Scrum Project Tracking System

User Guide

Version 1.1

Revision History

Version	Date	Description
1.0	4/16/2019	Initial release
1.1	4/21/2019	Added Backlog information

Table of Contents

Installing the Application

Installation instructions TBD

General

Accessing the Application

To access the application, complete one of the following:

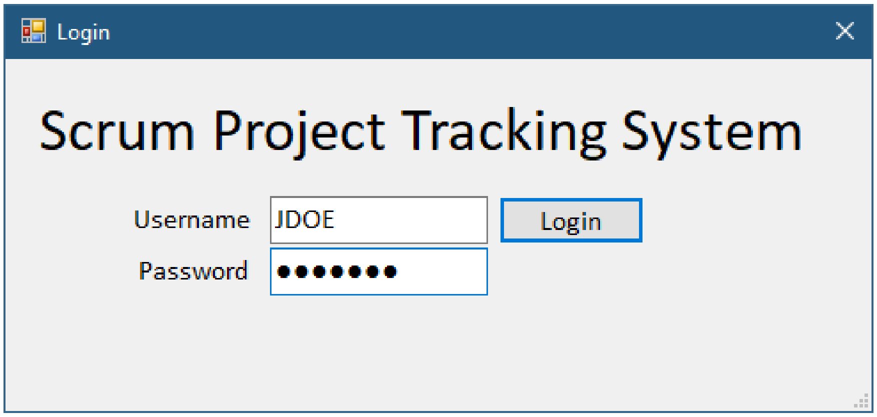
a) Select the **Scrum Project Tracking System** icon on the Windows desktop.
b) Select the **Scrum Project Tracking System** entry in the Windows start menu

Logging Into the Application

In order to access the Scrum Project Tracking System, you must be granted access by a system administrator. Please not that usernames and passwords are case sensitive.

After access has been granted, complete the following to login to the application:

1. Enter your assigned Username.
2. Enter your assigned Password.
3. Press the enter key or click the **Login** button.



Workflow Window

Overview

The **Workflow Window** of the Scrum Project Tracking System allows access to all functionality available to the current user.

Functionality is accessed primarily through the menu bar which includes the following options:

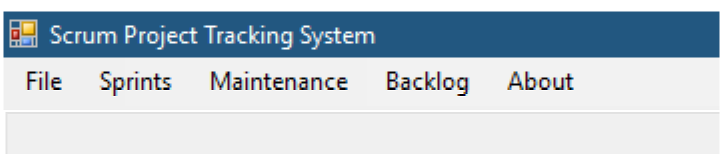
File – provides option to exit the application

Sprints – provides options to view, add, and maintain sprints and sprint tasks

Maintenance – provides options to view, add, and maintain projects, teams, and users (restricted to administrative users)

Backlog – provides options to view, add, and maintain the project backlog

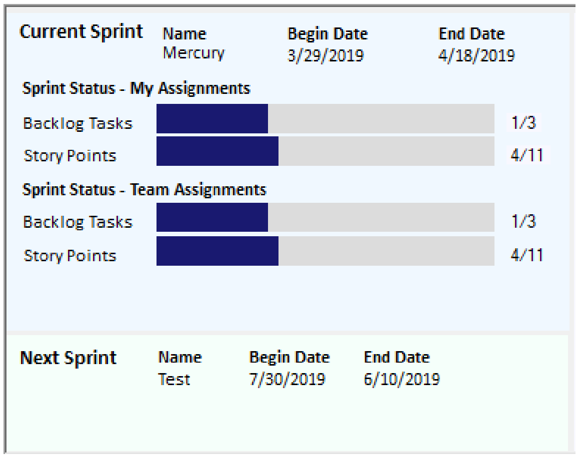
About – displays the current version and other general information about the application



