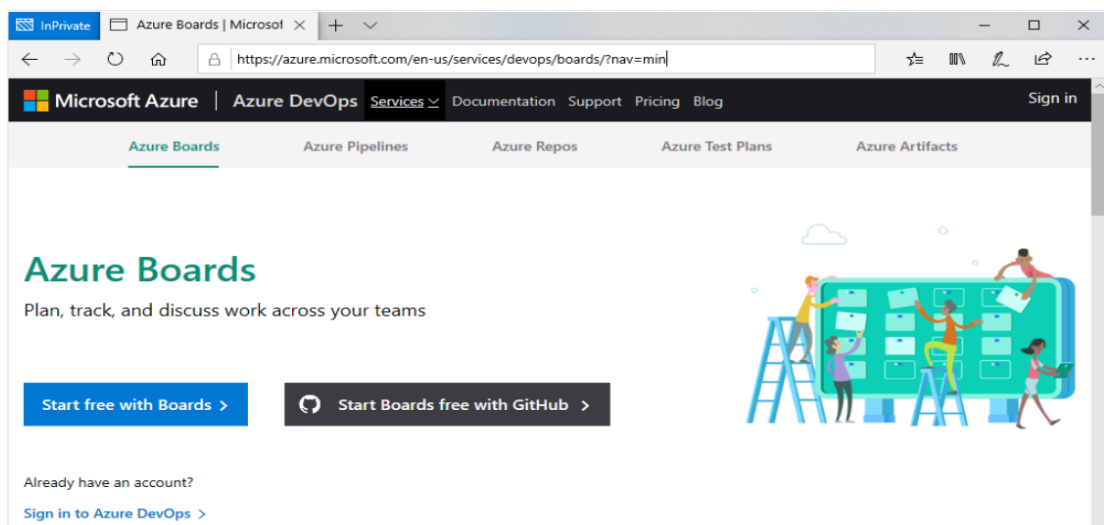


Lab Exercise – Azure Boards**IT3040 – IT Project Management****Semester 1****Azure Boards**

Sign up for an Azure DevOps organization and Azure Boards to begin planning and tracking work. You can sign up for free with SLIIT outlook email id which is provided by Microsoft(Eg: ITXXXXXXXX@sliit.lk).

1. Create an account with your SLIIT email id by clicking on **Start free with Boards** (If you cannot remember the SLIIT email id please contact **SLIIT ITSD** and reset your account)

**Create a project**

If you signed up for Azure DevOps with an existing MS account, you are automatically prompted to create a project. You can create either a public or private project.

1. Enter a name for your project, select the visibility, and optionally provide a description. Then choose **Create project**.

Create a project to get started

Project name *

Fabrikam

Description

Azure Boards to track issues

Visibility

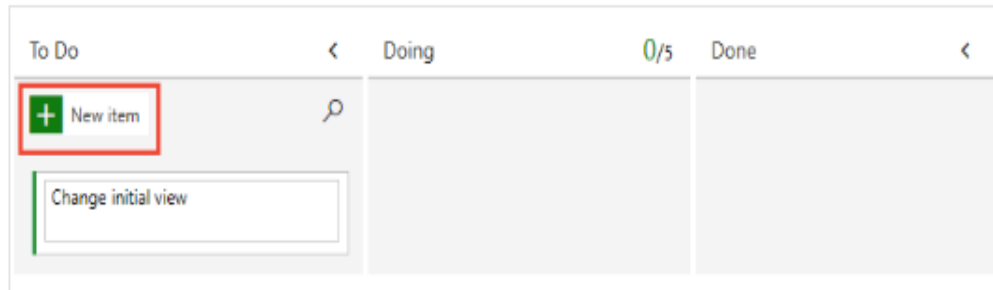
☐ Public
Anyone on the internet can view the project. Certain features like TFVC are not supported.

☒ Private
Only people you give access to will be able to view this project.

+ Create project

Lab Exercise – Azure Boards**IT3040 – IT Project Management****Semester 1**


2. When your project has been created, the Kanban board automatically appears.

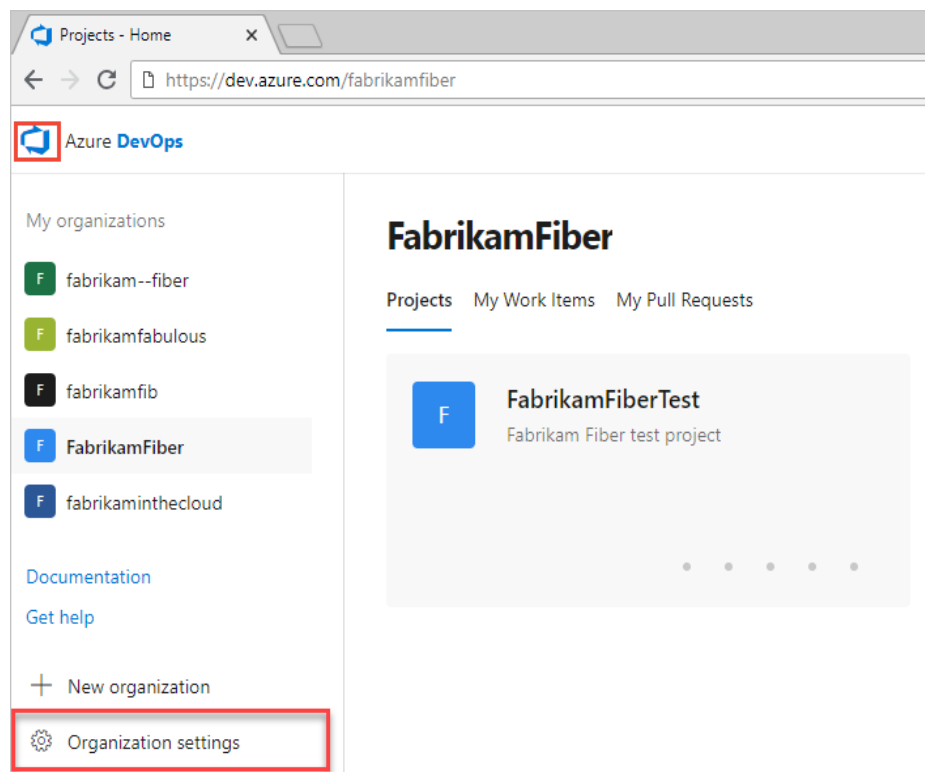


You are now set to start [tracking issues, tasks, and features](#), or [invite other users](#) to collaborate with your project.

Invite team members

You can add and invite others to work on your project by adding their email address to your organization and project.

1. From your project web portal, choose the  Azure DevOps icon, and then select **Organization settings**.

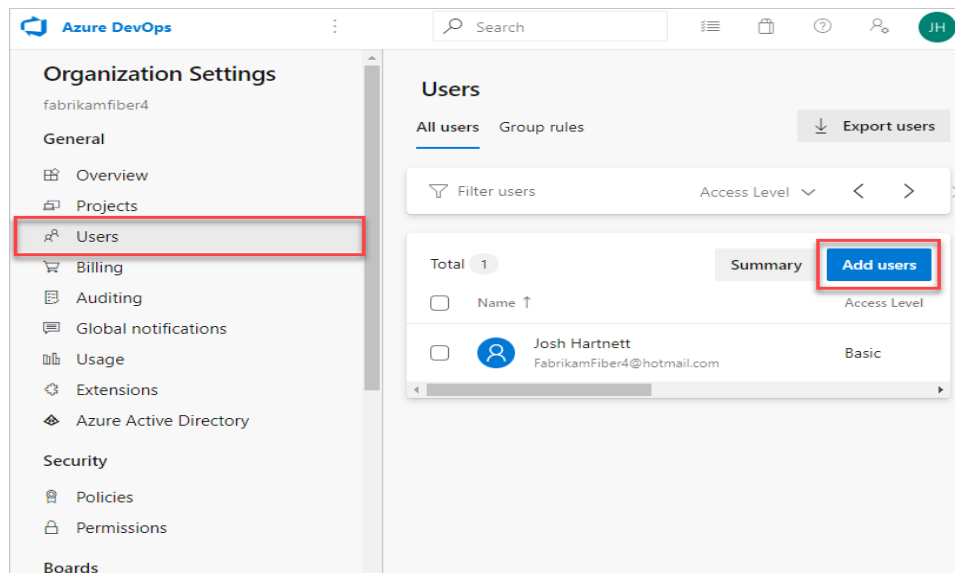


Lab Exercise – Azure Boards

IT3040 – IT Project Management

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2. Select **Users > Add new users**.



3. Complete the form by entering or selecting the following information:

- **Users:** Enter the email addresses (Microsoft accounts). You can add several email addresses by separating them with a semicolon (;). An email address appears in red when it's accepted.
- **Access level:** Assign one of the following access levels:
 - **Basic:** Assign to users who must have access to all Azure Boards features. You can grant up to five users for free.
 - **Stakeholder:** Assign to users who will have limited access to features to view, add, and modify work items. You can assign an unlimited number of users **Stakeholder** access for free.
- **Add to project:** Select the project you named in the preceding procedure.
- **Azure DevOps Groups:** Select one of the following security groups which will determine the permissions the users have to perform (To learn more, see [Default permissions and access for Azure Boards](permissions-access-boards.md).):
 - **Project Readers:** Assign to users who only require read-only access.
 - **Project Contributors:** Assign to users who will contribute fully to the project.
 - **Project Administrators:** Assign to users who will configure project resources.

Lab Exercise – Azure Boards

IT3040 – IT Project Management

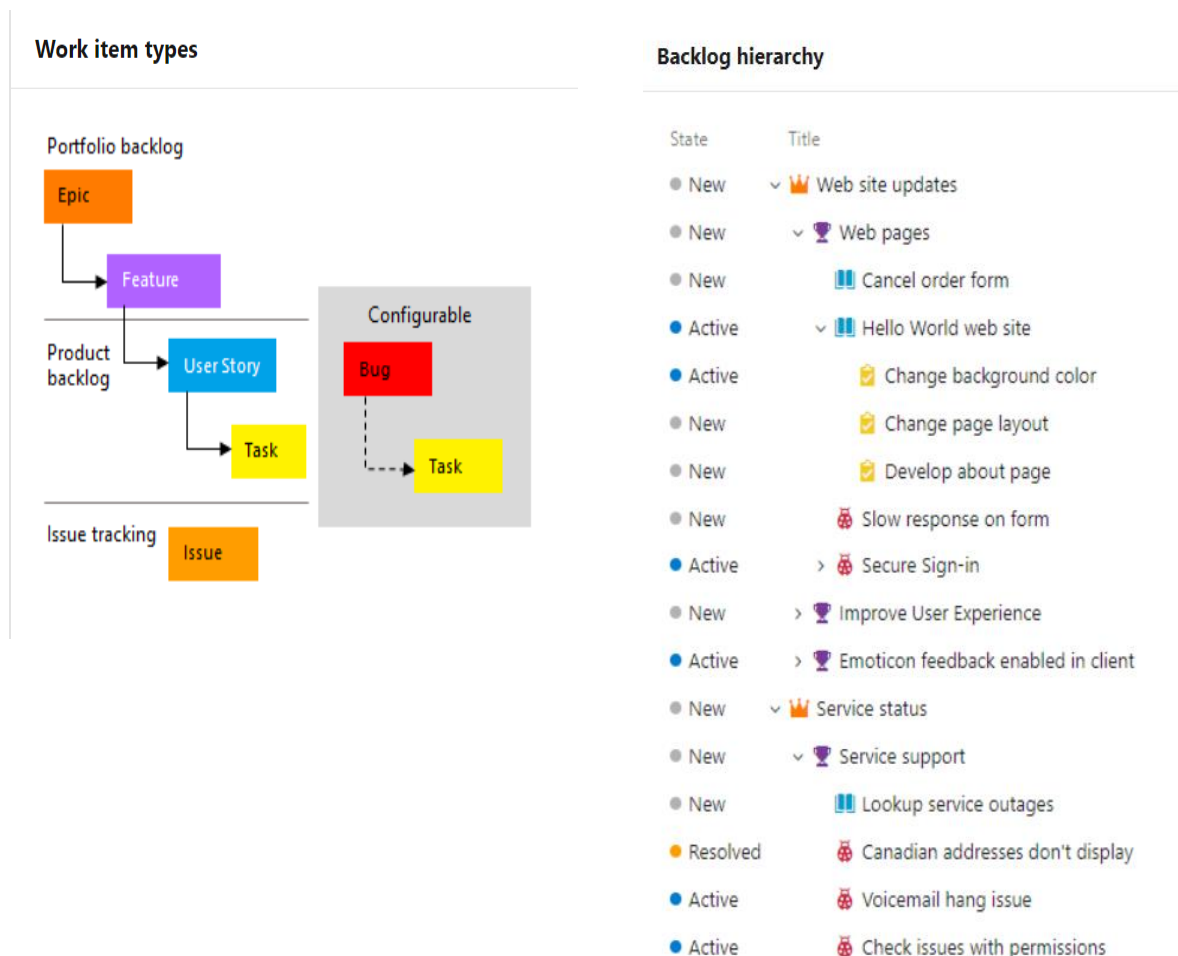
Semester 1

4. When you are done, select **Add** to complete your invitation.

Plan and track work

Your work can be tracked by creating work items. This section walks you through creating user stories and tasks used for the Agile process. The Agile process provides several work item types such as user stories, tasks, bugs, features, and epics, to plan and track work. It is recommend to start by adding user stories. If you need to group them into a hierarchy, you can define features. If you want to track additional details of work, you can add tasks to a user story.

