

Deliverable 1 - Project Envisioning

The project envisioning deliverable contributes to the Project Portfolio and contributes 15% towards the total marks for the portfolio.

What should be included:

Envisioning Artifacts

User Understanding

- Stakeholder analysis
- Personas

Requirements Planning

- User stories based on the requirements document
- Product backlog

Project Planning

- Increment Plan
- Sprint plan for next increment
- Day zero burndown chart for next increment

Project Set-up

- Risk analysis
- Summary of agile methodologies and software tools adopted

Format

Word-processed document or slideshow (Powerpoint, Word or PDF all acceptable). Please remember that you will discuss this deliverable with your team supervisor, so make sure that the format you choose supports a fruitful discussion. The focus should be on the main artifacts above. Any accompanying text can be used for clarification or for justifying decisions, but should be concise.

Maximum page limit: 15 slides or 10 pages (word-processed A4).

Submission

Hand in your work through the ECS coursework hand in system.

Deadline

Wednesday 24th February 2021, 4pm (for electronic submission).

Marking Process

Your work will be reviewed by your team supervisor on the Thursday, Friday or Monday morning (by 1pm at the latest) immediately following the hand in deadline. It is your responsibility to arrange a time on those days that is mutually acceptable for everyone in your team, your supervisor and your second reviewer. The meeting will take the form of a Sprint Review. The meeting will be an informal discussion with your supervisor and a second reviewer of up to 30 minutes, where you demonstrate your work so far, explain your key decisions and discuss your future plans. Your submitted documents should be chosen carefully to support this discussion.

Your supervisor and the second reviewer will give you verbal feedback at the review meeting. A summary of this feedback will be moderated and communicated to you by the course organisers. This will support the feedback that you will have already captured. Please make sure that you record or take notes of the feedback offered. It will help in your next increment and your supervisor will check what changes you have made in response to it.

It is mandatory for all of you to attend the marking meeting.

Review Scheme

Your reviewers will focus their reviews of your envisioning artifacts according to the categories above, weighted by :

- User Understanding (weight 3)
- Requirements Planning (weight 7)
- Project Planning (weight 3)
- Project Set-up (weight 2)

Specifically, we will evaluate you on the following criteria within each category:

- **User Understanding**
 - Accurate identification and classification of the primary, secondary and tertiary stakeholders.
 - Accurate high-level descriptions of the stakeholders' roles are provided.
 - Personas are representative enough to capture the spectrum of users.
 - There is a reasonable, workable number of personas but not an exhaustive list.
 - Personas are detailed in sufficient depth and with sufficient richness.
- **Requirements Planning**
 - User stories are given in the right format.
 - User stories are at sufficient level of detail to enable sprint / increment planning.
 - User stories meet the INVEST characteristics.
 - User stories cover the key requirements.
 - The product backlog contains an appropriate MoSCoW prioritisation.
- **Project Planning**
 - Sensible deliverables have been chosen for each increment, ensuring that value is delivered to the customer and that deadlines can be met.
 - The increment plan reflects the prioritisation of user stories.
 - There is a workable sprint plan for the next increment.
 - There is a sprint backlog.
 - The burndown chart is in the correct format.
- **Project Set-up**
 - A sensible project infrastructure has been chosen and set up.
 - Appropriate team communication tools have been chosen and set up.
 - Agile scrum tools have been investigated and set up (lightweight or tool-based are both fine).
 - The main risks have been identified in the risk analysis.
 - The risk analysis provides sensible mitigation strategies.

Coursework mark distribution sheet

Your group may optionally choose to fill out and submit a coursework mark distribution sheet if the individual efforts towards this deliverable have been uneven. This form is available on the module home page, along with the rules governing it. The form (if used) should be appended to your report/slides.