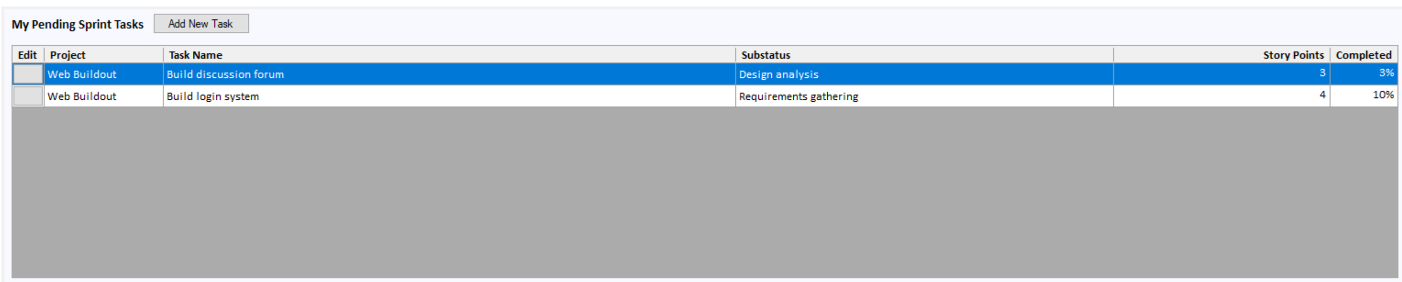
Development Dashboard

The **Development Dashboard** displays general information about the current and upcoming development sprint, including begin and end dates, progress towards completion of tasks in the current sprint, and a list of currently pending sprint tasks.

The dashboard displays at the bottom of the Workflow Window for users configured as development team members.



The **Sprint Progress Pane** displays the number of completed tasks as well as associated story points for the current user as well as their associated development team. In addition, it displays the name and begin and end dates for the current and upcoming sprints.

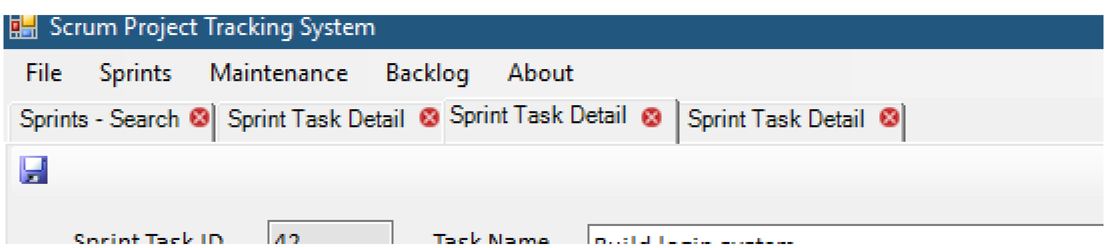


The **My Pending Sprint Tasks** list displays all pending sprint tasks associated with the current user and the current sprint. To view or maintain an existing task, click the button in the **Edit** column to the left of the task.

To add a new task, click the **Add New Task** button.

Workflow Window Interface

Windows accessed within the application are displayed in a tab interface. A user may have up to ten screens open at a time within an instance of the application.

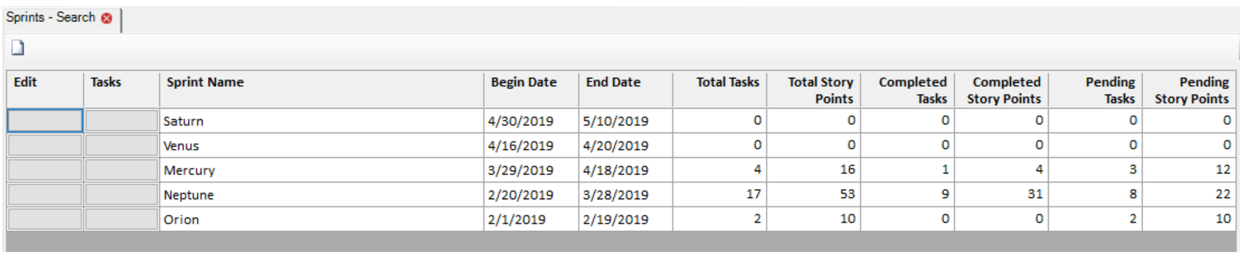


To close a window, click the red close button to the right of the window title.

Sprints

Searching Existing Sprints

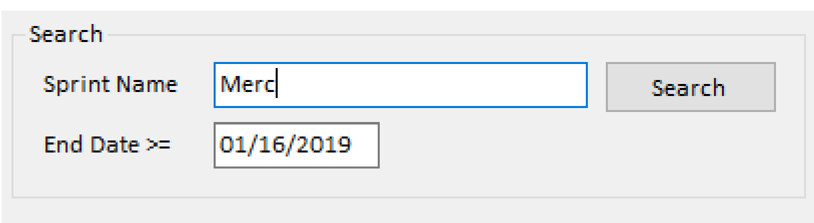
The **Sprints – Search** window displays all development sprints that currently exist in the system along with a count of total, completed, and pending tasks and story points. The window can be accessed from the menu bar by selecting the Sprints > Search option.