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. In this lab sheet we show how to add user stories and child tasks from the web portal and add details to those work items.



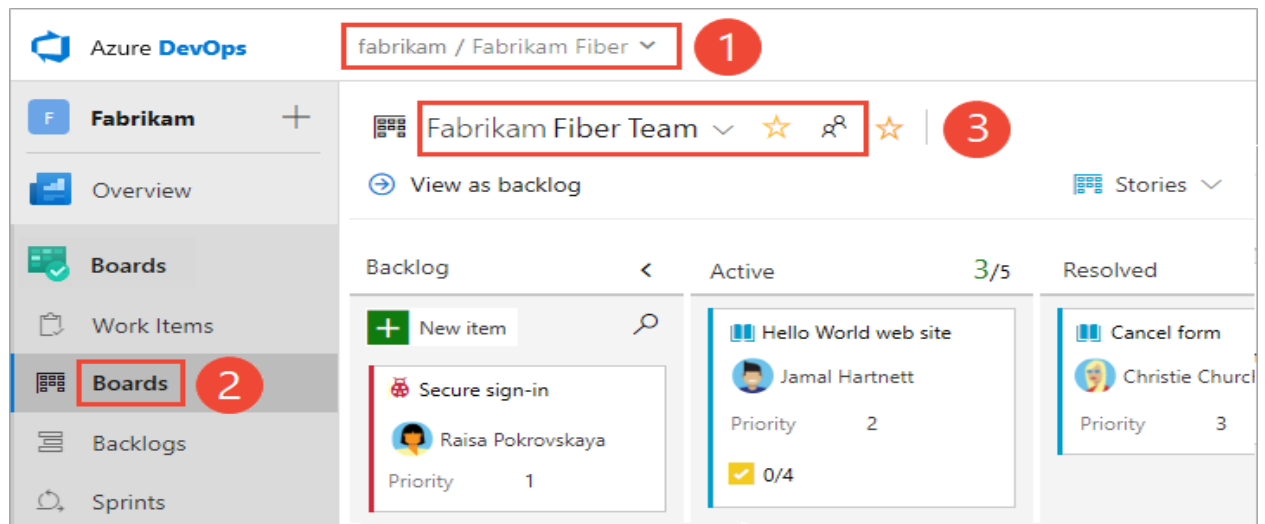
Lab Exercise – Azure Boards

IT3040 – IT Project Management

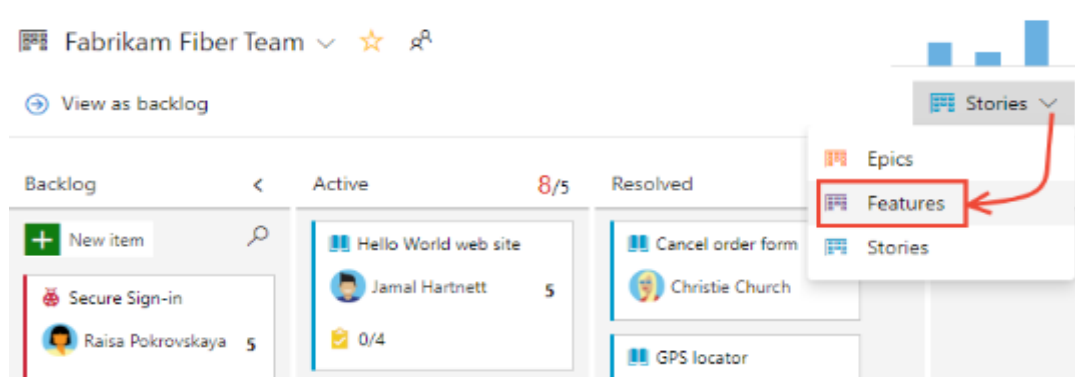
Semester 1

Open the 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.

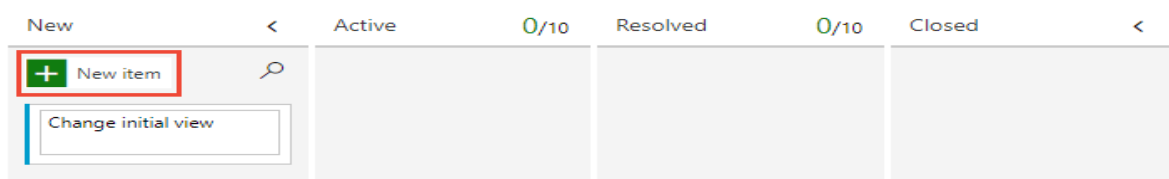


The Features Kanban board is the best tool for quickly adding features and user stories that are children of those features. To open the Features board from the Stories board, choose **Features** from the board selector.



Add work items to your board

1. From the Stories board, choose **New item** and start adding those stories you want to track. Enter return and the system assigns a work item ID to the user story.

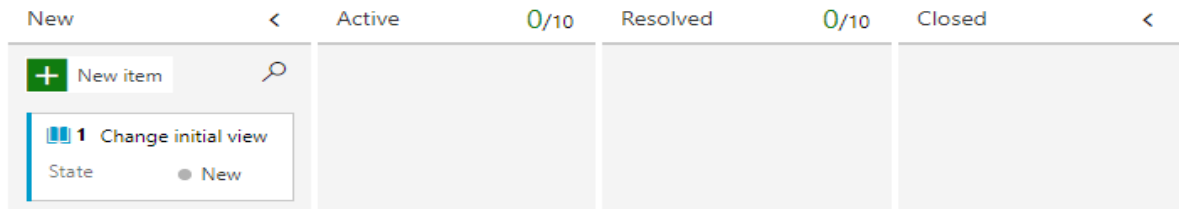


Lab Exercise – Azure Boards

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Semester 1

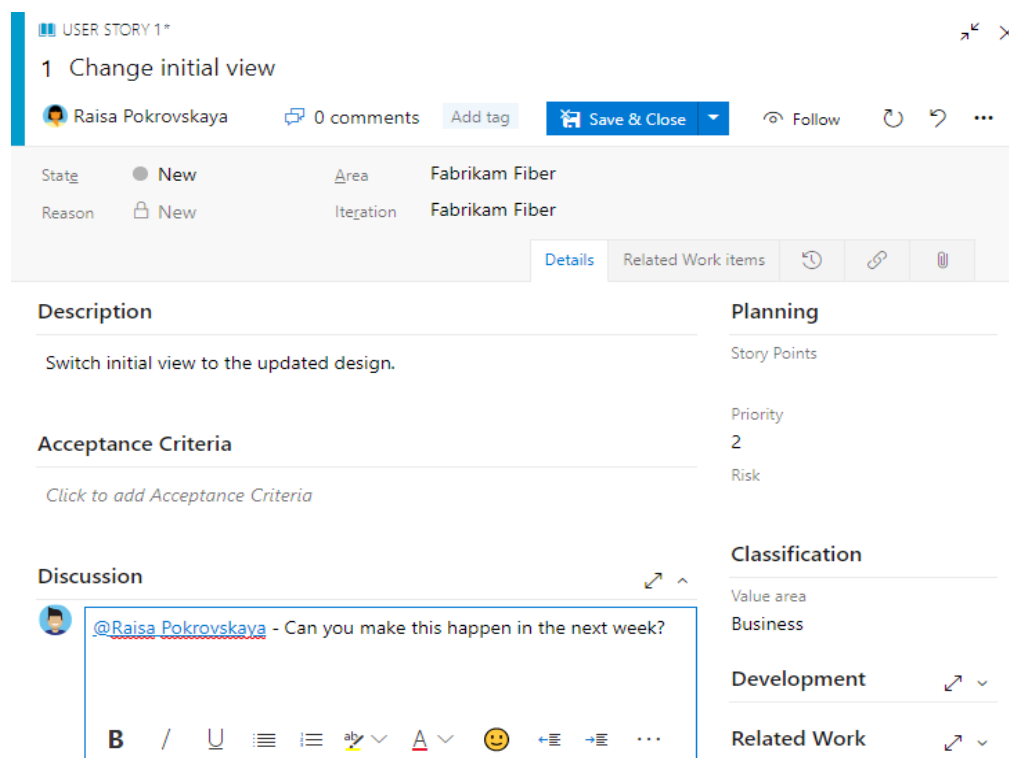
2. Enter return and the system assigns a work item ID to the user story.



3. 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** tab and drag-and-drop a file to share the file with others. For example, in the following figure the story is assigned to Raisa and a discussion note is added, at-mentioning Raisa. Click on **Save & Close** when done.



Lab Exercise – Azure Boards

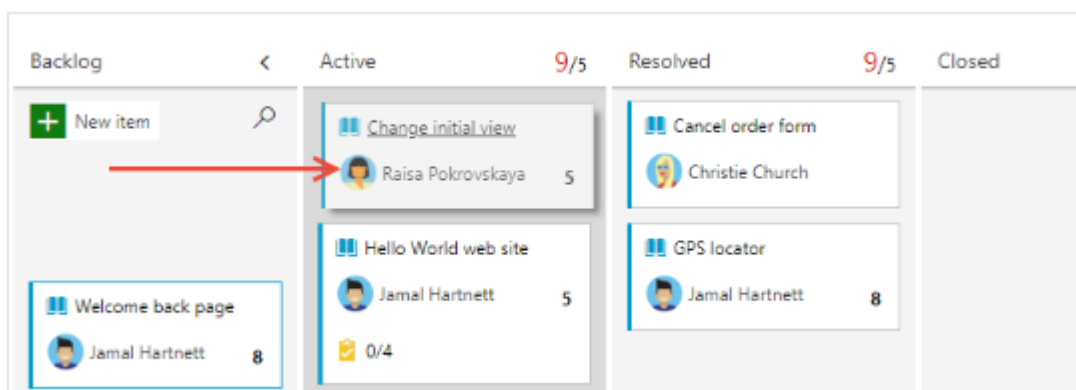
IT3040 – IT Project Management

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Update 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.

