PROVIDENCE PROGRAMMING PARTNERS
CAREERDEVS – MEAN FINANCE
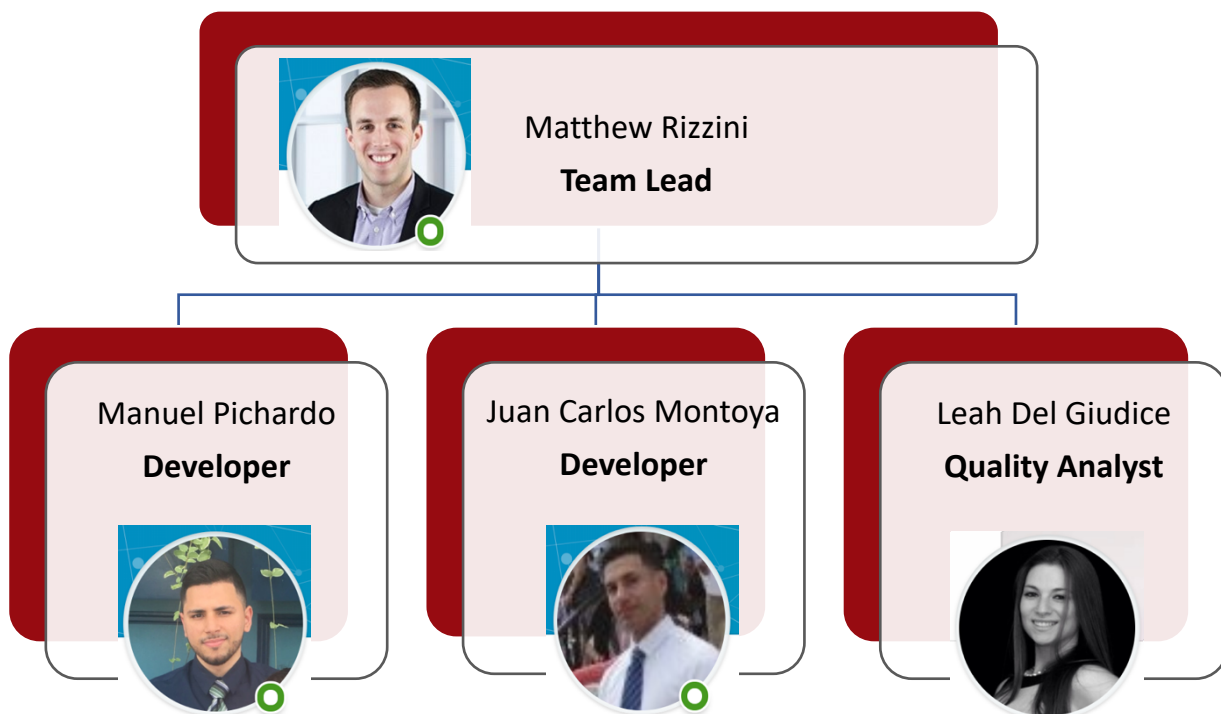
AGILE MANUAL - 2018

SAMPLES

PROJECT KICKOFF

A sample communication intended to support a meeting with The Project Owner and Stakeholders at the start of the Project. Introduces the Agile Team. Introduces the Project Approach. Introduces the Project Time Line. Outlines the Project Deliverables. Introduces the Important Dates and Scheduled Meetings.

PLANNING POKER

A sample document intended to assist the Agile Team in prioritizing User Stories based on Complexity, Repetition and Risk.

PROJECT STATUS MEETING/STAKEHOLDER MEETING

A sample communication intended to support a meeting with the Project Owner and Stakeholders. Indicates the current stage/current sprint of the project. Reports a summary of project progress. Prompts the Project Owner for sign-off on completed user stories Lists the Important Dates and Scheduled Meetings.

PROJECT ROLLOUT

A sample communication intended to support a meeting and or presentation with the Project Owner and Stakeholders at the end of the project. Supports the presentation of the final product. Report the summarized progress of the Project

PROVIDENCE PROGRAMMING PARTNERS ARE PROUD TO ANNOUNCE OUR UNDERTAKING WITH CAREERDEVS TO DEVELOP THE MEAN FINANCE APP. WE WOULD LIKE TO INTRODUCE OUR TEAM AND OUR PROJECT APPROACH FOR THE MEAN FINANCE APP.