Sprints - Search

Edit	Tasks	Sprint Name	Begin Date	End Date	Total Tasks	Total Story Points	Completed Tasks	Completed Story Points	Pending Tasks	Pending Story Points
		Saturn	4/30/2019	5/10/2019	0	0	0	0	0	0
		Venus	4/16/2019	4/20/2019	0	0	0	0	0	0
		Mercury	3/29/2019	4/18/2019	4	16	1	4	3	12
		Neptune	2/20/2019	3/28/2019	17	53	9	31	8	22
		Orion	2/1/2019	2/19/2019	2	10	0	0	2	10

To edit the sprint name, begin date, or end date for an existing sprint, click the button in the **Edit** column to the left of the sprint record.

To display the tasks associated with a sprint, click the button in the **Tasks** column to the left of the sprint record.

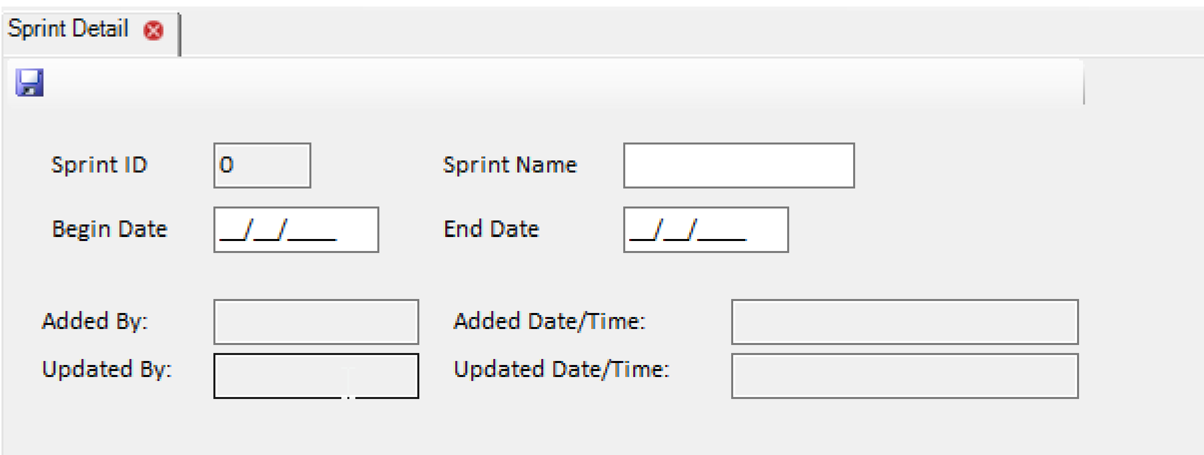


To search within the sprint list, enter a sprint name (partial names are acceptable) and/or specify an end date range and click the **Search** button.

Adding a New Sprint

A new development sprint can be added to the sprint by accessing the **Sprint – Detail** window. This functionality is only available to users in the Scrum Masters group.

To add a new sprint, select the Sprints > Add New Sprint option from the menu bar. After entering the required information, click the **Save** button in the top left of the window to commit the record.



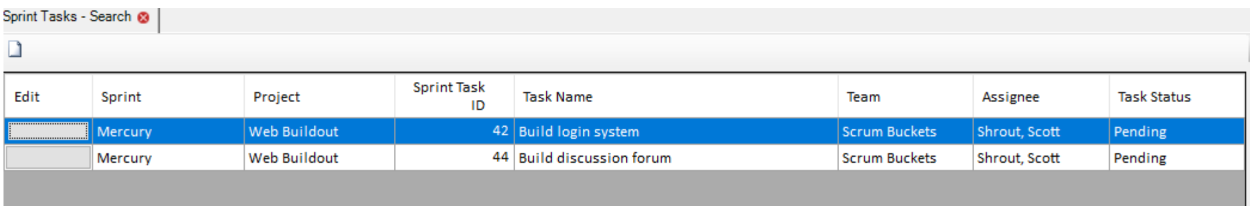
The following fields are found on a sprint record:

