

## **Assignment 1:**

**Agile project planning creates a one-page project plan for a new software feature using agile planning techniques. include backlog items with estimated story points and a prioritized list of user stories.**

**Sol:**

### **Project Overview:**

The project aims to enhance user engagement by integrating real-time chat functionality into the existing software platform.

### **Key Objectives:**

1. Improve user interaction and collaboration.
2. Increase user retention by facilitating instant communication.
3. Enhance the overall user experience by providing seamless chat functionality.

### **Key Deliverables:**

1. Real-time chat interface integrated into the platform.
2. User authentication and authorization for chat access.
3. Messaging features including text, emojis, and file sharing.
4. Notification system for new messages and updates.
5. Admin controls for managing chat rooms and user permissions.

### **Agile Planning Approach:**

Agile project planning involves multiple steps. Each step is meant to propel your project forward while maintaining an organized approach to managing your product and workforce. The steps can be adapted to your team's specific needs, and some need to be maintained on an ongoing basis, but overall, following the steps below will help you successfully implement an Agile plan for your next product launch.

#### **1. Define vision**

Your first step in Agile planning is to start by defining the vision for your project or product, which includes overall goals and objectives to be achieved.

## **2. Set clear expectations on goals**

Next, you should set clear expectations on what you want the output to be so that all team members and stakeholders are on the same page. Even if tasks or certain plans change due to feedback cycles and new iterations, the expectation should remain constant.

## **3. Define and break down the product roadmap**

After setting expectations, it's important to build a high-level product roadmap to highlight milestones and deliverables, giving your project more of a strategic direction. Then, the roadmap should be broken down into releases or increments, each with a defined set of features to include.

## **4. Create tasks based on user stories**

This step should be more ongoing as project and user needs evolve over different iterations, but the idea is to create actionable tasks based on real user stories so that team members can work on adding new features, updating existing ones, or creating more functionality in your product.

## **5. Populate product backlog**

Your product backlog is a collection of tasks and user stories that should be worked on over a project's lifecycle. It includes tasks that aren't a part of the current sprint but may be a part of future ones and can operate as a place to collect new tasks that arise as a result of feedback, roadblocks, or problems that need to be solved. Tasks in the backlog should also be prioritized according to user needs or a project's timeline.

## **6. Plan iterations and estimate effort**

For each release, it's important to plan a series of iterations or sprints. In this process, you want to define each iteration's goals and objectives while also estimating the effort and time it may take based on the current sprint's tasks. This helps gauge a sprint's complexity so you can create an interaction plan based on current workloads, deliverables, and timelines.

## **7. Conduct daily stand-ups**

Daily meetings, often called stand-ups, are a helpful of Agile that allows teams to discuss any pressing issues and plan the day's work. Daily stand-ups are short and focused and involve very short-term planning to tackle a task currently being worked on.

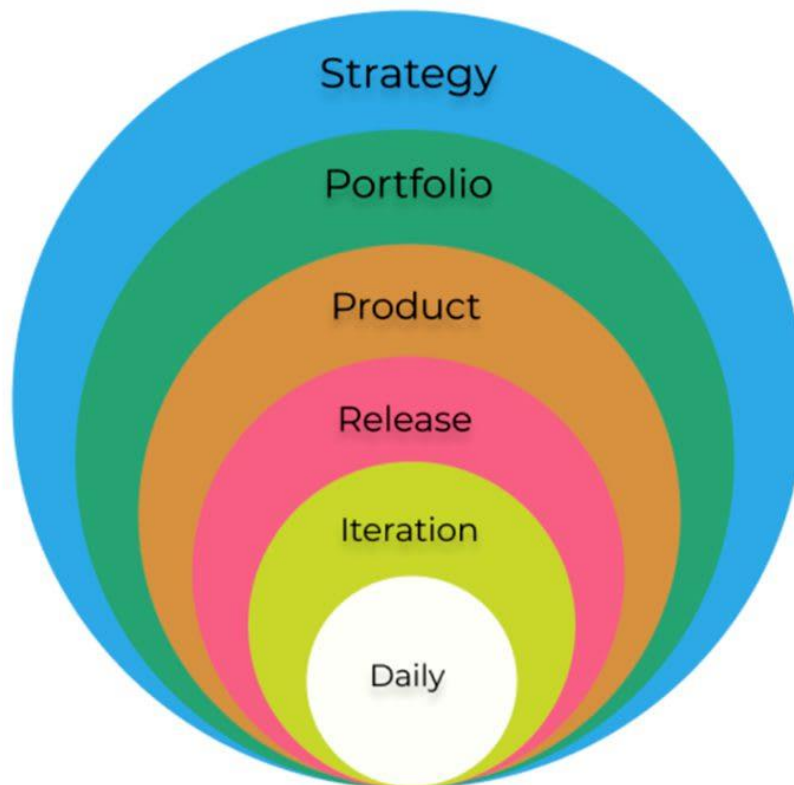
## **8. Monitor and adapt**

Finally, with Agile planning, it's always important to monitor progress against overall goals, iteration plans, and your product roadmap. Track any deviations from the plan so you can find immediate solutions. At the end of each sprint, you can identify areas for improvement and implement them in future iterations.