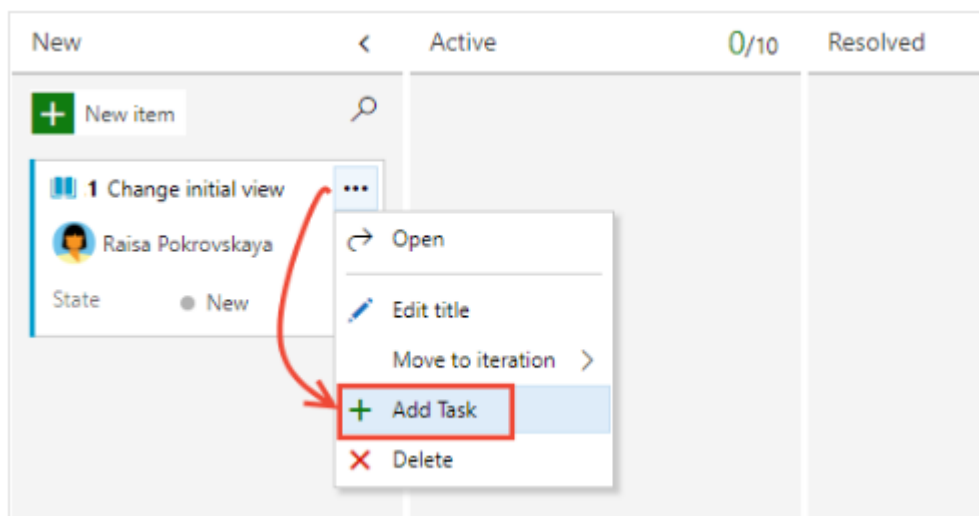
As work starts, drag the user story card from the **Backlog** column to the **Active** column. Once work is ready for review, move to the **Resolved** column. After it is reviewed and accepted, move to the **Closed** column. You can add or rename columns as needed, see Customize your board.



Add tasks

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.

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

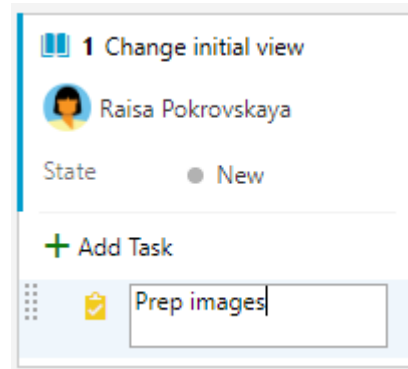


Lab Exercise – Azure Boards

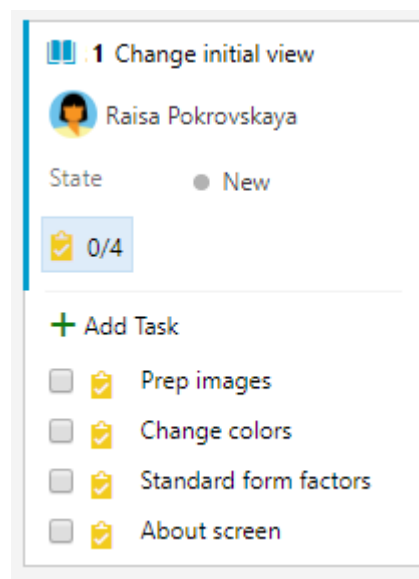
IT3040 – IT Project Management

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Enter a title for the task and type Enter when done.



2. If you have a number of tasks to add, simply keep typing your task titles and type Enter.



3. You can mark a task as done, expand or collapse the task checklist, or reorder and reparent tasks.

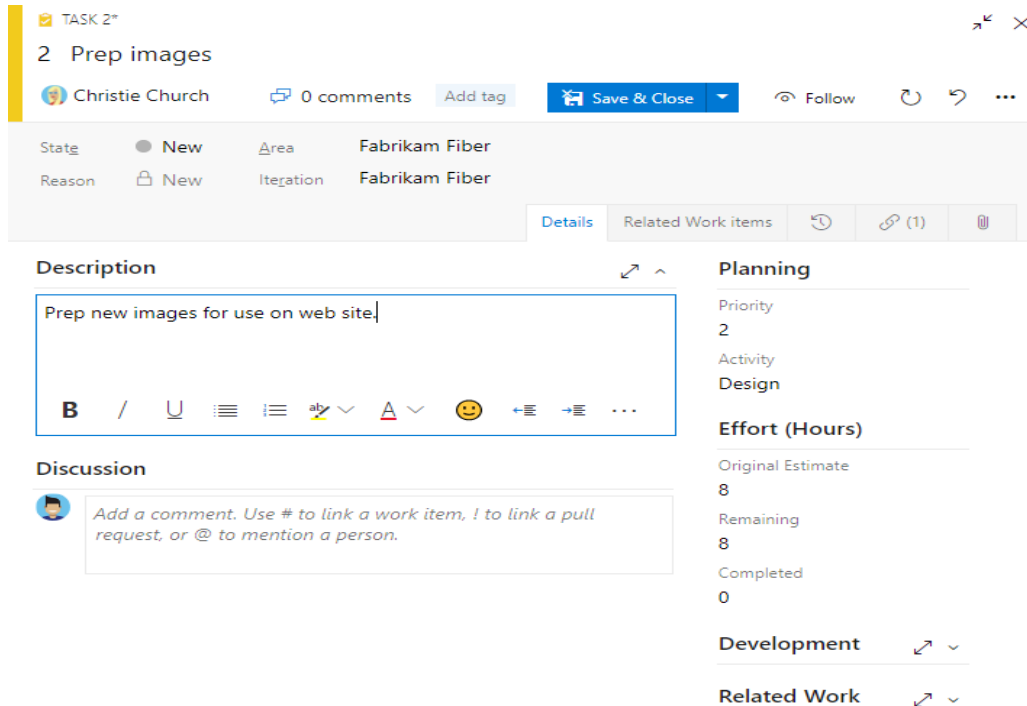
Add details to a task

If you have details you want to add about a task, choose the title, to open it. Change one or more field values, add a description, or make a note in the **Discussion** section. Choose **Save & Close** when done.

Lab Exercise – Azure Boards

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TASK 2*

2 Prep images

Christie Church 0 comments Add tag Save & Close Follow

State: New Area: Fabrikam Fiber Reason: New Iteration: Fabrikam Fiber

Details Related Work items (1)

Description

Prep new images for use on web site.

Planning

Priority: 2 Activity: Design

Effort (Hours)

Original Estimate: 8 Remaining: 8 Completed: 0

Development

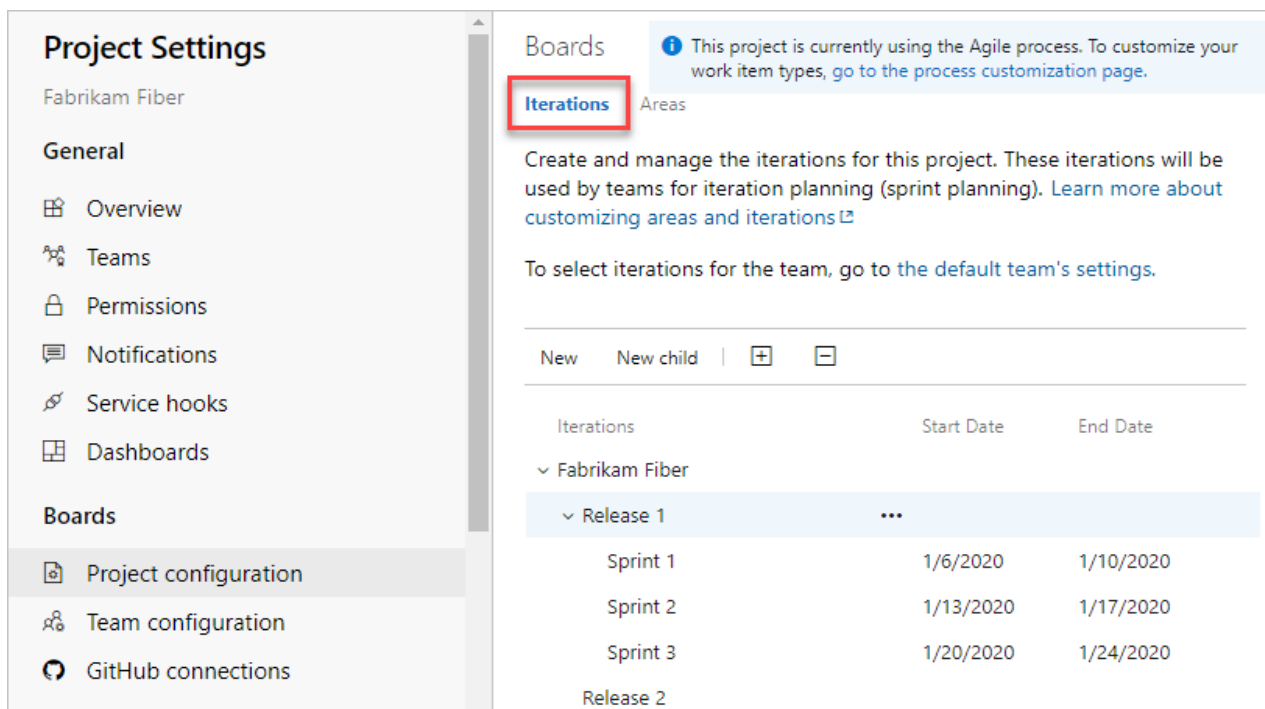
Related Work

Discussion

Add a comment. Use # to link a work item, ! to link a pull request, or @ to mention a person.

Define area and iteration paths for work tracking

If you support several products or feature areas, you can assign issues and tasks (Basic process) or user stories and tasks (Agile process) to a feature area by defining Area Paths. To assign work items to specific time intervals, also known as sprints, you'll want to configure Iteration Paths. To use the Scrum tools—sprint backlogs, taskboards, and team capacity, you need to configure several sprints.



Project Settings

Fabrikam Fiber

General

- Overview
- Teams
- Permissions
- Notifications
- Service hooks
- Dashboards

Boards

- Project configuration
- Team configuration
- GitHub connections

Boards

Iterations Areas

This project is currently using the Agile process. To customize your work item types, go to the process customization page.

Create and manage the iterations for this project. These iterations will be used by teams for iteration planning (sprint planning). [Learn more about customizing areas and iterations](#)

To select iterations for the team, go to the default team's settings.

New New child + -

Iterations	Start Date	End Date
<ul style="list-style-type: none"> Fabrikam Fiber <ul style="list-style-type: none"> Release 1 <ul style="list-style-type: none"> Sprint 1 1/6/2020 1/10/2020 Sprint 2 1/13/2020 1/17/2020 Sprint 3 1/20/2020 1/24/2020 Release 2 		