Field Name	Description	Required
Sprint ID	An automatically generated identifier associated with the sprint	Yes (generated)
Sprint Name	The name of the development sprint	Yes
Begin Date	The date on which the development sprint begins	Yes
End Date	The date on which the development spring ends	Yes

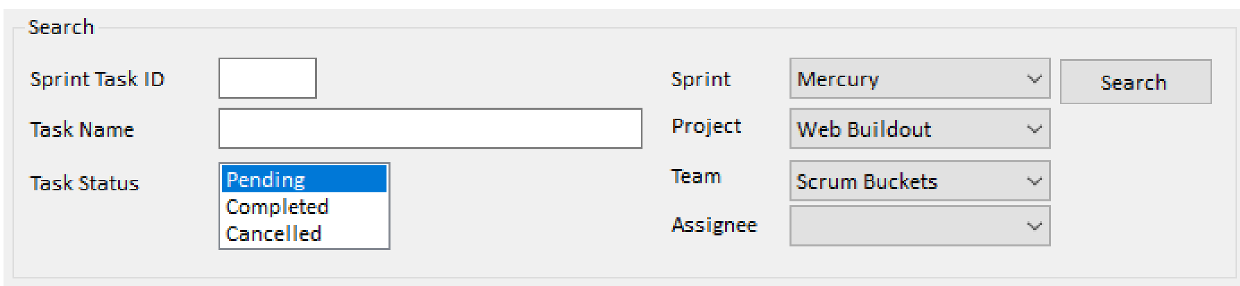
Sprint Tasks

Searching Existing Sprint Tasks

The **Sprint Tasks-Search** window is used to search existing sprint tasks. Sprint tasks can be filtered using various criteria, such as sprint task ID, task name, task status, and the associated sprint, project, team, or assignee. It is accessed from the Sprints > Sprint Tasks > Search option in the menu bar.



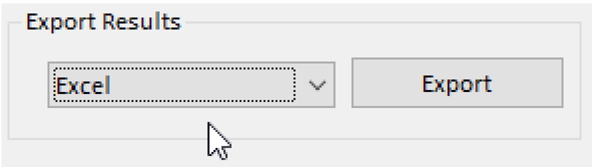
To maintain an existing sprint task, click the **Edit** button to the left of the task record.



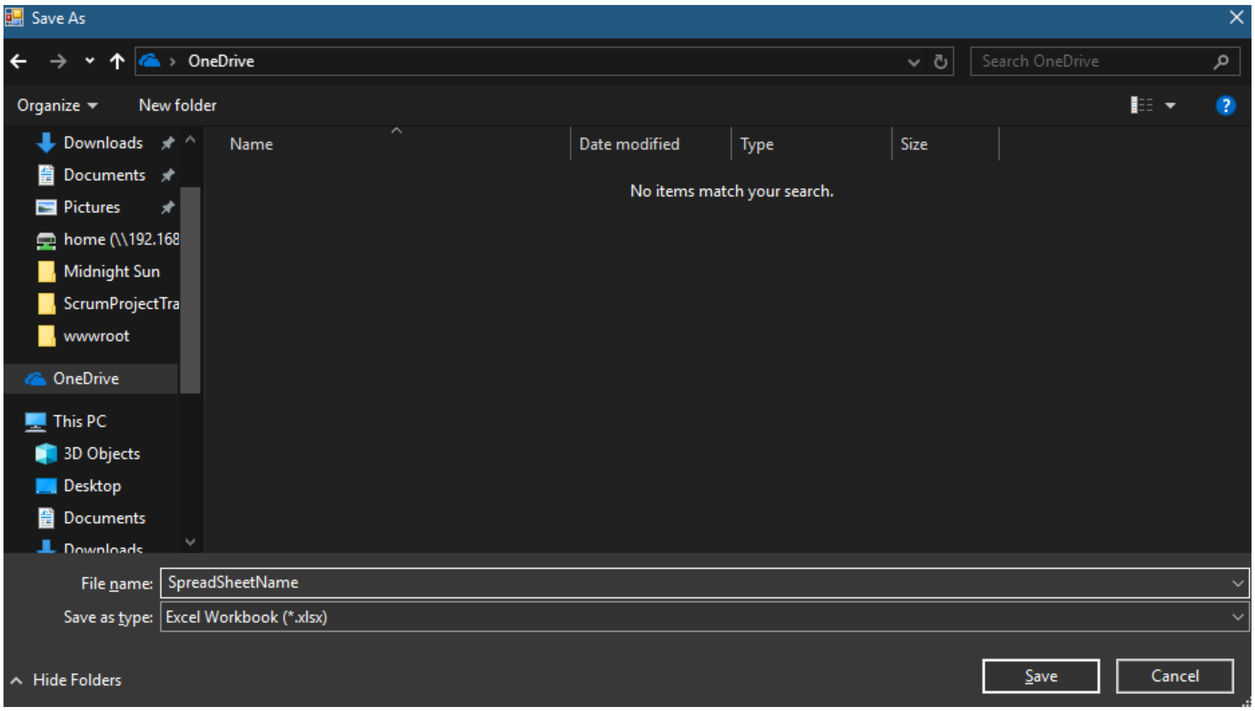
To search for a specific task, enter or select the desired criteria elements in the search pane and click the **Search** button.

