

Project Planning Phase Project Planning Template (Product Backlog, Sprint Planning, Stories, Story points)

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|---------------|------------------|
| Date | 18October 2022 |
| Team ID | PNT2022TMID43271 |
| Project Name | Project - xxx |
| Maximum Marks | 8 Marks |

Introduction

A project roadmap shows the overview of the project's strategic pace, where the project I actually headed in the long run. It determines the direction and expectations of the development team, to the company. Sometimes it can be used as a strict project plan, but in agile development, a roadmap provides direction, guidance, and a clear view of where the project stands.

Agile Project Planning

Our world, on the whole, is going agile, as per the modern approach. Almost 71% of worldwide organizations have adopted agile project planning and it has immensely reduced the market time of the projects as compared to the traditional approach.

Examples of Agile Project Planning

Some examples of implemented agile project planning templates are as follows:

- 1. Agile Milestones Template**
- 2. Sprint Project management template**

Agile Milestones Template

An agile milestone is like a check post to identify what is delivered at the end of a sprint or a release. It marks a specific stage in the development, which the team looks up to mark the progress. It is a result that shows how much work is done and how much is needed. E.g. a company is developing an app, the milestones can be front-end development, graphics, code, database development, etc.

Each phase delivers a milestone and a team can keep adding to the milestones until the final app is developed. In agile planning, the team uses milestones to keep a measure of their performance and keep track

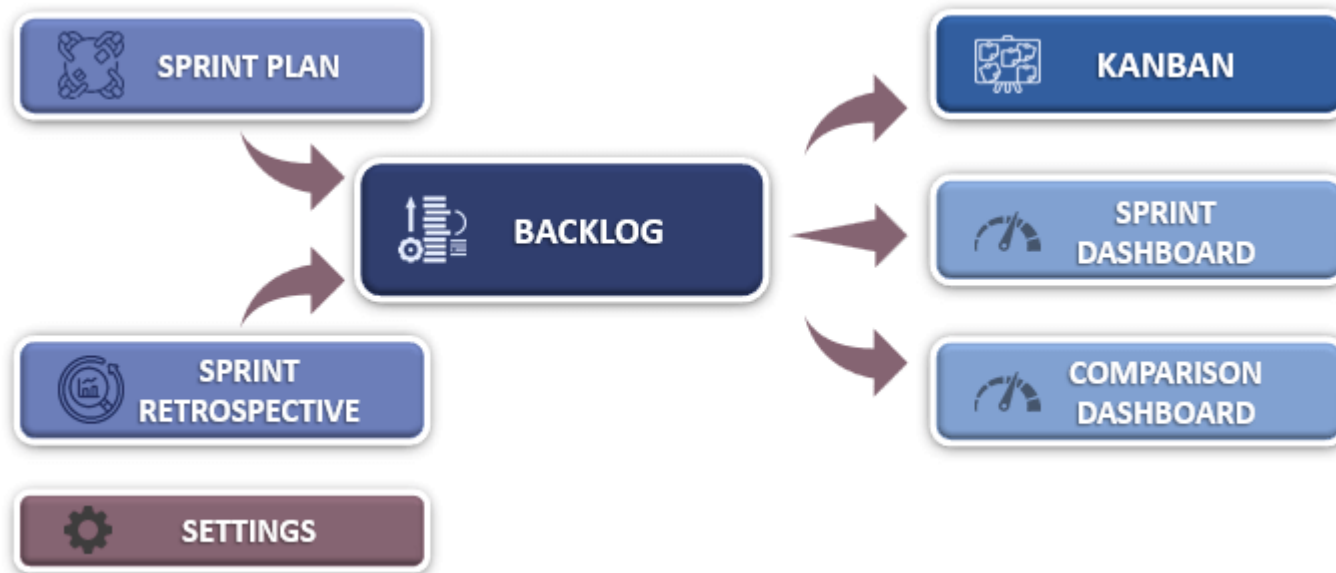
of the project. By using agile milestones the likelihood of achieving deliverables right on time becomes more possible.

These milestones can also be shared with the stakeholders to keep them in the loop, with the team's performance and proceeding of the plan. They can look at the milestones and identify that the team is right on track because all the milestones are being accomplished in due time. These milestones can be used at multiple points in the cycle of a project, most commonly at the end of each sprint or at the end of each release.

A **fixed date** milestone is used in traditional software development, but in agile methodology, the team needs to keep things **flexible** due to the ever-changing nature of the plan.

Sprint Project Management Template

The sprint project planning is done very initially when the project planning is being kicked off. Whereas new sprints can also be added as the project continues. The sprints need to stay within the original release plan. N



Purpose of project planning

Project planning communicates deliverables, timing and schedules, along with team roles and responsibilities. During the planning phase of a project, the project manager is forced to think through potential risks and hang-ups that could occur during the project.