Lab Exercise – Azure Boards

IT3040 – IT Project Management

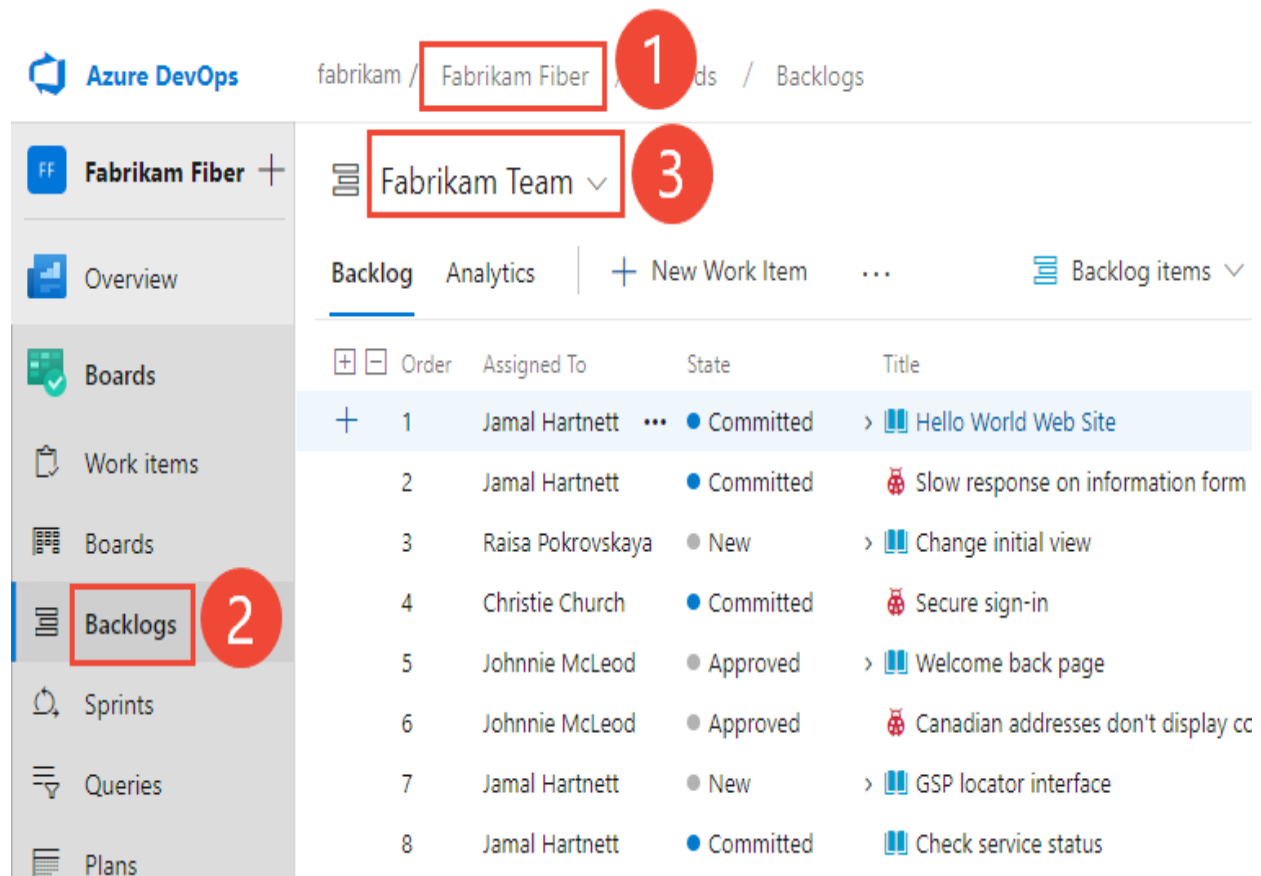
Semester 1

Create your product backlog

Backlogs are automatically created when you create a project or add a team. Each team has access to their own product, portfolio, and sprint backlogs.

Open your backlog

1. Check that you have selected the right project, choose **Boards>Backlogs**, and then select the correct team from the team selector menu.



The screenshot shows the Azure DevOps interface for the 'Fabrikam Fiber' project. The breadcrumb navigation at the top indicates the path: fabrikam / Fabrikam Fiber / Boards / Backlogs. The left sidebar shows the 'Backlogs' option selected. The main content area displays a table of backlog items.

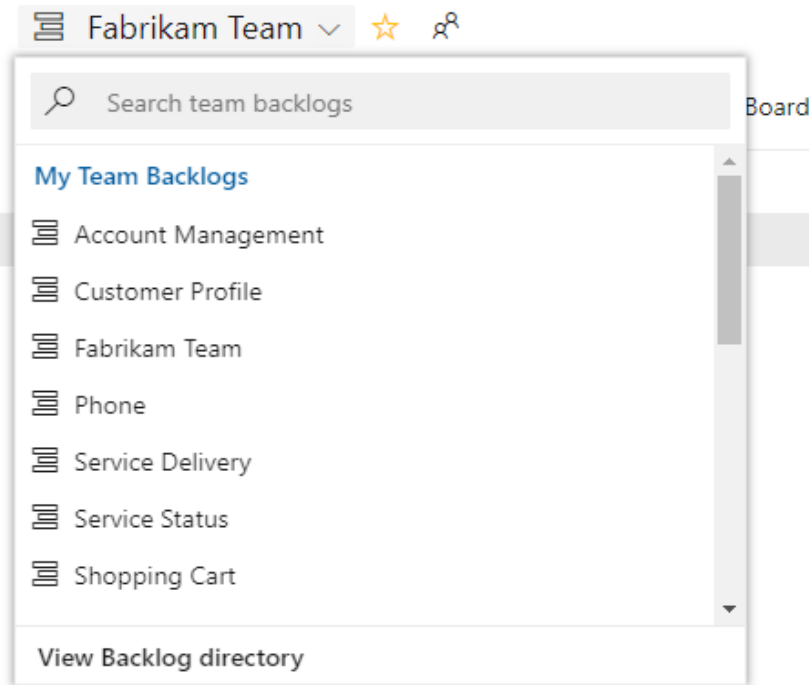
	Order	Assigned To	State	Title
+	1	Jamal Hartnett	Committed	Hello World Web Site
	2	Jamal Hartnett	Committed	Slow response on information form
	3	Raisa Pokrovskaya	New	Change initial view
	4	Christie Church	Committed	Secure sign-in
	5	Johnnie McLeod	Approved	Welcome back page
	6	Johnnie McLeod	Approved	Canadian addresses don't display cc
	7	Jamal Hartnett	New	GSP locator interface
	8	Jamal Hartnett	Committed	Check service status

To select another backlog, open the selector and then choose a different team or select the **View Backlog directory** option. Or, enter a keyword in the search box to filter the list of team backlogs for the project.

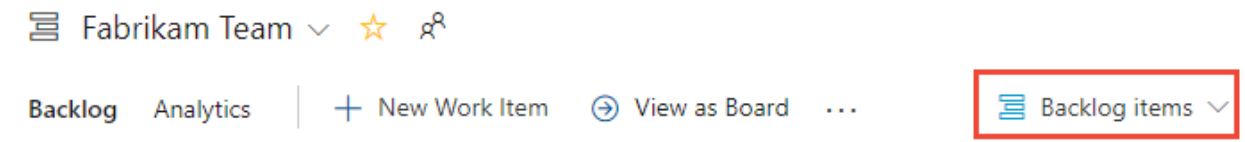
Lab Exercise – Azure Boards

IT3040 – IT Project Management

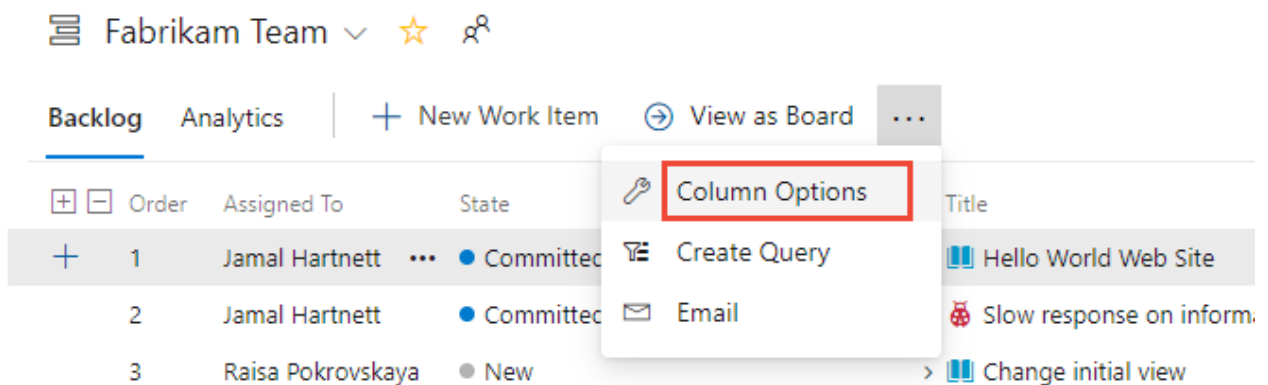
Semester 1



- Check that you have selected **Stories** (for Agile), **Issues** (for Basic), **Backlog items** (for Scrum), or **Requirements** (for CMMI) as the backlog level.



- (Optional) To choose which columns should display and in what order, choose the **...** actions icon and select **Column options**.



Lab Exercise – Azure Boards

IT3040 – IT Project Management

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Reorder your backlog

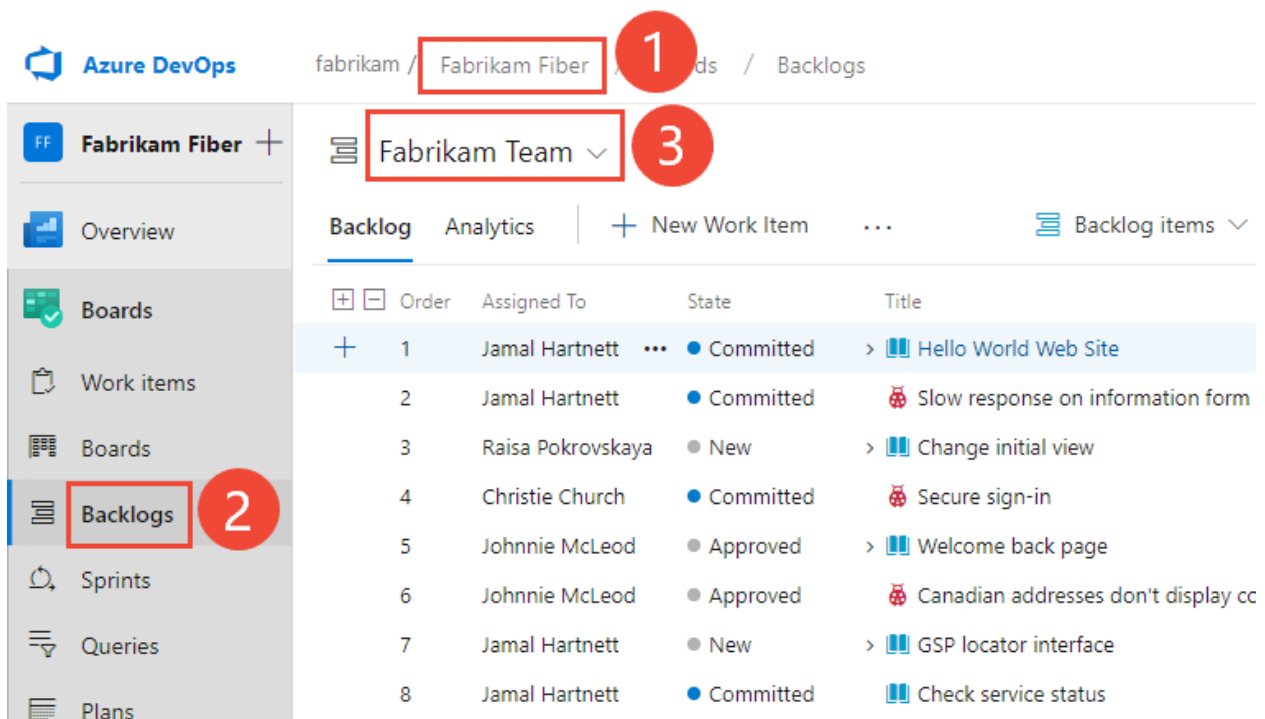
After you have some items in your backlog, you can reorder them to create a prioritized list of work. Review and prioritize your backlog frequently to help your team know what's most important to deliver next. To reorder your backlog, drag the work items. Or, if you prefer to use the keyboard, hold down the Alt key and use the up and down arrows.

Order	State	Effort	Title	Tags
1	● Committed	8	> 🐛 Slow response on welcome page	Web
2	● Committed	5	🐛 Secure sign-in	Mobile Web
3	● New	5	> 📖 Change the initial view	Web
4	● Committed	8	📖 Interim save on long forms	
5	● New	3	📖 Welcome back page	
+ 6	● New	...	🐛 Canadian addresses don't display	RC Review

Define features and epics

View a backlog or portfolio backlog

1. Check that you have selected the right project, choose **Boards>Backlogs**, and then (3) select the correct team from the team selector menu.