Exporting Sprint Task List

A list of sprint tasks displayed on the **Sprint Tasks-Search** window can be exported to PDF or Excel spreadsheet format.



To export the currently displayed list, select Excel or PDF in the Export Results pane and click the **Export** button.



In the Save As dialog, select the desired file location and name and click the **Save** button.

After the file is generated, a window will open displaying the report or spreadsheet.

Excel Format

Sprint	Project	Sprint Task ID	Task Name	Status	Substatus	% Completed	Story Points	Team	Assignee
Mercury	Web Buildout	42	Build login system	Pending	Requirements gathering	10	4	Scrum Buckets	Shrout, Scott
Mercury	Web Buildout	44	Build discussion forum	Pending	Design analysis	3	3	Scrum Buckets	Shrout, Scott

PDF Format

Sprint Tasks Report

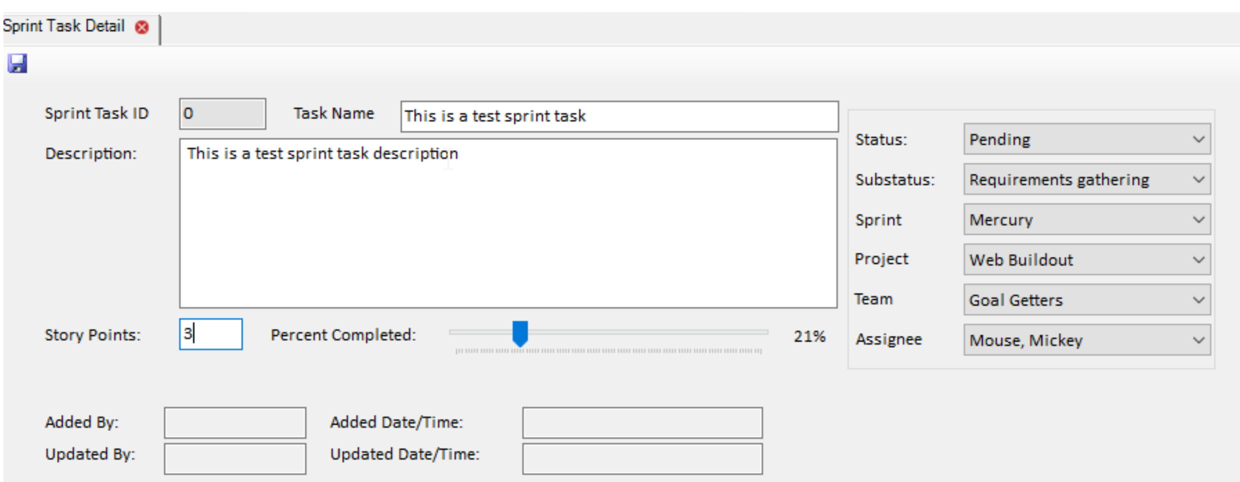
Report Run Date/Time
4/16/2019 10:08:53 PM

Sprint	Project	Sprint Task ID	Task Name	Status Substatus	% Completed	Story Points	Team Name Assignee
Mercury	Web Buildout	42	Build login system	Pending Requirements gathering	10	4	Scrum Buckets Shrout, Scott
Mercury	Web Buildout	44	Build discussion forum	Pending Design analysis	3	3	Scrum Buckets Shrout, Scott

Adding a New Sprint Task

A new development sprint can be added to the sprint by accessing the **Sprint Task – Detail** window. To access the window, select the Sprints > Sprint Tasks > Add New Sprint Task option in the menu bar.