MEET THE TEAM:

Matthew Rizzini
Team Lead

Manuel Pichardo
Developer

Juan Carlos Montoya
Developer

Leah Del Giudice
Quality Analyst

DISCOVERY QUESTIONNAIRE

We would like to get to know you a little bit better, please tell us about yourself:
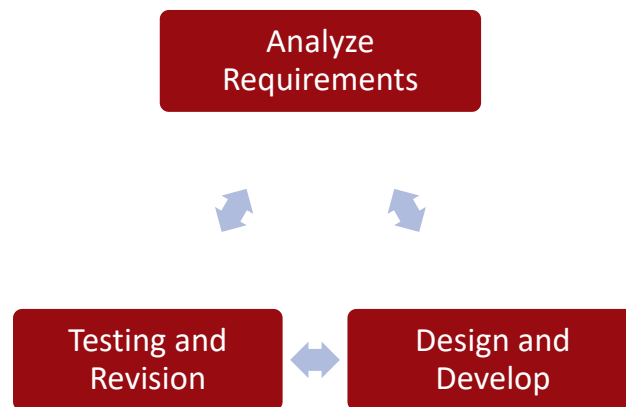
We would like to get to know your brand a little bit better, please tell us about CareerDevs:

We would like to know more about the users that will use this app, please tell us about your target audience:

PROJECT APPROACH

Our design and development approach is adaptable and feedback driven. We plan to analyze the requirements of a task before moving to the development phase. Once tasks are completed they will move on to testing to either be accepted by the group or sent back to developers for revision. As tasks are completed the group will commence the cycle again with new tasks. All tasks that are tested and accepted by the group will be reviewed by the project owner (Cliffton Chonniere) for acceptance.

Analyze Requirements

Testing and Revision	⬌	Design and Develop

PRODUCT VISION BOARD			
VISION STATEMENT: DEVELOP A MEAN APPLICATION THAT SERVES FINANCIAL DATA TO USERS.			
TARGET GROUP	NEEDS	PRODUCT	VALUE
Customer: CareerDevs Users: individuals with extra income	An effective, secure and aesthetically pleasing financial tool that will: • display sock information • allow users to purchase stock	MEAN stack application.	A secure application that makes managing your stocks easy.

PROJECT DELIVERABLES	
1	Produce an aesthetically pleasing application.
2	Display the user's stocks on a dashboard.
3	Provide a logo for the homepage.
4	Allow users to add funds.
5	Allow users to search stocks.
6	Allow users to purchase stocks.
7	Allow users to view stocks in the database.
8	Allow users to view additional information on stocks.
9	Require username and password authentication from users

NEXT STEPS

COMMUNICATION is a key component to our project approach, we would like to provide clear and open communication with the project owner at all time through our team lead Mathew Rizzini. Moving forward the team will continue with project development and a Status Meeting will be help on Thursday to review project progress with the Project Owner. Redevelopment will happen subsequently, if necessary, and the final product will be available for our rollout meeting on Saturday June 9th at 10am

TUESDAY – Project Kickoff meeting with Project Owner and Team Lead, Waterfire Arts center, time tbd.

WEDNESDAY – Project Development.

THURSDAY – Project Development and Stakeholder Meeting with Project Owner and Team Lead, time tbd.

FRIDAY – Project Development and Redevelopment (if necessary).

SATURDAY – Project Rollout, Waterfire Arts Center, 10am.

Assess each item based on its:

COMPLEXITY - If a task requires time for analysis or not,

REPETITION - If a task requires time for repetitive trial and error or not and

RISK - If a task requires time for adapting to a new technology.

Answer according to the following scale:

½, 1, 2, 3, 5, 8, 13, 20, 40, 100, AND ∞

		ANSWER:
1	DESIGN - As a user I must be aesthetically pleased.	
2	DASHVIEW - As a user, I must be able to view my stocks on the dashboard page.	
3	LOGO - As a user, I want to be able to view the entire logo on the home page.	
4	FUNDS - As a user, I must be able to add funds correctly	
5	SEARCH - As a user, I must to be able to search all stocks	
6	BUY - As a user, I wish to be able to purchase stocks correctly	
7	DATABASEVIEW - As a user I must be able to view all stocks in the database	
8	AUTHENTICATION - As a user I must have my username and password authenticated	
9	DISPLAY – As a user I want to be able to view additional information on stocks	

STATUS UPDATE: THURSDAY

Dev Sprint A is complete as of Wednesday June 6th.

