INB/N372 Progress Report Presentation Guide

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The Guidelines

- We are after a snapshot of your progress after one and a half iterations

- A mix of slides and a short demo

- Four (4) Slides only – including the title

  1. Simple Title – follow template

  2. Summary of new functionality (see later)

  3. Tracking (See later)

  4. Reflection – Retrospective + Team issues

The Slides

- As noted, largely based on the template at the end of these explanation slides

- The tracking slide uses MS office charts – you may use others, but follow the style exactly

  - Explanations follow on subsequent slides

- The reflection slide is covered in detail

  - This one is more open ended than the others

The Slides (2)

- General comment: if we limit you to four bullet points, prioritise and cull

  - Don't overload the slides – it doesn't work

- The title slide (Slide 1) is simple

- The functionality slide (Slide 2) should explain the focus of your release and of each iteration.

  - It should not list the stories in gory detail

  - Tell us about the choice – see the template

The Tracking Slide

- This is mix of three elements

    - The burndown chart – on the left hand side of the slide, and showing story points for the release

    - The average (mean) velocity at top right

    - A stacked bar chart showing the total number of unit tests and user acceptance tests for the release

- These are considered on the following slides.

3. Tracking

18

Tracking (1)

- Simple burndown chart

- Example begins with 37 story points, drops to 16 and then to 0

- Adjust chart using right click > edit data

- This opens an Excel spreadsheet

Tracking (2)

18

- Mean velocity easily calculated – here 18 story points

- Stacked bar charts show fraction passed and failed.

- Here, for example, 75 unit tests pass with 8 failing

- Ideally no red would

The Reflection Slide

- This one is more open ended

- Use the elements of a reflection
  - What worked well?
  - What didn't work?
  - How would we improve things?

- But also look at issues which arose in the team

- Don't tell us everything was rosy if it wasn't

- Max of 4-5 bullet points – you prioritise

The Demo

- A very quick snapshot of new functionality
    - A quick demo limited to **at most 2** user stories
- Please DON'T link it to the presentation
    - this will just slow us down
- Please have a good look at the guidelines on the next slides if you've not done this before
- Demos should **never** be improvised

The Demo (2)

- Never, ever, ever do a demo without following a detailed script to the letter

  - Do not ad lib – keep to the script

- The demo should be driven by one person for each feature

  - Endless switches waste time and annoy the audience

- Don't demo using unfamiliar hardware

The Demo (3)

- Don't rely on connections staying connected
    - Test 30 mins before the demo starts
- Have any data entry text available for cut and paste in an open text editor for easy access
- Keep the commentary short
- Above all, remember the Brass Law of Software Demos
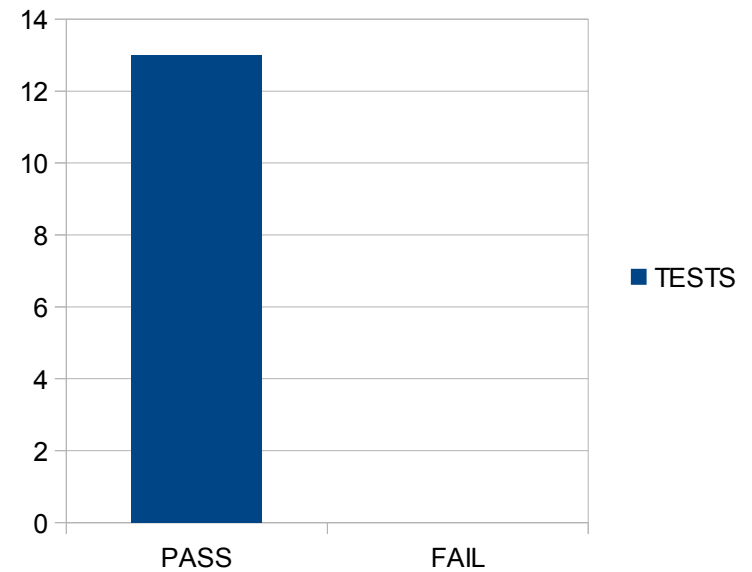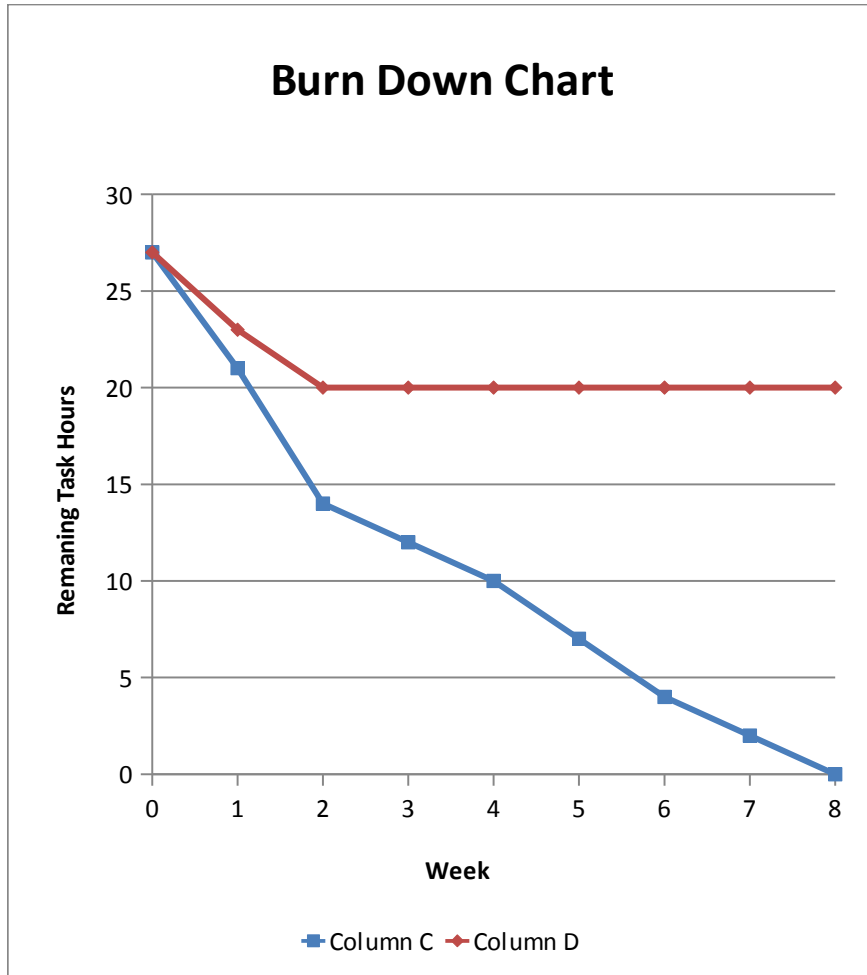   - The more senior the audience, the higher the probability of an unexpected failure

Solar Calculator Release One

Jack Williams
Lars Gullestrup
Kerry Clarkson
Glenn Moir

2. New Functionality

- Basic Functionality

    - Iteration 1) Calculations and user data entry

    - Iteration 2) Display data reports and disclaimers

- Reasons for this priority: we need to accept data and run calculations on it before we can report the results.

3. Tracking

Burn Down Chart

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	PASS	FAIL
TESTS		

4. Reflection

- What worked well? Weekly meetings were productive.

- What didn't work well? Communication outside of meetings.

- Impact: development slow because problems were not addressed by team early.