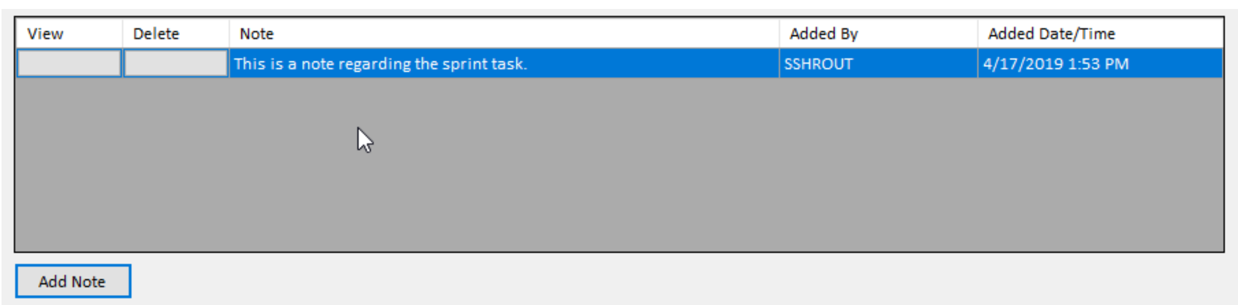
After entering the required information, click the **Save** button in the top left of the window to commit the record.



The following fields are found on a sprint task record:

Field Name	Description	Required
Sprint Task ID	An automatically generated identifier associated with the sprint task	Yes (generated)
Description	A detailed description of the sprint task	Yes
Story Points	The number of story points assigned to the sprint task	No
Percent Completed	An approximation of how much of the task has been completed	Yes
Status	The primary status of the sprint task	Yes
Substatus	The secondary status of the sprint task	Yes
Sprint	The sprint associated with the task	Yes
Project	The project associated with the task	Yes
Team	The development team assigned to the task	Yes
Assignee	The specific development team member assigned to the task	No

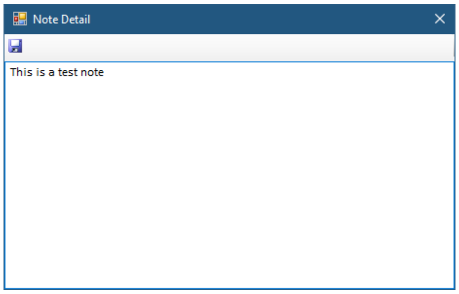
The bottom portion of the Sprint Task – Detail window displays note relevant to the current sprint task.



To view additional text for an existing note, click the button in the **View** column to the left of the note record.

To delete the note record, click the button in the **Delete** column to the left of the note record. You will be prompted to confirm your request.

To add a new note to the sprint task, click the **Add Note** button below the notes list.



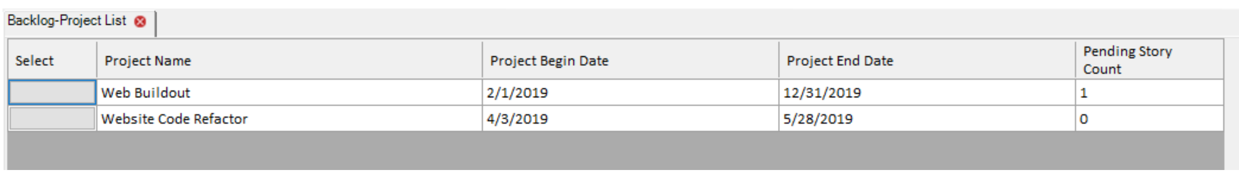
When the Note Detail window appears, enter the desired note text and click the **Save** icon in the top left of the window to commit the note record.

Backlog

Editing/Viewing Existing Stories

The **Backlog-Project List** window is used to locate existing stories for editing and review. It is accessed using the Backlog > Edit/Viewing Existing Stories option on the menu.

