# Scrum Project Tracking System

User Guide

Version 1.0

# 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:

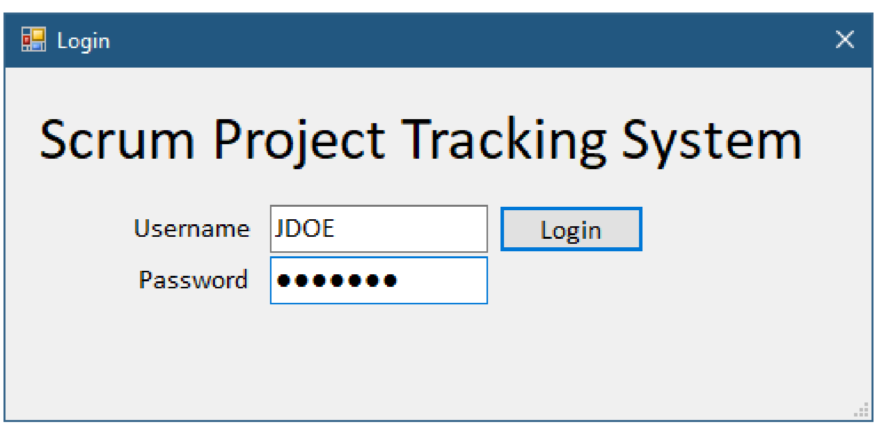
a) Select the **Scrum Project Tracking System** icon on the Windows desktop.
b) Select the **Scrum Project Tracking System** entry in the Windows start menu

## 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:

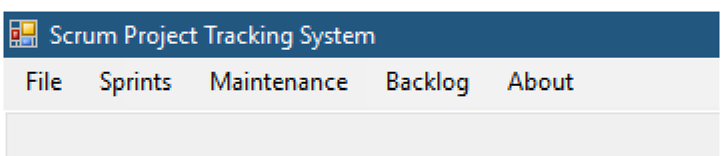
**File** – provides option to exit the application

**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

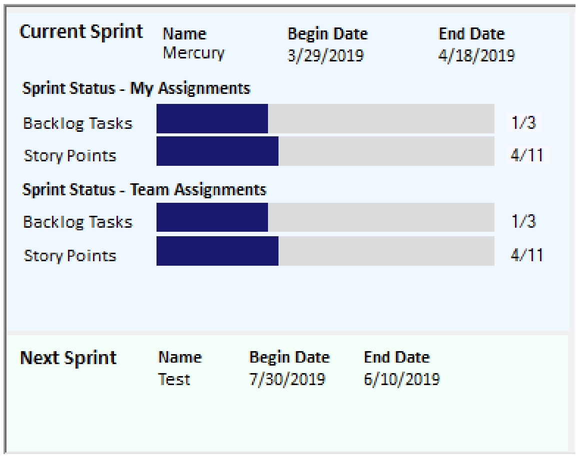
**About** – displays the current version and other general information about the application



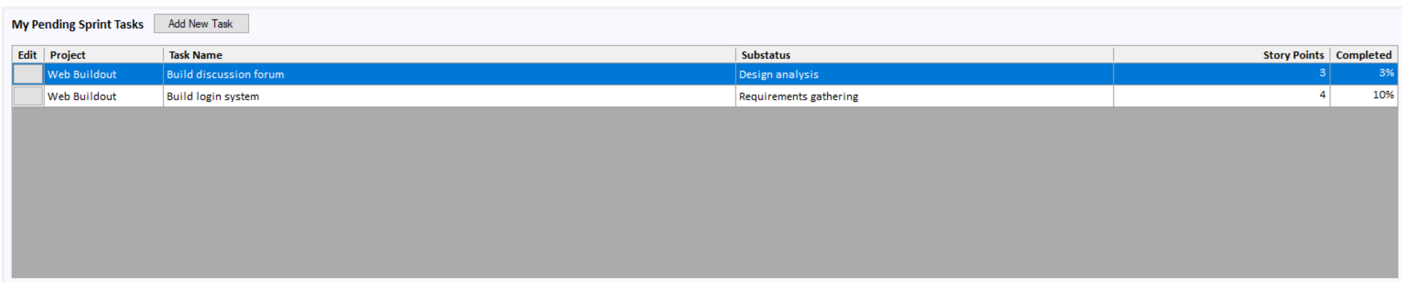

## Development Dashboard

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.