Currently the team is in Dev Sprint B.
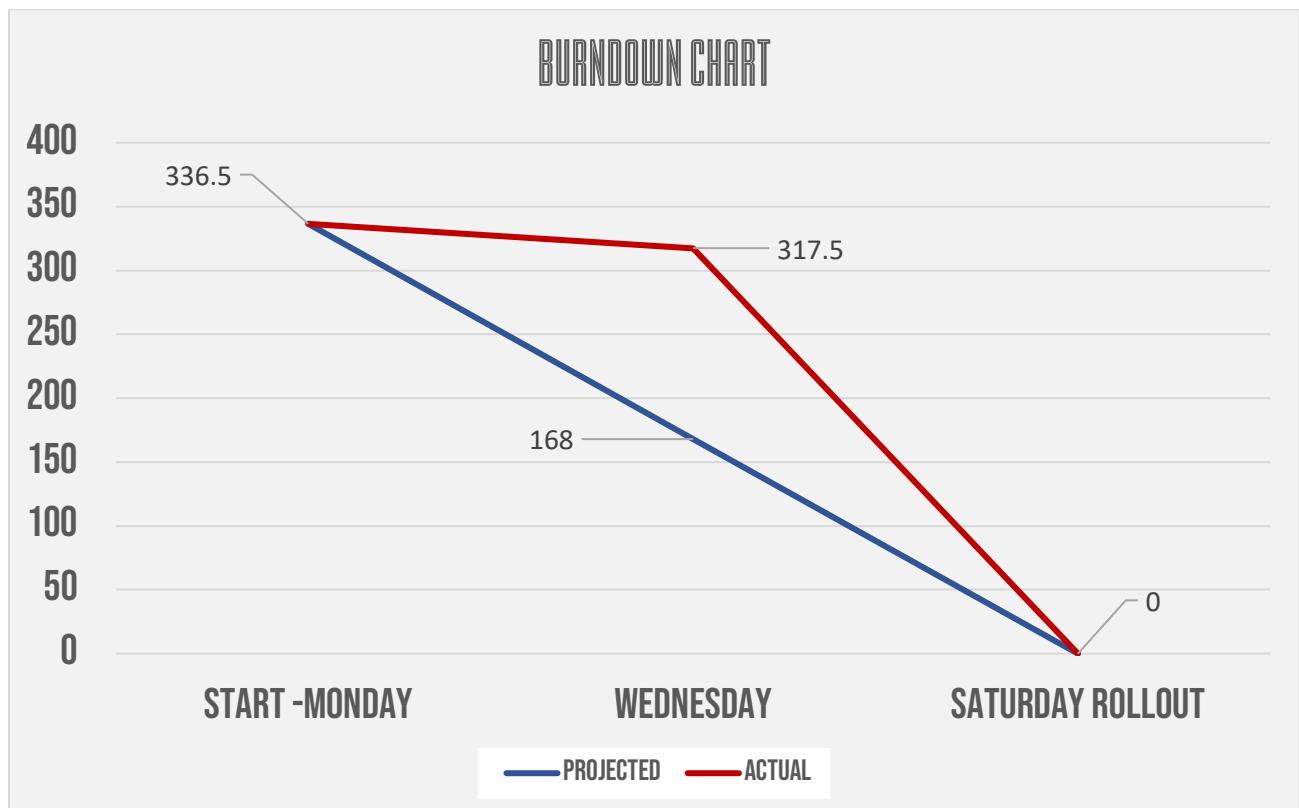
PROJECT PROGRESS

BURNDOWN CHART

Total Product Backlog Item Points: 336.5

Points completed in Dev Sprint A: 19

Points remaining for Dev Sprint B: 317.5

Team velocity: 19 points per sprint

Sprints Required: 17

BURNDOWN CHART

- Values shown: 336.5, 317.5, 168, 0
- X-axis: START -MONDAY, WEDNESDAY, SATURDAY ROLLOUT
- Y-axis: 0 to 400
- Legend: PROJECTED, ACTUAL

NEW PRODUCT BACKLOG ITEMS - These issues discovered during Development Sprint A have been added as Product Backlog Items for Development Sprint B.

- custom.css file missing from application

PRODUCT BACKLOG ITEMS INTERNALLY ACCEPTED - These items have been developed, tested and accepted by PPP during Development Sprint A.

Two Items have been developed, tested and accepted internally:

- API key
- Additional Stock Info

STAKEHOLDER ACCEPTANCE

TO BE COMPLETED BY PROJECT OWNER: _____

Please **ACCEPT** or **REJECT** the following items developed, tested and accepted internally during Development Sprint A. *If rejecting please provide an explanation and new requirements if applicable, your input will be used for redesign.*

	ITEMS:	ACCEPT	REJECT
1	API key		Explanation:
2	Additional Stock Info		Explanation:

NEXT STEPS

Project development will continue, redevelopment will happen subsequently, if necessary. The final product/application will be available for our rollout meeting on Saturday June 9th at 10am. Please be aware of the following dates/benchmarks:

THURSDAY(TODAY) - Project Development and Stakeholder Meeting with Project Owner and Team Lead.