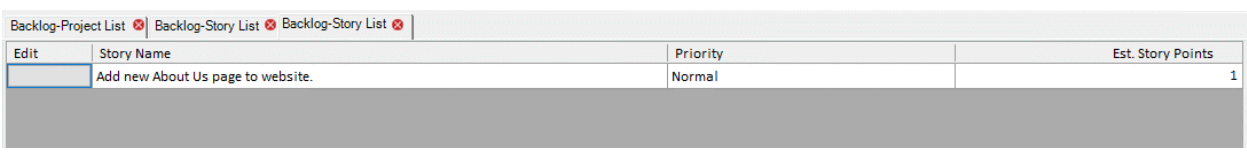
The window displays the list of currently active projects and the current pending story count.



Backlog-Project List

Select	Project Name	Project Begin Date	Project End Date	Pending Story Count
	Web Buildout	2/1/2019	12/31/2019	1
	Website Code Refactor	4/3/2019	5/28/2019	0

To view the stories associated with a project, click the button in the **Select** column to the left of the project record.

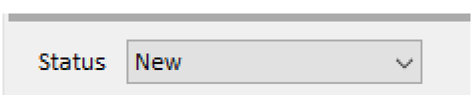


Backlog-Project List | Backlog-Story List | Backlog-Story List

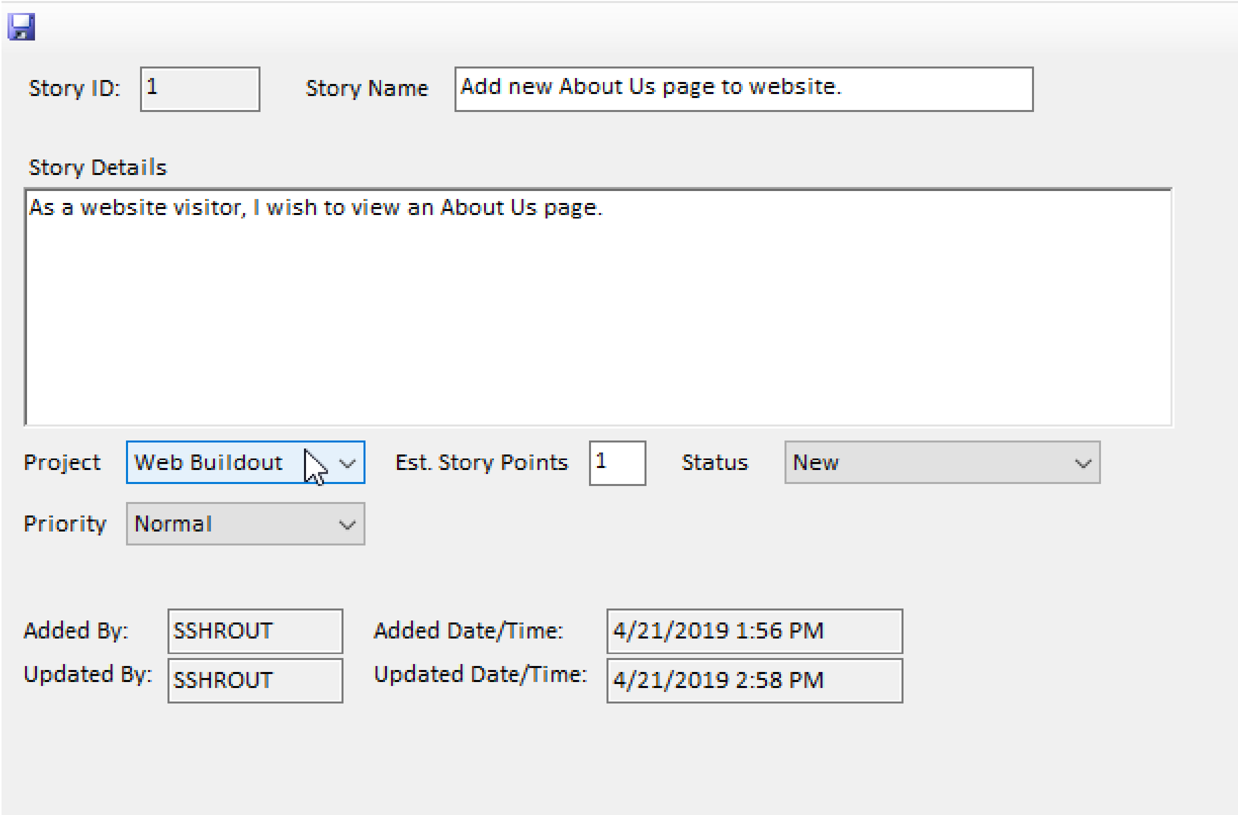
Edit	Story Name	Priority	Est. Story Points
	Add new About Us page to website.	Normal	1

To view/edit an existing story, click the button in the **Edit** column to the left of the story record.