These early considerations can prevent future issues from affecting the overall success of the project, or at times, cause a project to fail. Too little planning causes chaos and frustration and too much planning causes a lot of administrative tasks, not allowing enough time for creative work.

Ultimately, the planning phase of project management determines how smoothly your projects move through the life cycle. That's why it's so important to spend ample time at the beginning of a project and get your planning right.

What is a project plan?

A project plan is a set of documents that can change over the course of a project. The plan provides an overall direction for the project, so drafting this is a key aspect of the project planning phase. If unexpected issues arise, such as delivery delays, the plan can be adjusted by the project manager.

Project plans are coordinated by the project manager, with input from stakeholders and team members. Plan components cover the “what” and “how” of a project.

Plans include details related to:

- Timelines and stages
- Metrics
- Activities
- Milestones
- Deliverables

1. Create a scope statement

A scope statement documents what the project will produce and what it will not. Once a project manager understands the stakeholder requirements, they need to define the scope. This is a crucial step because the scope will serve as the foundation of the project plan.

By outlining project scope boundaries during the planning phase, a project manager can minimize the chance of unauthorized tasks popping up. A clear and accurate scope statement helps gain buy-in from stakeholders, while also minimizing risk.

Formalizing these decisions in a project charter document may help to cement the business case for the project. When project managers take the time to meet with key stakeholders from the very beginning, they can feed cross-department insights into the scope statement.

2. Create a statement of work

A statement of work contains project details including project timelines, requirements, and components. It's an essential document that projects both the client and agency as it is a legally binding document that details the amount a client will pay for certain deliverables.

A sow can also help prevent scope creep and shifting project requirements, which can individually, and combined, derail the progress of a project.

Parents around the world have been keeping a regular learning schedule for children, aptly named, “COVID-19 Daily Schedule”, to keep them mentally engaged. It contains academic time, a break, creative time, and getting children to bed at a regular time to ensure their schedule stays the same. Here is a recommended schedule for Harborne Academy students, which parents can use or adapt to keep as much normality to our students’ lives as possible.

| TIMES | ACTIVITY | ADVICE |
|---------------|---|---|
| 08:30 – 09:00 | Wake up Brush your teeth and wash | Keep to a regular routine so it is not too difficult when school is back to normal. |
| 09:00 – 09:30 | Breakfast | You need the energy for the day. Ensure that your breakfast is healthy! |
| 09:30 – 10:00 | Do a chore | Ask your parents what could be done around the house. Remember, one day you will be responsible for your own home and learning these vital skills will put you in good stead. Examples: Vacuuming, washing up, dusting, tidying a room, organising a cupboard etc. |
| 10:00 – 11:00 | Watch an educational show on TV e.g. How It’s Made | The BBC have announced that they will be broadcasting daily educational programmes from next week. |
| 11:00 – 11:30 | Take a break | Prepare and have a healthy snack (then tidy up after yourself!) You will not be moving around as much at home as you were at school, however it is important that you stay healthy and do some exercise. Check Show My Homework from the PE department for ideas on exercising at home. You can also google ‘workout for kids at home’. Here you will get links to YouTube workout videos and examples similar to the link below: https://www.fitnessblender.com/videos/fitness-blender-kids-workout-25-minute-fun-workout-for-kids-at-home |
| 11:30 – 12:15 | Read a book | Maintain the big drive that we are having on literacy, which is important for success. Keep a log about what you are reading. |
| 12:15 – 13:00 | Subject work | Go on Show My Homework and start an activity that has been set from one of your subjects or follow one of the recommended educational links and complete some tasks. |
| 13:00 – 13:45 | Lunch | Prepare and have a healthy snack (then tidy up after yourself!) You will not be moving around as much at home as you were at school, however it is important that you stay healthy and do some exercise. Check Show my homework from the PE department for ideas on exercising at home. You can also google ‘workout for kids at home’. Here you will get links to YouTube workout videos and examples similar to the link below: https://www.fitnessblender.com/videos/fitness-blender-kids-workout-25-minute-fun-workout-for-kids-at-home |
| 13:45 – 15:00 | Subject work | Go on Show My Homework and start an activity that has been set from one of your subjects or follow one of the recommended educational links and complete some tasks. |
| 15:00 – 16:00 | Watch an educational show on TV | The BBC have announced that they will be broadcasting daily educational programmes from next week. |
| Evening | Help around the house / Help with | Please stay safe on social media, limit questions on it, and speak to people that you know and |

Conclusion

Optimize your product team's efficiency with this Sprint Planning template. Log tasks – as well as key details like task owners, attachments, dates, and more – and organize them into sprints with the Select data type and row grouping.

With built-in Gantt and Calendar views, it's easy to transform your task list into an interactive timeline or calendar and give your team more ways to visualize their sprint progress.