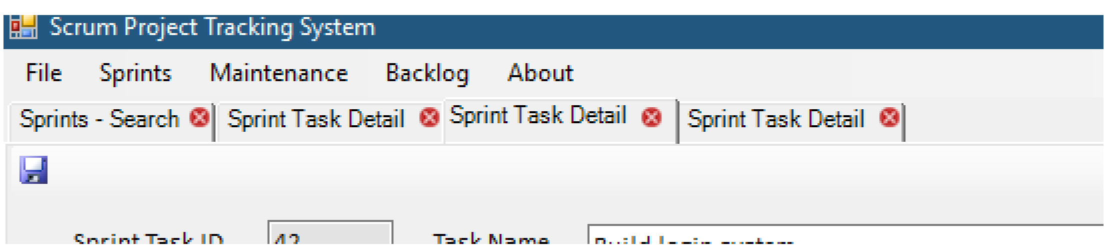



The **My Pending Sprint Tasks** list displays all pending sprint tasks associated with the current user and the current sprint. To view or maintain an existing task, click the button in the **Edit** column to the left of the task.

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.

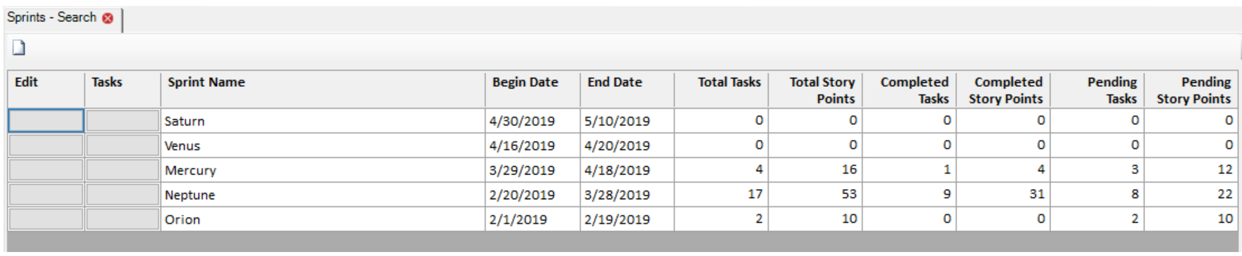



To close a window, click the red close button to the right of the window title.

# Sprints

## Searching Existing Sprints

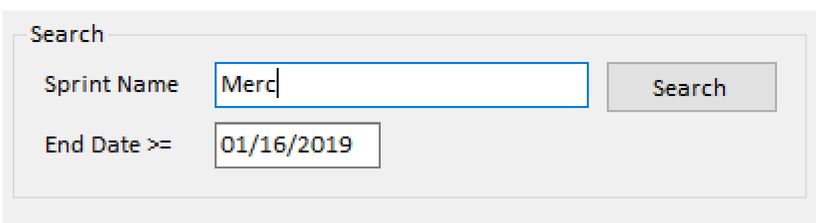
The **Sprints – Search** window displays all development sprints that currently exist in the system along with a count of total, completed, and pending tasks and story points.  The window can be accessed from the menu bar by selecting the Sprints > Search option.




| 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.