FRIDAY - Project Development and Redevelopment (if necessary).

SATURDAY - Project Rollout, Waterfire Arts Center, 10am.
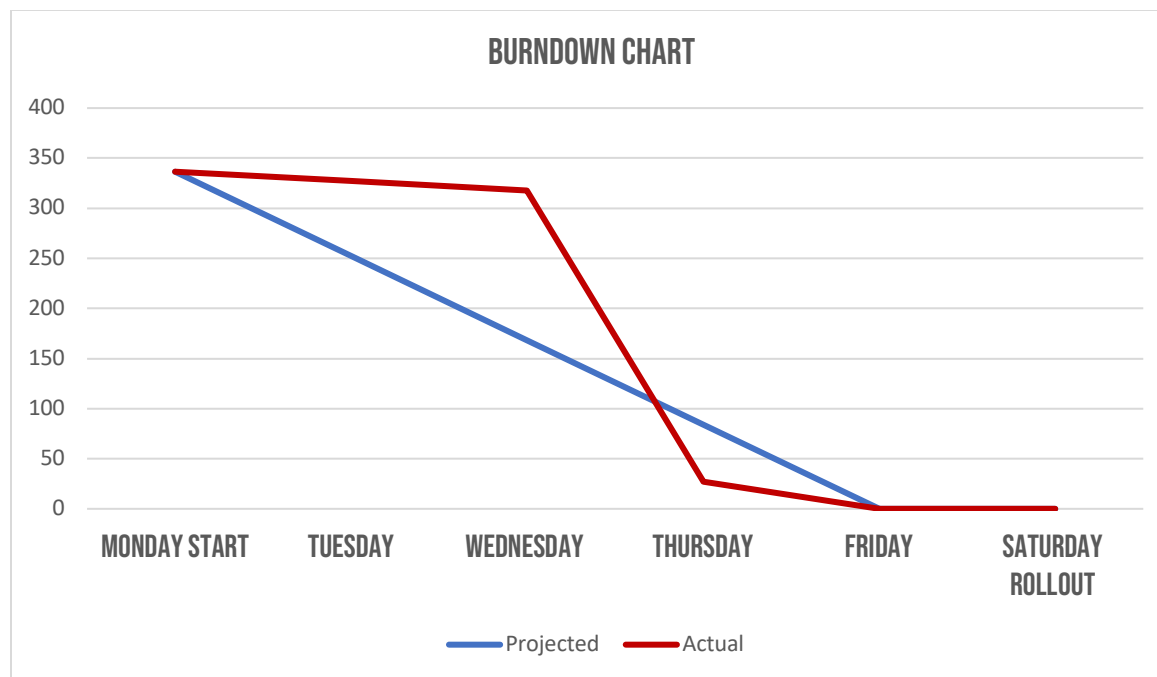
STAKEHOLDER MEETING

PROVIDENCE PROGRAMMING PARTNERS ARE PROUD TO ANNOUNCE OUR RELEASE OF THE MEAN FINANCE APP FOR CLIFTON CHONNIERE OF CAREERDEVS.

APPLICATION FEATURES

The Application meets the following Project Deliverables:

- ❖ To create an aesthetically pleasing application.
- ❖ To display a logo on the homepage.
- ❖ To provide users with a secure and private API key.
- ❖ To allow users to add funds only in a positive denomination.
- ❖ To provide users with additional information on stocks.
- ❖ To allow users to view all stocks listed in the database.
- ❖ To allow users to purchase positive denominations of stock.
- ❖ Require authentication.

OVERVIEW OF PROJECT PROGRESS

Invoice

Invoice#: 101101101 Due Date: 07/09/2018	
	Providence Programming Partners
Bill to: Clifton Chonniere Intracity Geeks	8080 Port Boulevard Providence, RI 02903

Billing Summary

Description:	Hours/Qty	Rate	Amount
Professional Services - 05/02/18 – 05/09/18 Mathew Rizzini - Team Lead	12	00.0065**BTC**	00.078**BTC**
Professional Services - 05/02/18 – 05/09/18 Manuel Pichardo - Developer	12	00.0065**BTC**	00.078**BTC**
Professional Services - 05/02/18 – 05/09/18 Juan Carlos Montoya - Developer	12	00.0065**BTC**	00.078**BTC**
Professional Services - 05/02/18 – 05/09/18 Leah Del Giudice - Quality Analyst	12	00.0065**BTC**	00.078**BTC**
Total Amount Due:			**$00.31BTC**

Do you have questions about your billing summary?

Please see the fine print.

Payments and Billing