These eight steps involve a lot of scheduling, planning, and communicating to implement effectively. To keep this process organized and running smoothly, many teams use a platform like Monday dev, which is built on the monday.com Work Operating System (Work OS). Platforms like Monday dev help teams run their projects, communicate between themselves, and track all updates in real-time.

## **The 6 levels of Agile planning:**

Agile planning is a multi-level process, with each stage representing a different part of the planning process. Often, people refer to the Agile planning process as an Agile planning onion for its different layers, each one giving way to the next. When looking at Agile planning like an onion, we start with the outer layer first and slowly get closer to the core, going from less frequent on the outside to more frequent stages as we move in.



Look at each layer of the onion, what it entails, and when it's used.

1. **Strategy:** This is a high-level approach to planning, often done at the beginning of a project when organizations define their long-term vision and identify resources and capabilities to reach strategic objectives
2. **Portfolio:** In this stage, the focus is on managing a portfolio of projects or products, including prioritization, resource allocation, and alignment with business objective, ensuring that resources are applied effectively
3. **Product:** In the product planning stages, teams define overall product strategy, decide on a development approach, and set dates, themes, timelines, and prioritize features to meet project goals and respond to market needs
4. **Release:** Release planning breaks down the product roadmap into specific releases, focusing on which user stories to prioritize, each story's timeline, team capacities, and the features or functionality to be delivered in each release
5. **Iteration:** Iteration planning, also known as Sprint planning, defines the work to be done in a short iteration or sprint, usually spanning 1-4 weeks and involves breaking down user stories into tasks and estimating the effort required
6. **Daily:** In the final layer, teams use the daily stand-up or scrum meeting to plan daily tasks and discuss progress and impediments, helping keep the team aligned and focused on the immediate tasks at hand

## **Assignment 2:**

**Daily Standup Simulation - Write a script for a daily standup meeting for a development team working on the software feature from Assignment 1: Address a common challenge and incorporate a solution into the communication flow**

### **Overview of Daily Scrum Meeting:**

#### **Daily Scrum Meeting:**

Daily scrum meeting also called as daily standup call is a meeting in which the various teammates gathered to decide on a various topic in a detailed way. It's just similar to giving a roll-call before beginning a class as we used to do during our childhood, we can also consider this meeting as a warmup of a day before starting a new project or a pending work. The participants that are present in scrum meetings are mainly development team and the scrum master. The presence of product owner is not so important in that meeting

#### **Purpose of this Meeting:**

This meeting mainly focuses on the increment process.

- It increases the relation between the coworkers and also increases team co-ordination in which they all rely at a same point.
- For growth of business, it has to increase its Sprint progress and the addressing the risk occurs.
- They always should think one step ahead, if someone is going through plan A and somehow that doesn't work than they should apply plan B immediately.
- Every time they should have good and valuable strategy in their mind so that at short period, they can apply that method from facing any risk afterwards.

#### **Outcomes of Daily Scrum Meeting:**

1. **Rely on familiar perception –**  
It develops good understanding between the teammates and while sharing the thoughts to others we get better ideas and helps to reduce the obstacles from the Sprint.
2. **Implementation of master plan in a day –**  
By observing the current progress on Sprint, the teammates decide what task should be completed first, who should work on which field and how can someone utilize the time in Sprint in a most efficient way.
3. **An Modernize Sprint Backlog Method –**  
On daily basis the progress on task and updates levels on Sprint, it gives better clarity about and all the management status. It also reflects real time process and helps to rectify the current process and come up with a better system.