The screenshot shows the Azure DevOps interface for the 'fabrikam / Fabrikam Fiber' project. The 'Backlogs' view is selected in the sidebar. The main area displays a list of backlog items with columns for Order, Assigned To, State, and Title. The items are as follows:

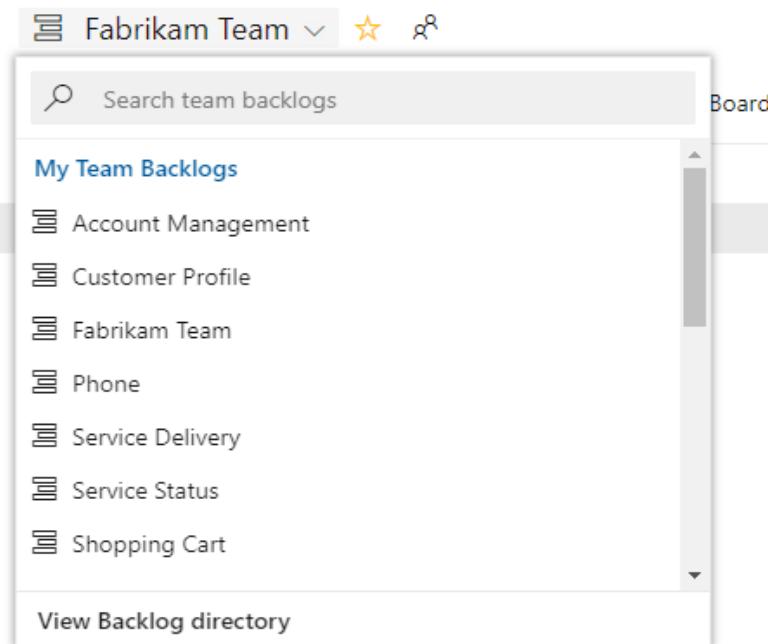
Order	Assigned To	State	Title
1	Jamal Hartnett	● Committed	> 📖 Hello World Web Site
2	Jamal Hartnett	● Committed	🐛 Slow response on information form
3	Raisa Pokrovskaya	● New	> 📖 Change initial view
4	Christie Church	● Committed	🐛 Secure sign-in
5	Johnnie McLeod	● Approved	> 📖 Welcome back page
6	Johnnie McLeod	● Approved	🐛 Canadian addresses don't display cc
7	Jamal Hartnett	● New	> 📖 GSP locator interface
8	Jamal Hartnett	● Committed	📖 Check service status

Lab Exercise – Azure Boards

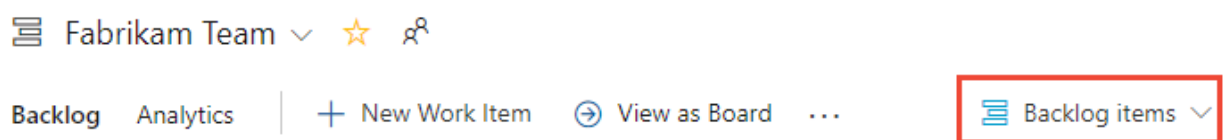
IT3040 – IT Project Management

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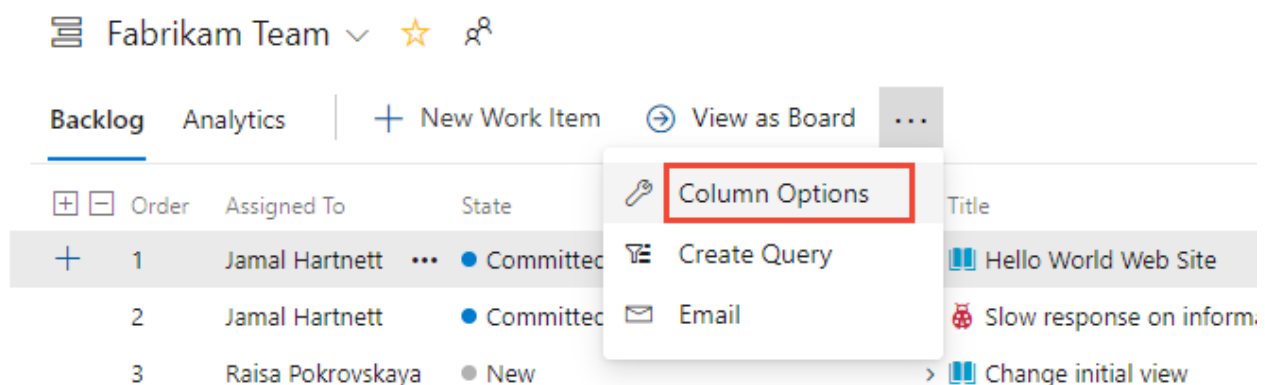
To select another backlog, open the selector and then choose a different team or select the **View Backlog directory** option. Or, enter a keyword in the search box to filter the list of team backlogs for the project.



- Check that you have selected **Stories** (for Agile), **Issues** (for Basic), **Backlog items** (for Scrum), or **Requirements** (for CMMI) as the backlog level.



- (Optional) To choose which columns should display and in what order, choose the actions icon and select Column options. To learn more, see Change column options.



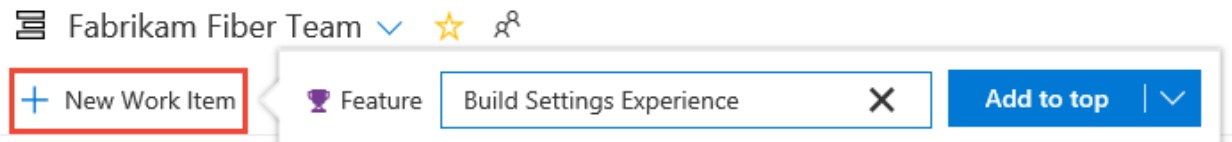
Lab Exercise – Azure Boards

IT3040 – IT Project Management

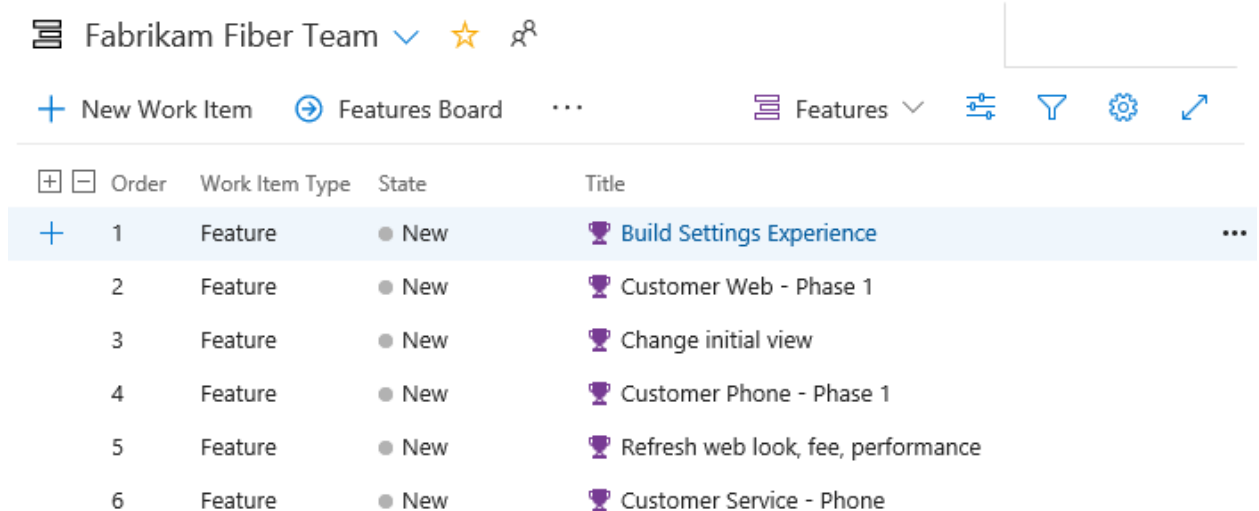
Semester 1

Add features and epics

- To add a feature, choose the  **New Work Item**, enter a title and then press the Enter key or choose **Add to top**.



Repeat this step to capture all your ideas as work items. Here, we have added six features.



You can add epics in the same way. Simply open the **Epics** backlog from the backlog's selector.

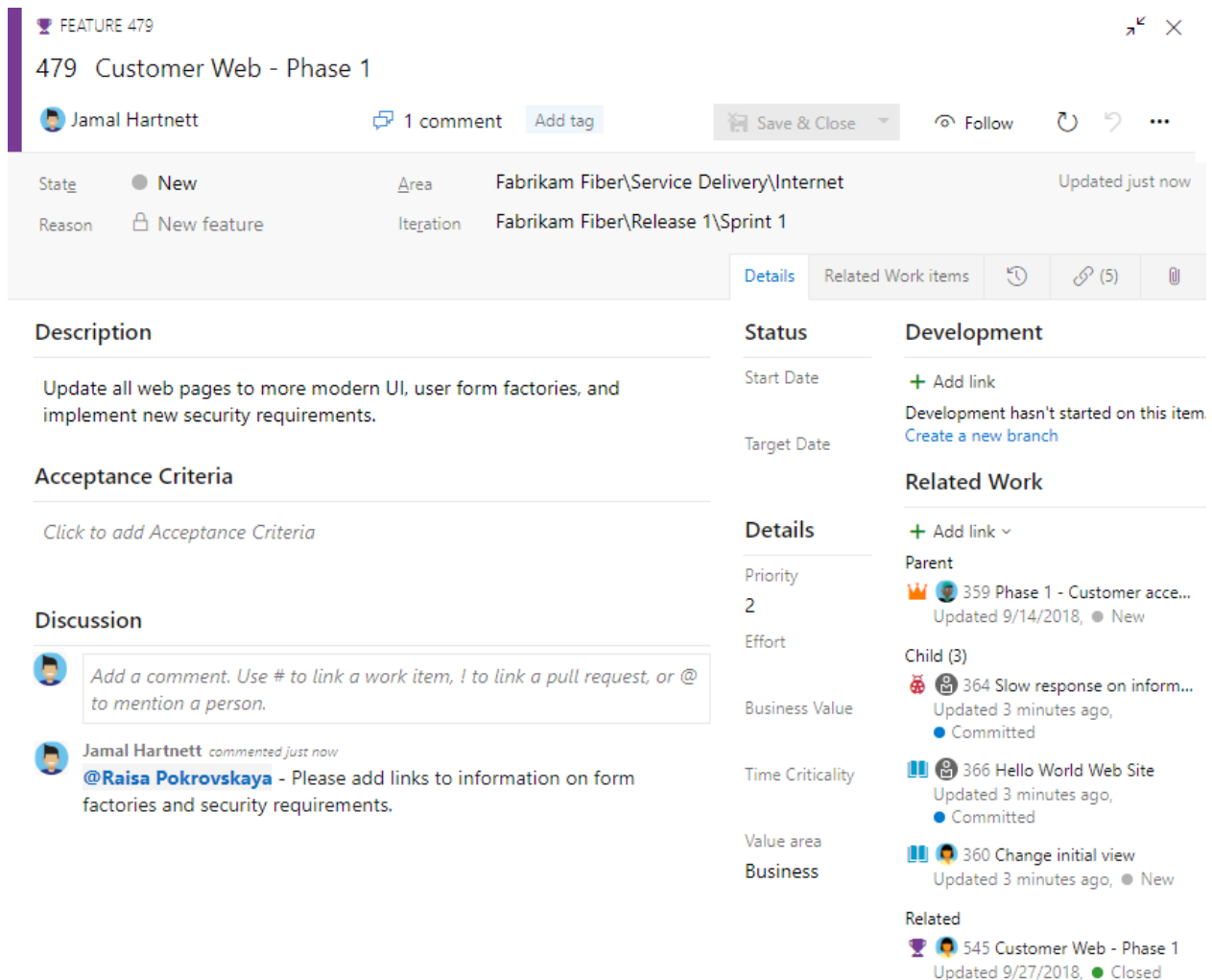
Add details to a feature or epic

Open each item (double-click, or press Enter to open the selected item) and add all the info you want to track. Enter as much detail as the team needs to understand the scope, estimate the work required, develop tests, and ensure that the end-product meets acceptance criteria. After adding a feature, add the relevant user stories under that. After adding the user stories, you can add the relevant tasks and bugs related to each user story.

