Print a delivery plan

You can print all or a portion of your delivery plan, depending on the view that you want to capture and share. You can print only one page at a time by using your browser's Print feature.

Here are some tips for printing portions of a plan:

Select Full screen mode .

Expand or collapse one or more teams and zoom in or out to get the view that you want.

Take a screenshot of the plan view, or select the Print function of your browser

Related articles:

- Add or edit a delivery plan
- Track dependencies by using Delivery Plans
- Interactively filter your backlogs, boards, and plans
- Backlogs, boards, and plans
- Add teams
- Portfolio management
- Manage teams and configure team tools

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plan delivery ;

You track your work by creating work items. This article walks you through creating issues and tasks using a Kanban board. You can learn the Basic process or the Agile process for creating these items.

Choose one of the following four system processes—Agile, Basic, Scrum, or Capability Maturity Model Integration (CMMI)—for guidance depending on what process was selected for your project. For an overview of each of these processes, see Choose a process.

- Agile process
- Basic process
- Scrum process
- CMMI process

The Agile process provides several work item types—for example, user stories, tasks, bugs, features, and epics among others—to plan and track work. We recommend you start by adding user stories. If you need to group them into a hierarchy, you can define features. To track other details of work, you can add tasks to a user story.

Work item types Backlog hierarchy

Agile process work item types, conceptual image. Screenshot of Agile process Hierarchical backlog.

Within each work item form, you can describe the work to be done, assign work to project contributors, track status, and collaborate with others through the Discussion section.

Here we show how to add user stories and child tasks from the web portal and add details to those work items.

Prerequisites

After you connect to a project, you can add work items. If you don't have a project yet, create one in Azure DevOps.

To add work items to a board, and use all other board features, you must be granted Basic access and have been added as a member of the Contributors or Project Administrators group.

If you have been granted Stakeholder access for a private project and have been added as a member of the Contributors or Project Administrators group, you can view boards, open and modify work items, and add child tasks to a checklist. However, you can't reorder or reparent a backlog item using drag-and-drop, nor update a field on a card.

If you have been granted Stakeholder access for a public project, and have been added as a member of the Contributors or Project Administrators group, you have full access to all Boards features.

For details, see Default permissions and access for Azure Boards

Open your Kanban board

A Kanban board is provisioned with the addition of each project and each team. You can only create or add Kanban boards to a project by adding another team. To learn more, see About teams and Agile tools.

i. Agile process

ii. Basic process

iii. Scrum process

iv. CMMI process

The User Stories Kanban board is the best tool for quickly adding user stories and child tasks. To open, choose Boards>Boards.

Screenshot of Open your Kanban board, Agile process.

The Features Kanban board is the best tool for quickly adding features and user stories that are children of those features. To open the Features board from the Stories board, choose Features from the board selector.

Screenshot to Open the features board, Agile process.

Add work items to your board

Work items you add to your board are automatically assigned the default Area Path and Iteration Path assigned to the team. To learn more, see Configure team settings.

From the Stories board, choose New item and start adding those stories you want to track.

Add new item, Kanban board, Agile process.

Enter return and the system assigns a work item ID to the user story.

Added item, Agile process.

To track the work you want to manage, add as many user stories that you need.

Add details to a board item

Choose the issue or user story title to open it. Change one or more field values, add a description, or make a note in the Discussion section. You can also choose the attachments icon Attachments tab and drag-and-drop a file to share the file with others.

For example, here we assign the story to Raisa Pokrovskaya and we add a discussion note, at-mentioning Raisa.

Screenshot of User Story work item form.

Choose Save & Close when done.

Field descriptions

Enter a description of 255 characters or less. You can always modify the title later.

Assigned To

Assign the work item to the team member responsible for performing the work. Depending on the context you are working in, the drop-down menu lists only team members or contributors to the project.

Note:

You can only assign work to a single user. If you need to assign work to more than one user, add a work item for each user and distinguish the work to be done by title and description. The Assigned To field only accepts user accounts that have been added to a project or team.

When the work item is created, the State defaults to the first state in the workflow. As work progresses, update it to reflect the current status.

Reason:

Use the default first. Update it when you change state as need. Each State is associated with a default reason.

Choose the area path associated with the product or team, or leave blank until assigned during a planning meeting. To change the dropdown list of areas, see Define area paths and assign to a team.

Choose the sprint or iteration in which the work is to be completed, or leave it blank and assign it later during a planning meeting. To change the drop-down list of iterations, see Define iteration paths and configure team iterations.

Description:

Provide enough detail to create shared understanding of scope and support estimation efforts. Focus on the user, what they want to accomplish, and why. Don't describe how to develop the product. Do provide sufficient details so that your team can write tasks and test cases to implement the item.

Acceptance Criteria:

Provide the criteria to be met before the work item can be closed. Define what "Done" means by describing the criteria for the team to use to verify whether the backlog item or bug fix is fully implemented. Before work begins, describe the criteria for customer acceptance as clearly as possible. Have conversations between the team and customers to determine the acceptance criteria. These criteria help ensure a common understanding within the team to meet customers' expectations. Also, this information provides the basis for acceptance testing.

Priority:

A subjective rating of the issue or task it relates to the business. You can specify the following values:

1: Product cannot ship without the successful resolution of the work item, and it should be addressed as soon as possible.

2: Product cannot ship without the successful resolution of the work item, but it does not need to be addressed immediately.

3: Resolution of the work item is optional based on resources, time, and risk.

4: Resolution of the work item is not required.

Value Area:

A subjective rating of the issue or task it relates to the business. You can specify the following values:

Architectural: Technical services to implement business features that deliver solution .

Business: Services that fulfill customers or stakeholder needs that directly deliver customer value to support the business (Default).

Provide a relative estimate of the amount of work required to complete an issue. Most Agile methods recommend that you set estimates for backlog items based on relative size of work. Such methods include powers of 2 (1, 2, 4, 8) and the Fibonacci sequence (1, 2, 3, 5, 8, etc.). Use any numeric unit of measurement your team prefers.

The estimates you set are used to calculate team velocity and forecast sprints.

Update work status

The State field tracks the status of a work item. With the Kanban board, you can quickly update the status of backlog items by dragging and dropping them to a different column. This feature requires that you have Basic access or higher.

As work starts, drag the user story card from the Backlog column to the Active column. Once work is ready for review, move to the Resolved column. After it's reviewed and accepted, move to the Closed column.

print process:

Update status on Kanban board, Agile process.

You can add or rename columns as needed, see Customize your board.

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Add tasks

Task checklists provide a quick and easy way to track elements of work that are important to support completing a backlog item. Also, you can assign individual tasks to different team members.

Tasks that you create from the Kanban board are automatically assigned the Area Path and Iteration Path of their parent work item.

Tasks that you create from the Kanban board show up on your sprint taskboard. Also, tasks that you create from the sprint backlog or taskboard show up within tasks checklists on the Kanban board.

To start adding tasks, choose the actions icon for the story and select the plus icon Add Task option.

Choose Add Task from the User Story card menu, Agile process.