#### 4. Revamp Scrum Board or Sprint Board –

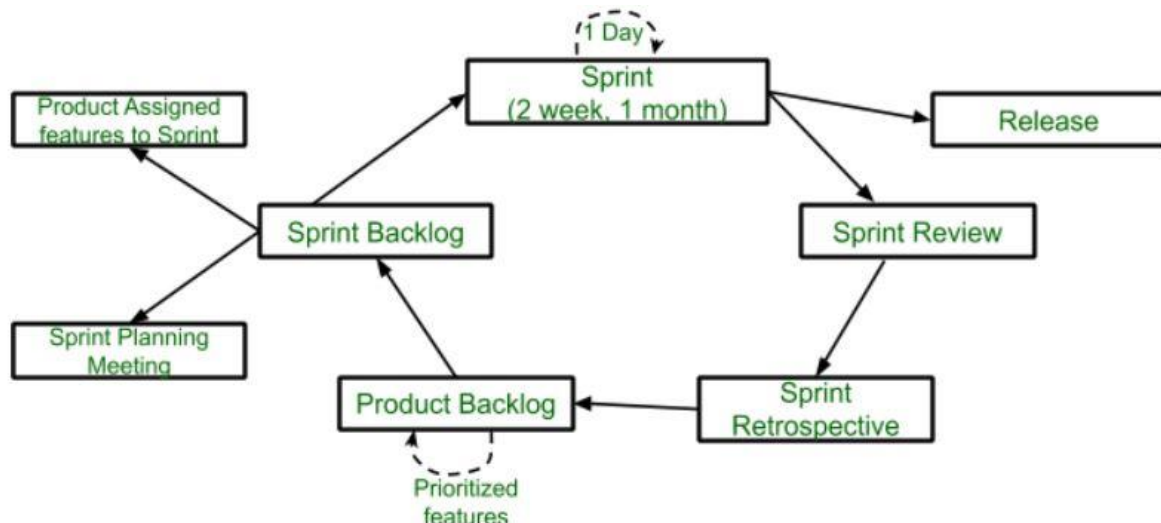
In this board they update all the remaining task and also update the available time to complete the task. And the updated strategy for the backlog.

**Scrum** is the type of Agile framework. It is a framework within which people can address complex adaptive problem while productivity and creativity of delivering product is at highest possible values. Scrum uses Iterative process.

#### Silent features of Scrum are:

- Scrum is light-weighted framework
- Scrum emphasizes self-organization
- Scrum is simple to understand
- Scrum framework help the team to work together

#### Lifecycle of Scrum:



**Sprint:** A Sprint is a time box of one month or less. A new Sprint starts immediately after the completion of the previous Sprint.

**Release:** When the product is completed, it goes to the Release stage.

**Sprint Review:** If the product still has some non-achievable features, it will be checked in this stage and then passed to the Sprint Retrospective stage.

**Sprint Retrospective:** In this stage quality or status of the product is checked.

**Product Backlog:** According to the prioritize features the product is organized.

**Sprint Backlog:** Sprint Backlog is divided into two parts Product assigned features to sprint and Sprint planning meeting.

#### Advantage of using Scrum framework:

1. **Flexibility and Adaptability:** Scrum is highly flexible and adaptable, allowing teams to respond quickly to changing requirements, priorities, and market

conditions. The iterative and incremental approach enables continuous feedback and course correction, resulting in a product that better meets stakeholder needs.

2. **Empowered Teams:** Scrum empowers cross-functional teams to self-organize and make decisions collaboratively. Team members have ownership over their work, leading to increased motivation, engagement, and accountability.
3. **Customer Satisfaction:** By delivering working increments of the product at the end of each sprint, Scrum ensures regular and tangible progress. This fosters trust and confidence with stakeholders and enhances customer satisfaction by delivering value early and frequently.
4. **Early and Predictable Delivery:** Scrum emphasizes delivering a potentially shippable product increment at the end of each sprint. This allows for early validation of product features and ensures that stakeholders have visibility into project progress and timelines.
5. **Transparency and Visibility:** Scrum promotes transparency through artifacts such as the product backlog, sprint backlog, burndown charts, and sprint reviews. This provides stakeholders with visibility into project status, progress, and potential risks, enabling informed decision-making.
6. **Continuous Improvement:** The sprint retrospective allows teams to reflect on their processes, identify areas for improvement, and implement changes incrementally. This fosters a culture of continuous improvement and learning, leading to increased productivity and efficiency over time.

#### Disadvantage of using Scrum Framework:

- **Complexity:** Scrum may introduce complexity, especially for teams new to Agile practices. Implementing Scrum requires a mindset shift and may require significant changes to existing processes and workflows.
- **Learning Curve:** Scrum has a steep learning curve, particularly for teams transitioning from traditional project management methodologies. Team members may require training and coaching to understand Scrum principles and practices effectively.
- **Lack of Structure:** Scrum's flexible and adaptive nature may be perceived as a lack of structure by some teams or stakeholders. Without clear guidelines or predefined processes, there may be confusion or uncertainty about roles, responsibilities, and expectations.
- **Dependency on Team Collaboration:** Scrum relies heavily on collaboration and self-organization within cross-functional teams. If team members lack effective communication skills or if there are interpersonal conflicts, it can hinder productivity and impact project success.
- **Scope Creep:** Scrum's iterative and incremental approach may lead to scope creep if there is insufficient discipline in managing the product backlog. Without proper prioritization and stakeholder alignment, new requirements

may be added without considering the impact on project timelines and resources.

- **Overemphasis on Meetings:** Scrum ceremonies, such as sprint planning, daily standups, sprint reviews, and retrospectives, require time and effort from team members. If not managed efficiently, these meetings can become time-consuming and detract from actual development work.