives and daily stand-ups can promote task management process alignment, optimization, and continual improvement.

## 3. Planning Poker:

To determine how long each user's story would take, our team applied the planning poker technique. Planning poker is a consensus-based, agile estimating and planning technique. The product owner starts a poker planning session by presenting an agile user story or feature description to the estimators.

Each estimator has planning poker cards, which are arranged in the suggested order of 0, 1, 2, 3, 5, 8, 13, 20, 40, and 100. The numbers match the story points, ideal days, or other units that the team calculated. When needed, the estimators consult with the product owner and discuss the feature. Following a comprehensive analysis of the feature, each estimator selects a card to represent their estimate in private.

The cards are then all revealed at once. The value selected by each estimator would be the estimate. In the absence of such, the estimators discuss their predictions. In particular, the low and high estimators should include justification. After further debate, a fresh estimate card is selected by each estimator, and all cards are once again displayed simultaneously.

**Observation:**   
Using the team members' cumulative knowledge and ideas, planning poker proved to be a useful method for estimating the amount of work needed for each user story.   
By encouraging honest dialogue, teamwork, and mutual understanding among estimators, the consensus-driven method improved estimate precision as well as dependability.   
A consistent and well-organized estimating process was made possible by the structured card-based system, allowing for comparability and consistency across various user stories and features.

**Issues:**   
It was occasionally necessary to have extra rounds of discussion and refining because balancing various viewpoints, biases, and experience levels during estimating led to differences and inconsistencies in initial estimates.   
Sometimes it was difficult to come to an agreement since there were unclear rules and standards for choosing and explaining very high and low estimations. This led to lengthy discussions.

**Suggestions:**   
Planning poker sessions can be simplified, misunderstandings can be eliminated, and estimate consistency can be improved by establishing specific estimating criteria, rules, and best practices.   
Team members may develop a common awareness of project complexity, domain-specific issues, and estimating subtleties by regularly participating in training, collaborative learning sessions, and knowledge sharing.   
Time-boxing may be used to keep momentum, attention, and efficiency throughout each planning poker session and round. This will guarantee that estimate tasks are completed on time and encourage ongoing improvements in estimating productivity and precision.

## 4. Task Distribution:

Once the user stories, story point estimates, and task creation for each user's story were completed by our team. Assigning responsibilities to each team member independently was the last job. The Scrum framework is based on agile ideals. In a scrum project, tasks are not assigned in advance. The Scrum Master is not permitted to assign tasks to the team members in any situation.    
Following a thorough description of the requirements, the tasks are assigned to our team members according to our level of expertise and experience. Instead of having responsibilities allocated to us, we are allowed to provide our time to work on the projects we wish to complete. In addition, the jobs were distributed based on the amount of time each team member could commit to the project.

## 5. Obstacles Met and Suggestions Made:

Blocks: Our team ran across several obstacles during our Agile project management process, which made it difficult to go forward with some tasks and affected the performance of the sprint as a whole. The following were a few of the major blocks:

**Information Gaps:**

Tasks Blocked: Due to restricted access to important information and data, research-intensive tasks such as the feature article on ergonomic monitor positioning and getting genuine customer testimonials were considerably delayed.

**Limitations on Resources:**

Block Tasks: Diverse skill sets, and experience were needed for content development activities including the CEO's message, customer testimonial, and feature story, which resulted in resource bottlenecks and delays in job completion.

**Technical Difficulties:**

Handling disagreements in task status and priority, integrating and synchronizing Agile project management systems, and sustaining real-time updates were among the technological issues that hindered the growth of Unfinished Business Tasks.

**Suggestion:**

**Proactive knowledge acquisition:**

By carrying out preliminary research and creating precise guidelines for gathering information, we may proactively close knowledge gaps, speed up project completion, and minimize delays.

**Resource Planning and Allocation:**

By implementing a balanced resource allocation plan, using team members' talents, cross-training, and promoting collaboration, it is feasible to maximize resource consumption, minimize bottlenecks, and boost task output.

**Technical Advice and Support:**   
It may be possible to increase tool usage, accuracy, and efficiency while reducing technical barriers and fostering seamless task management by guaranteeing frequent updates and synchronization and providing comprehensive training, technical support, and suggestions for Agile project management solutions.

## 6. Group Capability for the MGMT 6061 Team and estimate:

Establishing the team's capability is an essential phase in Agile project management to guarantee effective goal development and effective resource distribution. We used a systematic technique to estimate the gross capacity as well as the actual "Ideal Hours" capacity that is only obtainable for working on the stories for our MGMT 6061 team working on this project.

Procedure for Capacity Estimation:

Personal Availability Evaluation:

Every team member analyzed their own availability in regard to their own obligations, other existing projects, and duties.

The gross capacity for this task was determined to be an average estimate of two to three hours per day per team member.

**Planning Collaborative Capacity:**  
We used group evaluation and combined individual availability evaluations to determine the overall gross capacity of our team.  
The distribution of the workload across various tasks and stories and the budgeting of resources were based on our cumulative gross capacity.

**Analysis of Task and Story Complexity:**   
To determine the amount of work and time needed to complete each job and user narrative, our team evaluated its complexity, scope, and requirements.   
our team utilized the analytical results to fine-tune the gross capacity, taking into account probable interruptions, dependencies, and unforeseen obstacles, in order to determine the actual "Ideal Hours" capacity that is dedicated to working on the stories.

Constantly Observing and Modifying:   
  
During the sprint, our team kept an eye on things, compared actual performance to projected predictions, and adjusted capacity and task allocation as needed to stay on track with project objectives and schedules.

## 7. Conclusion:

In the end, user stories and specific tasks were assigned to our scrum team. Since this is the planning stage of the project, all of the tasks have been allocated, and the amount of time required to complete each task has been carefully planned. We had to rely on several tools, methods, and procedures to have a clear understanding of the final shippable product, the responsibilities of each member, and an overview of the project execution.

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