

# Team Project

2021-2022

Block 4: Week 1

Sprint 1: Inception

# Overview

- In this lab session we will undertake 3 activities
  - Team formation and initial ideas.
  - Scoping
  - Sprint Planning
- Each activity will generate a short report. These should be completed during the session and uploaded to your project teams Microsoft Teams 'Files' area before the end of the session
  - these are team reports – 1 per team.
- During the session you will be identifying new project tasks (Trello Cards) it is a good idea to have your Trello board up and running for the session
- In the following week's sessions the role holders should complete their reports before the session. These can be found in the Moodle pages for the unit and are:
  - Technical Leads report
  - Product Owners report
  - Quality Controllers report

## Activity 1 (30 Minutes)

- In this activity you should get to know each other and start to develop some ideas for your project:
  - Spend a little time getting to know each other
  - Discuss who will take a role: you may need to refer to the role descriptor documents
  - Work on your problem definition
- You will need to download the report template from this week's activity 1 Moodle section and should complete it during this activity.
  - And upload it to your Microsoft Teams 'Files' area before the end of the session.

# Activity 1: Problem Domain

- Before we start any project we need to understand the problem domain we are seeking to address.
  - For any problem domain there could be many solutions.
  - While you might have an idea of the type of solution you wish to create, this should influence your discussion, rather than defining it
  - Problem domains 'sit' in the real world – they address issues and concerns we have:
    - Problem Domain: How do we get thousands of people into Manchester every day
    - Solution Space: Build a tram
    - Solution Space: Invent teleportation
    - Solution Space: Magic
  - A good problem domain is defined by:
    - What: What is our problem
    - Why: Why do we need to address this (equally: what is the impact of not addressing it)
    - How: How will we go about defining and building a solution.
      - Note: This is not about designing a solution, but defining how you will design a project to define, build and evaluate a solution
- Try a brainstorming approach:
  - Each team member suggests and outlines an idea.
    - Allow all team members to present an idea before you discuss them.
  - One each idea has been presented start to discuss them. Consider their scope and complexity
  - Try to reject concepts, rather than affirming one, until there is group agreement on the final remaining concept.

# Activity 1: Initial Concept

- It is inevitable that you will start to think of solutions
  - Keep this very high level
    - What is the 'shape' and form of the solution, rather than specifying one
  - You could describe this from a user's perspective
    - We call this a 'user story' or 'use case'
  - What are the features you think should be part of the solution
    - Avoid thinking about technology – think about what they do

You have 30 minutes

## Activity 1: Plenary

- What are your Problem Domains?
- What are your initial concepts?

# Activity 2: Project Scoping



# Activity 2: Project Definition and Scoping

- In this activity you will
- Extend your definition of the problem domain to determine the 'What', 'Why', and 'How' of your project.
- Outline your Solution Concept
  - This will focus on the type and form of the solution.
- Produce an outline plan for how you will deliver the project.
  - This will define the 'sprints' you will enact and the general philosophy for the project.
  - You will need to estimate how long each activity should take (for a 5 person team you have 100 person hours per week)
- Use the activity 2 report (in moodle) to frame your discussion and capture the decisions. It has instructions in the slide comments.
  - Remember to upload this to your Microsoft Teams 'Files' area before the end of the activity
- This session should be led by the 'Product Owner'
  - The Technical leads will need to meet with their Line Manager for the first management meeting.

# You have 40 minutes

Technical Leads come to the Line Manager please

# Technical Leads Meeting

# Staff Instructions

- This is a stand-up meeting for the Technical Leads. You will be holding one each week during the second activity. It should take 20-30 minutes.
  - Ideally stand round the lecture (presenter area) and run the slides on the large display screen (the rest of the class should be able to see what you are doing)
- Review the Technical Leads role descriptor and use the slides to work through the meeting.
- You should also review the Technical Leads report. Remind that that they need to complete this and upload (to MSTeams) it **before each** weekly session

# Technical Leads Meeting

- The Technical Lead is a position of significant responsibility.
  - You are not managers, but have a role to keep the team focused and working effectively.
  - You will need to report each week on:
    - Team performance
    - The progress the team has made towards its objectives
    - Engagement within the team – who is pulling their weight and who is not.
- Review the role descriptor and report form:
  - Role Descriptor: <https://moodle.mmu.ac.uk/mod/folder/view.php?id=3363333>
  - Report Form: <https://moodle.mmu.ac.uk/mod/folder/view.php?id=3362555>

# Technical Leads Meeting

- This is a stand-up meeting. It is intended to be a supportive discussion in which you, with the other Technical Leads discuss the project and issues with the Line Manager to identify ways of resolving them.
- The meetings will have a standing agenda:
  - Team Effectiveness: How has the team worked over the last week. Are there any issues to address, are there any examples of best practice you wish to raise.
  - Progress: How is the project going? Is it on schedule, ahead or behind? Are there any issues that are impacting on progress?
  - Engagement: This should review engagement across the team and should not discuss individuals. If there are concerns about an individual's engagement this should be reported to the Line Manager separately.

# Technical Leads Meeting

Questions?

# Activity 2: Plenary

How did it go?



# Activity 3: Sprint Planning

## Activity 3: Sprint Planning

- In this activity you will plan your first sprint.
  - This will mostly be background research and planning – it will populate your Trello board with tasks (cards)
- There are 3 stages
  - Sprint Plan: Are there any factors that could impact on the team's performance in this sprint
  - Task Planning: Populating the tasks for this sprint to Trello
    - Your Trello board is empty now and over the course of this sprint you will populate it with tasks for the project. At this time you are adding the tasks for this particular sprint.
  - Meeting Plan: When will you be meeting and how
- There is a report in the Moodle activity for this. You should use it to guide you through the activity and upload a completed form to your MS Teams area before the end of the session.
- This activity should be led by your Technical Lead

You have 40 minutes

# Activity 3: Plenary

Questions

Thank you