Lab Exercise – Azure Boards

IT3040 – IT Project Management

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FEATURE 479 479 Customer Web - Phase 1

Jamal Hartnett 1 comment Add tag Save & Close Follow Refresh ...

State: New Area: Fabrikam Fiber\Service Delivery\Internet Updated just now
 Reason: New feature Iteration: Fabrikam Fiber\Release 1\Sprint 1

Details Related Work items (5)

Description
 Update all web pages to more modern UI, user form factories, and implement new security requirements.

Acceptance Criteria
 Click to add Acceptance Criteria

Discussion

Add a comment. Use # to link a work item, ! to link a pull request, or @ to mention a person.

Jamal Hartnett commented just now
 @Raisa Pokrovskaya - Please add links to information on form factories and security requirements.

Status
 Start Date
 Target Date

Details
 Priority: 2
 Effort
 Business Value
 Time Criticality
 Value area: Business

Development
 + Add link
 Development hasn't started on this item. Create a new branch

Related Work
 + Add link
 Parent: 359 Phase 1 - Customer acce... Updated 9/14/2018, New
 Child (3): 364 Slow response on inform... Updated 3 minutes ago, Committed; 366 Hello World Web Site Updated 3 minutes ago, Committed; 360 Change initial view Updated 3 minutes ago, New
 Related: 545 Customer Web - Phase 1 Updated 9/27/2018, Closed

Sprints, Scrum and project management

Your Sprints tools includes a filtered backlog based on an Iteration Path, and a similarly filtered Taskboard. These tools are useful for implementing Scrum practices. With Scrum, you can schedule and plan sprints, update your taskboard, and monitor your sprint burndown.

Scrum methods use Iteration Paths, also referred to as sprints, to plan work to be performed by a team within a specific time period and cadence. To get started, several sprints are predefined for your team.

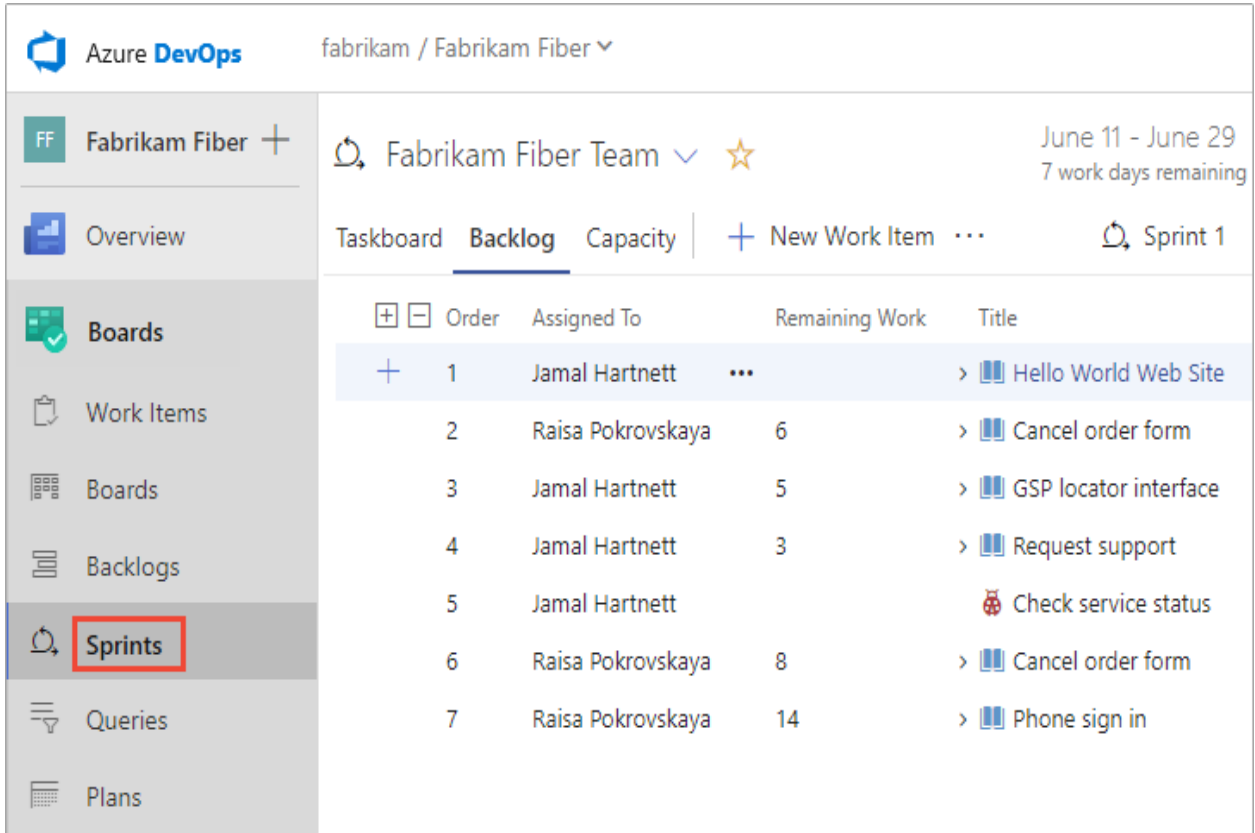
Sprint backlogs and taskboards

Sprint backlogs and taskboards provide a filtered view of work items a team has assigned to a specific iteration path, or sprint. Sprints are defined for a project and then selected by teams. From your backlog, you can map work to an iteration path using drag-and-drop, and then view that work in a separate **sprint backlog**.

Lab Exercise – Azure Boards

IT3040 – IT Project Management

Semester 1



Azure DevOps fabrikam / Fabrikam Fiber

Fabrikam Fiber Team June 11 - June 29
7 work days remaining


Taskboard **Backlog** Capacity + New Work Item ... Sprint 1

	Order	Assigned To	Remaining Work	Title
+ 1	Jamal Hartnett	...	> Hello World Web Site	
2	Raisa Pokrovskaya	6	> Cancel order form	
3	Jamal Hartnett	5	> GSP locator interface	
4	Jamal Hartnett	3	> Request support	
5	Jamal Hartnett		Check service status	
6	Raisa Pokrovskaya	8	> Cancel order form	
7	Raisa Pokrovskaya	14	> Phone sign in	

How selected sprints show up on the backlog

Each sprint that you select for your team provides access to a sprint backlog, taskboard, and other Agile tools for planning and tracking work.

1. You can gain an overview of your sprint planning by turning the **Planning** view option on.

From the product backlog or any sprint backlog, choose the  view options icon and select **Planning**.

Planning



Drag and drop work items to include them in a sprint.

Backlog
Fabrikam Fiber\3WeekSprints

Sprint 2 Current
9/24/2018 - 10/12/2018
Planned Effort: 16.25 15 working days
 20 12 1

Sprint 3
10/15/2018 - 11/2/2018
Planned Effort: 77.49 15 working days
 8 8 3

Sprint 4
11/5/2018 - 11/23/2018
Planned Effort: 0.8 15 working days
 4

Sprint 5
11/26/2018 - 12/14/2018
Planned Effort: - 15 working days
 2

Sprint 6
12/17/2018 - 1/4/2019
15 working days
No work scheduled yet

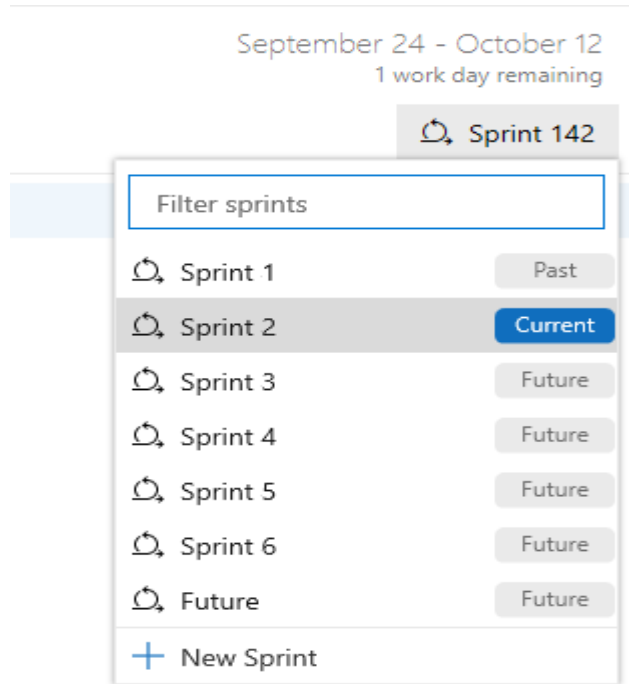
The set of sprints selected for your team appears. If you don't see any sprints listed, you can add sprints or select existing sprints for your team's use.

- To select a sprint backlog, you can choose one of the sprint links from the **Planning** pane, or from a Sprint backlog, choose a sprint from the sprint selector.

Lab Exercise – Azure Boards

IT3040 – IT Project Management

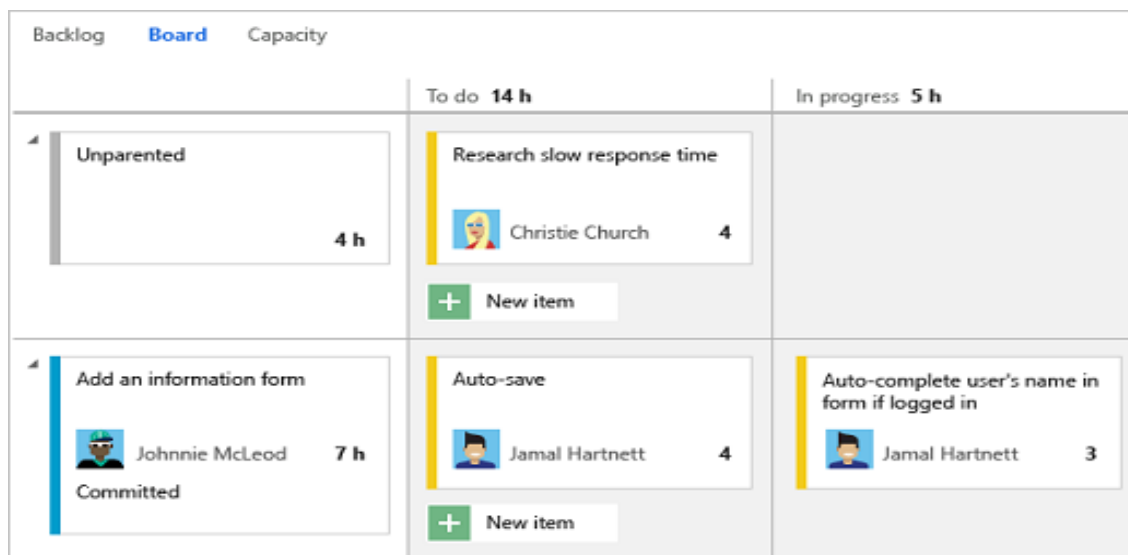
Semester 1

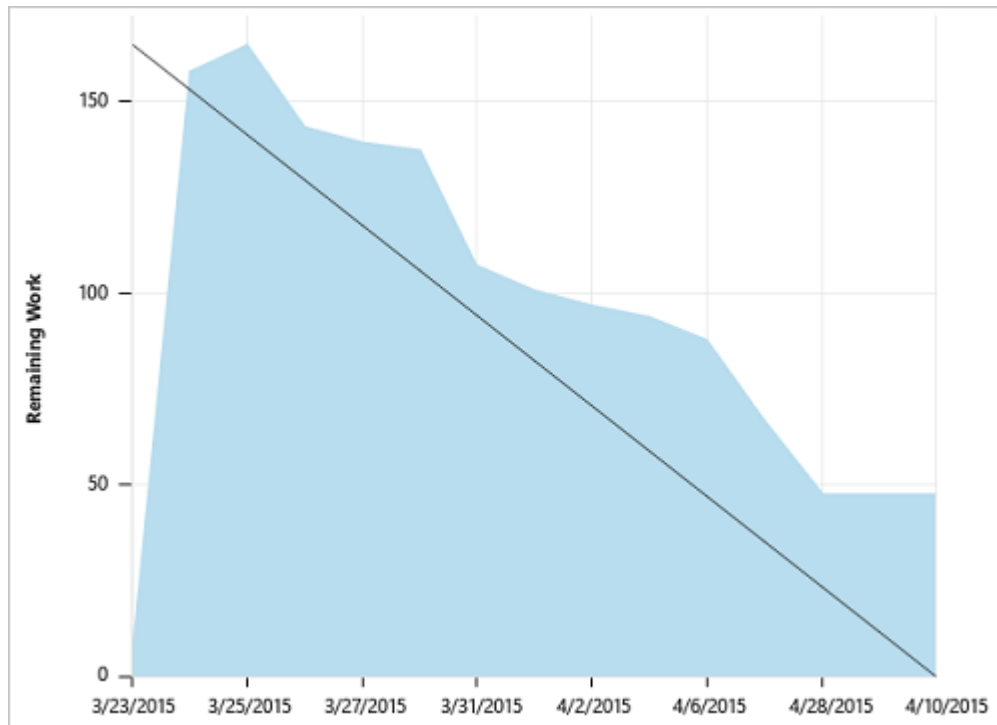


Update tasks, monitor burndown

During a sprint, your team can use the taskboard and sprint burndown chart to track their progress. Your sprint burndown chart provides you with an at-a-glance visual to determine if your team is on track to meet their sprint plan.