To filter the list of stories by status, select a status in the **Status** dropdown at the bottom of the window.



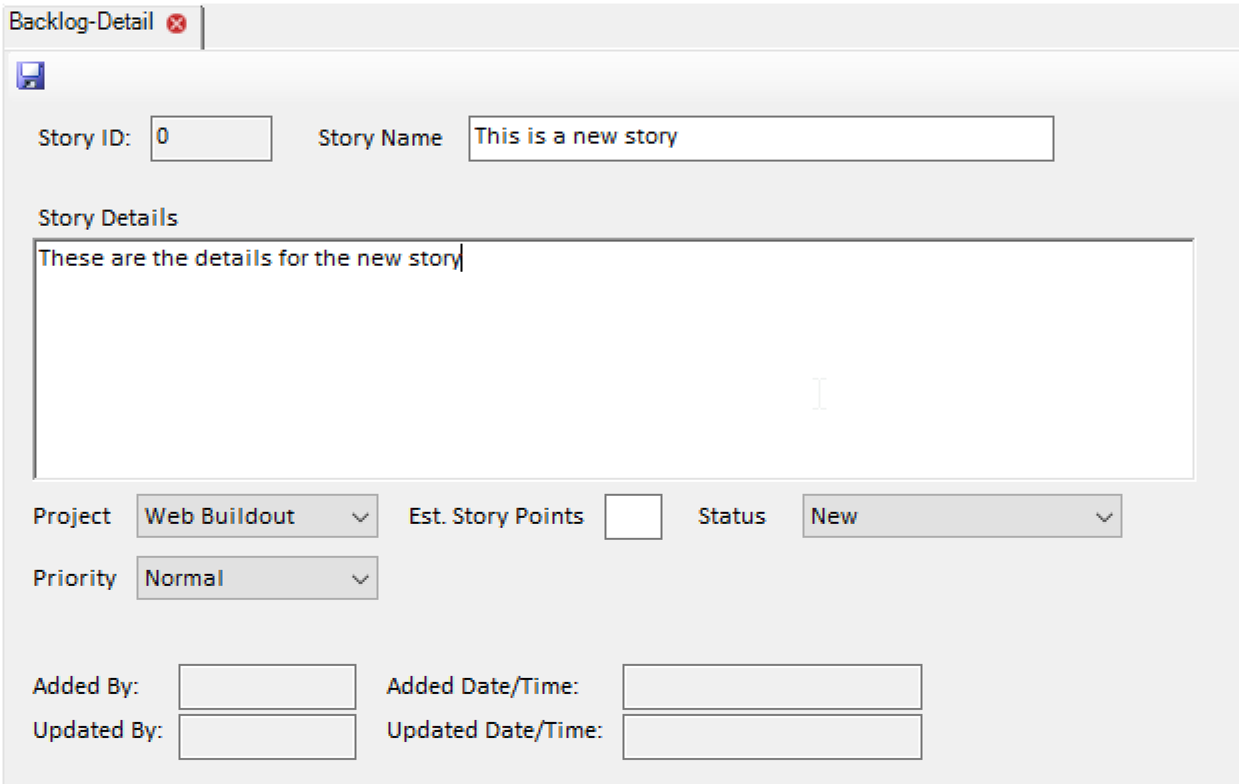
The **Backlog-Detail** window displays the details related to an existing story. To modify the story, update the fields as necessary and click the **Save** icon in the top left of the window.



Adding a New Story

The **Backlog-Detail** window is used to add a new story. It is accessed from the Backlog > Add New Story option in the menu bar.

To add a new story, enter the required fields and click the **Save** button in the top left of the window.



The following fields are found on a story record:

Field Name	Description	Required
Story ID	An automatically generated identifier associated with the story	Yes (generated)
Story Name	A concise title for the story	Yes
Story Details	A detailed description of the expected changes	Yes
Project	The project associated with the story	Yes
Est Story Points	An estimate of the story points (to be completed by Scrum Master)	No
Status	The status of the story	Yes
Priority	An assessment of the current priority of the requested change	Yes

Maintenance

Maintenance functionality TBD