Your **Taskboard** provides an interactive progress board for work required to complete the sprint backlog. During your sprint you'll want to update the status of tasks and the remaining work for each task. Updating tasks daily or several times a week yields a smoother burndown chart.



Lab Exercise – Azure Boards**IT3040 – IT Project Management****Semester 1****Sprint burndown chart**

You use the sprint burndown chart to mitigate risk and check for scope creep throughout your sprint cycle. The burndown chart reflects the progress made by your team in completing all the work they estimated during their sprint planning meeting.

The ideal trend line always indicates a smooth and steady burndown. The blue area, however, represents what is actually going on. It shows the buildup of work as team members add tasks and the reduction of work as team members complete those tasks.

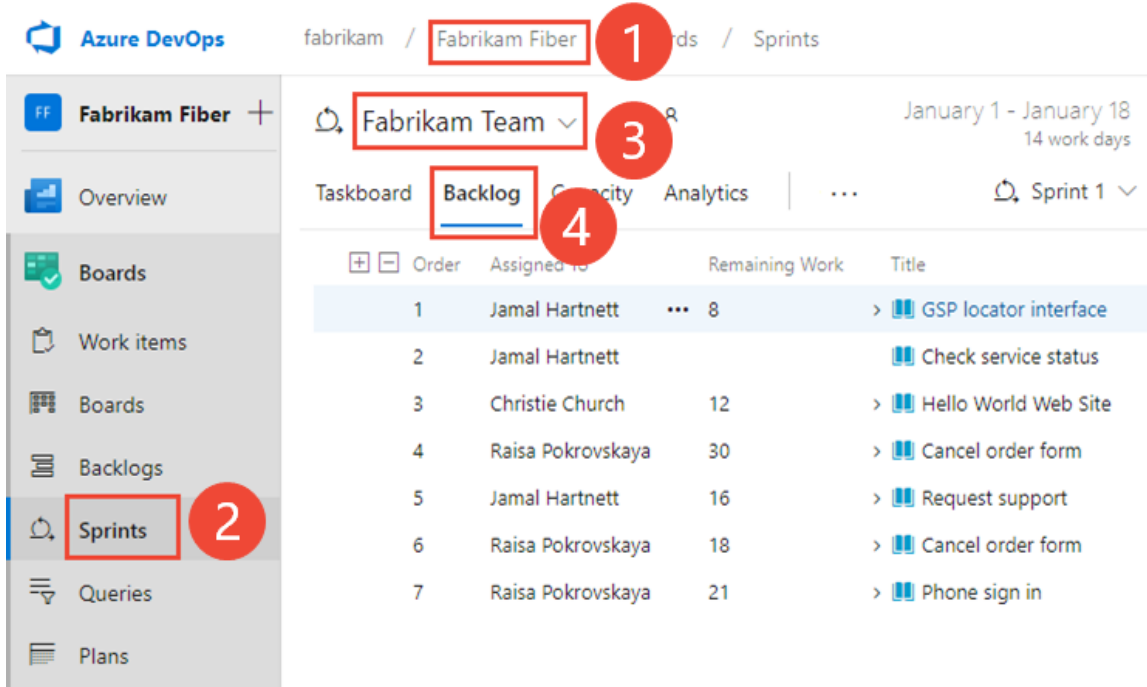
Schedule sprints

1. From your web browser, open your team's sprint backlog. (1) Check that you have selected the right project, (2) choose **Boards>Sprints**, (3) select the correct team from the team selector menu, and lastly (4), choose **Backlog**.

Lab Exercise – Azure Boards

IT3040 – IT Project Management

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1. Project name: Fabrikam Fiber

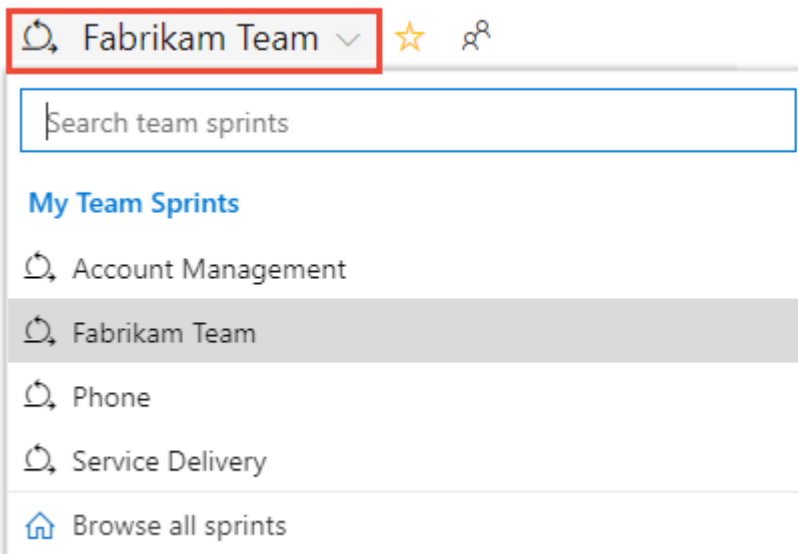
2. Sprints

3. Fabrikam Team

4. Backlog

Order	Assigned to	Remaining Work	Title
1	Jamal Hartnett	8	GSP locator interface
2	Jamal Hartnett		Check service status
3	Christie Church	12	Hello World Web Site
4	Raisa Pokrovskaya	30	Cancel order form
5	Jamal Hartnett	16	Request support
6	Raisa Pokrovskaya	18	Cancel order form
7	Raisa Pokrovskaya	21	Phone sign in

- To choose another team, open the selector and select a different team or choose the [Browse all sprints](#) option. Or, you can enter a keyword in the search box to filter the list of team backlogs for the project.



Search team sprints

My Team Sprints

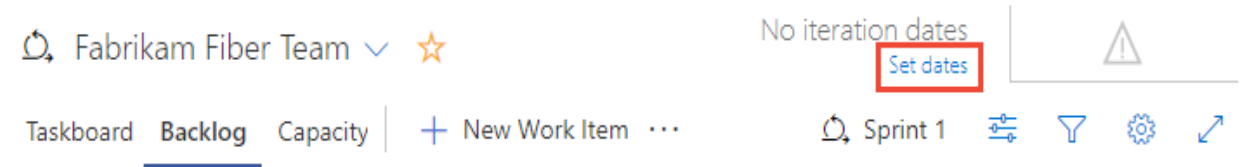
- Account Management
- Fabrikam Team**
- Phone
- Service Delivery
- [Browse all sprints](#)

Lab Exercise – Azure Boards

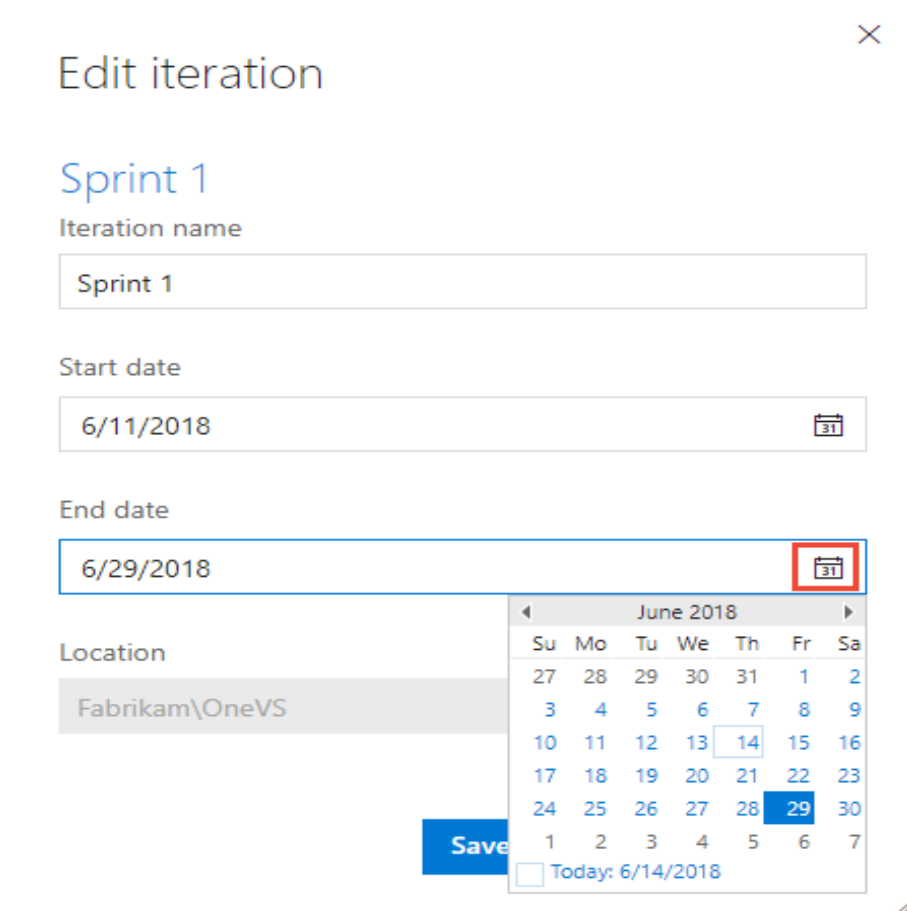
IT3040 – IT Project Management

Semester 1

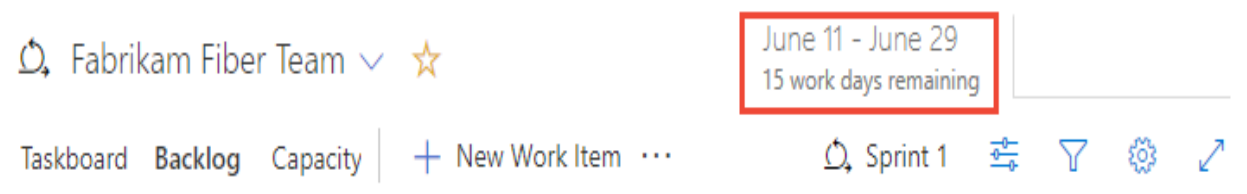
- Choose **Set sprint dates**.




- Choose the calendar icon to select the start date, and then the end date of the sprint.



- Choose **Save and close**. You'll see the date listed.



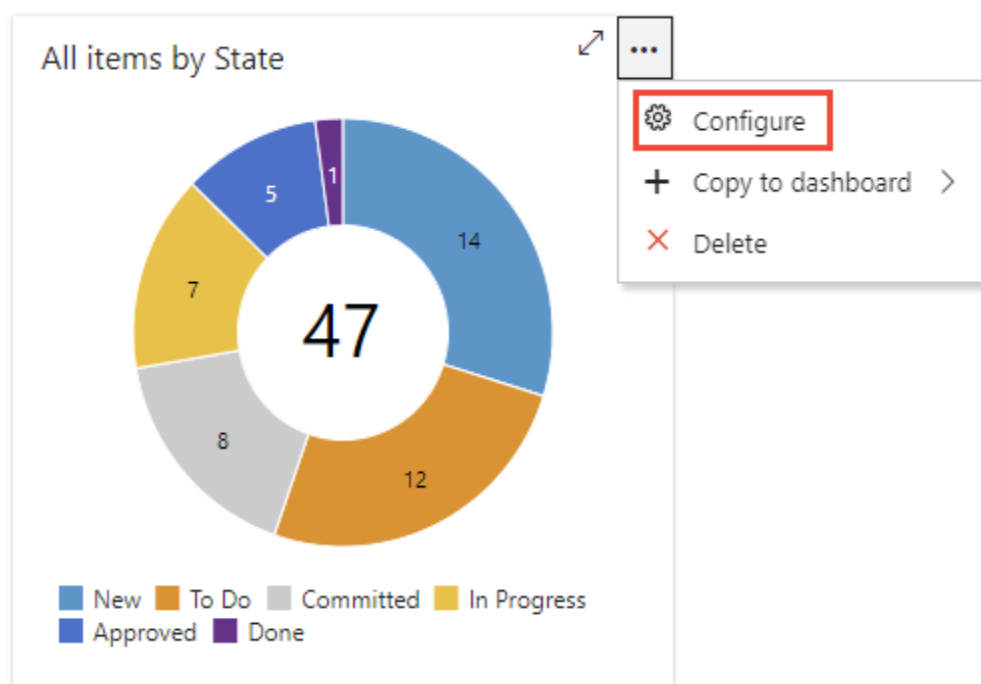
Lab Exercise – Azure Boards**IT3040 – IT Project Management****Semester 1****Add a widget**

To add widgets to the dashboard, choose  **Edit**. The widget catalogue will automatically open. Add all the widgets that you want and drag their tiles into the sequence you want.

When you're finished with your additions, choose **Done Editing** to exit dashboard editing. This will dismiss the widget catalogue. You can then configure the widgets as needed.

Configure a widget

Most widgets support configuration, which may include specifying the title, setting the widget size, and other widget-specific variables. To configure a widget, add the widget to a dashboard, choose open the **...** menu, and select **Configure**.

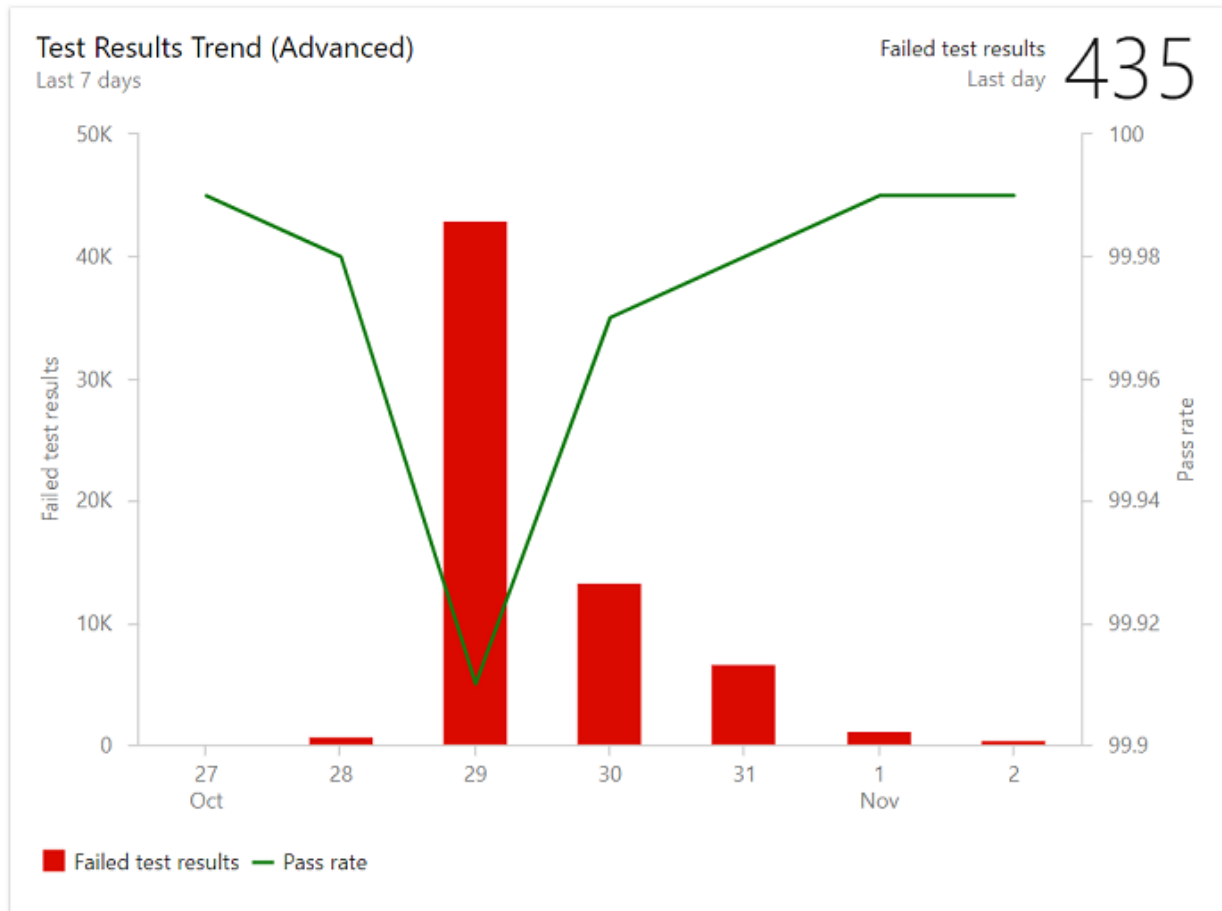


Lab Exercise – Azure Boards

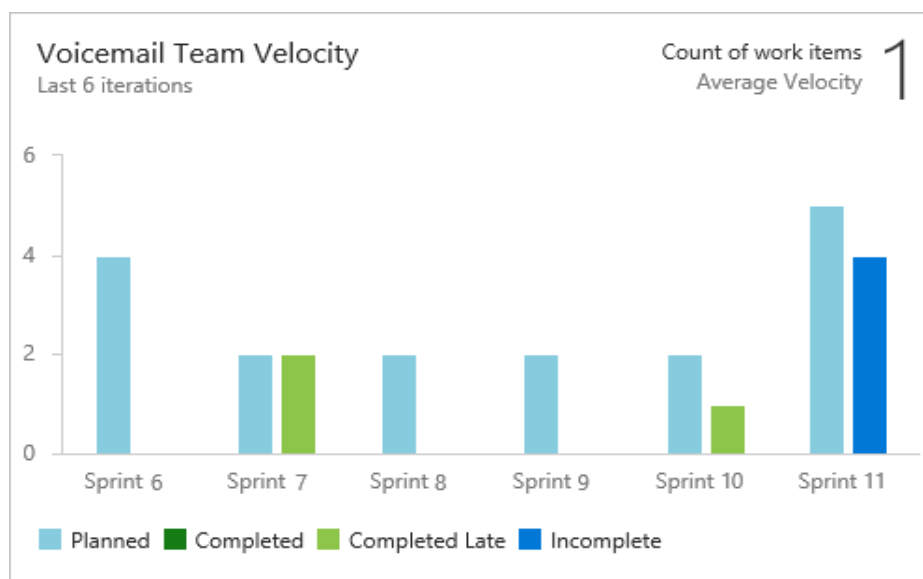
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Example Test Results Trend widget showing pass percentage and test failure for last 7 days



Example: Velocity widget showing six sprints of velocity



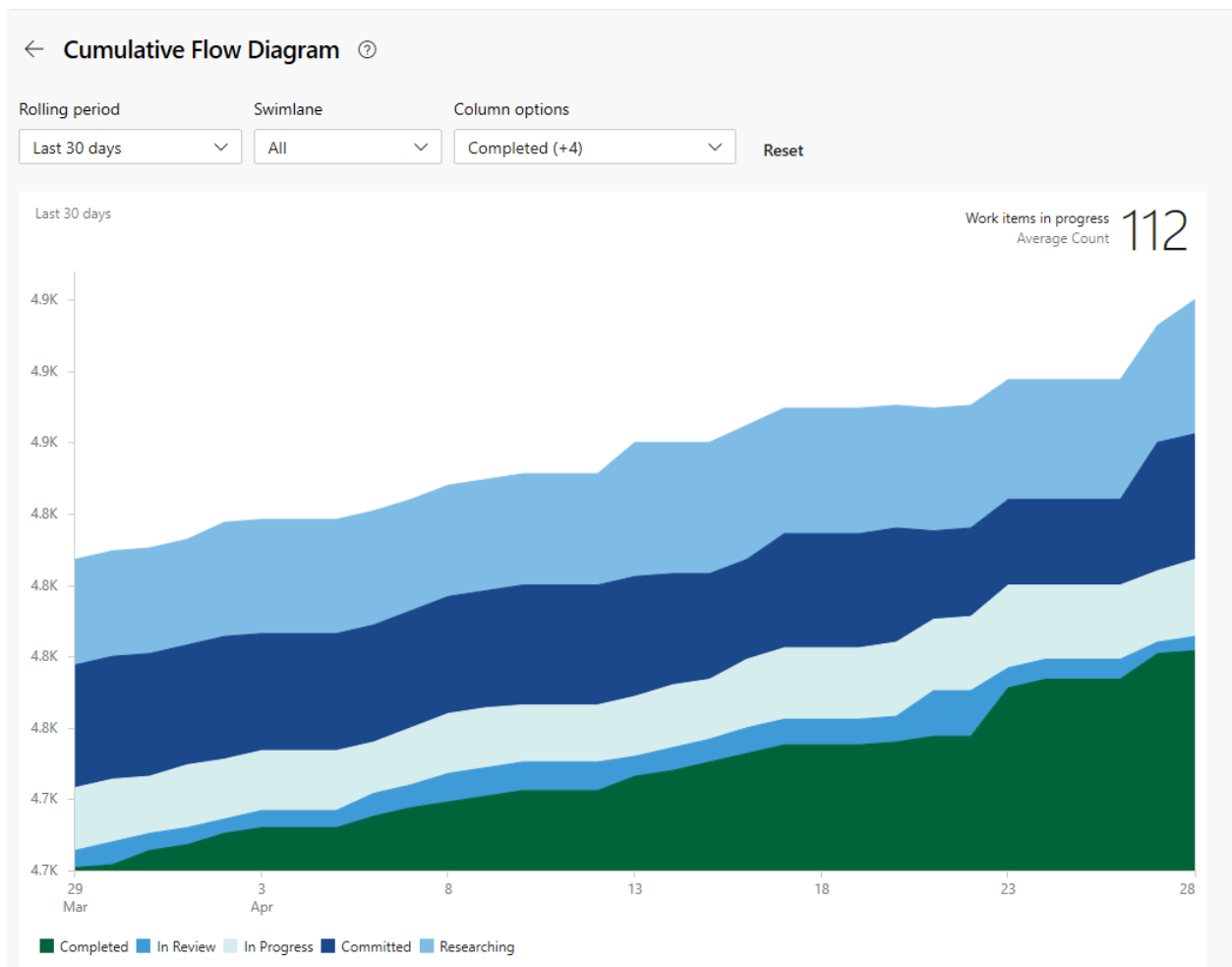
Lab Exercise – Azure Boards

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Ref : <https://docs.microsoft.com/en-us/azure/devops/report/dashboards/team-velocity?view=azure-devops>

Cumulative Flow Diagram



Ref: <https://docs.microsoft.com/en-us/azure/devops/report/dashboards/cumulative-flow?view=azure-devops>