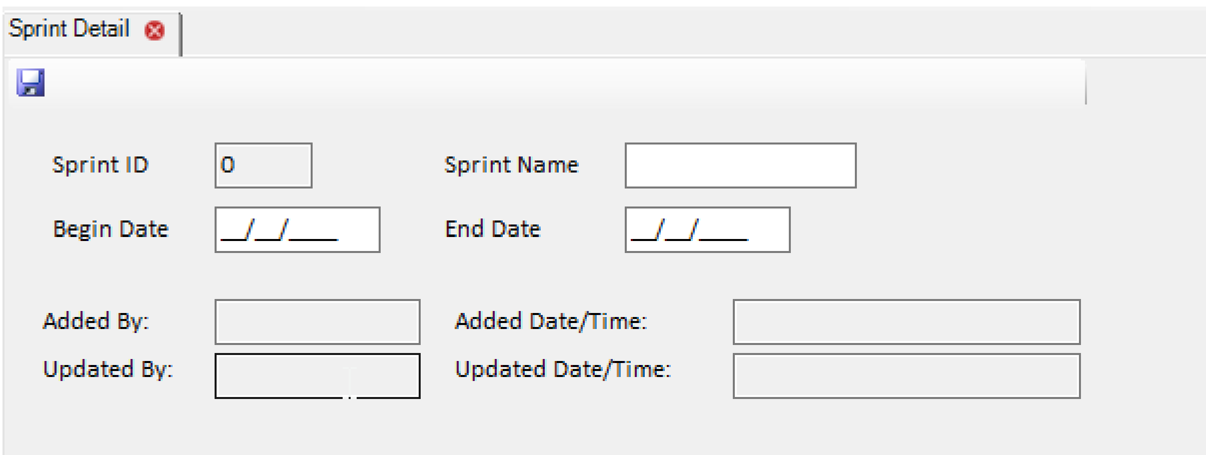



To search within the sprint list, enter a sprint name (partial names are acceptable) and/or specify an end date range and click the **Search** button.

# 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.



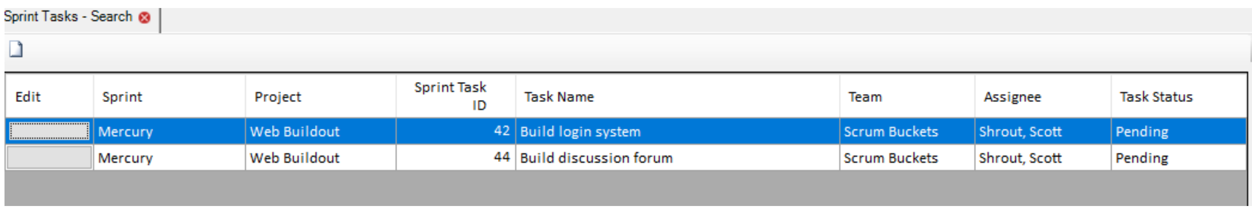

The following fields are found on a sprint record:

| 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 |

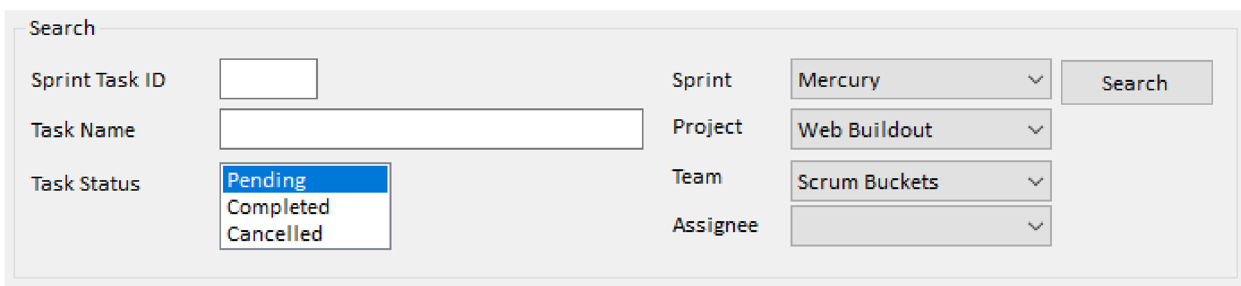
# Sprint Tasks

## 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.



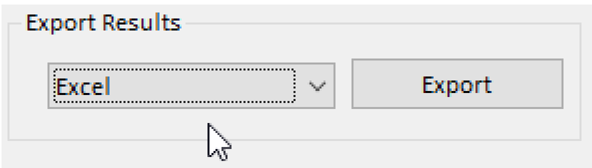

To maintain an existing sprint task, click the **Edit** button to the left of the task record.



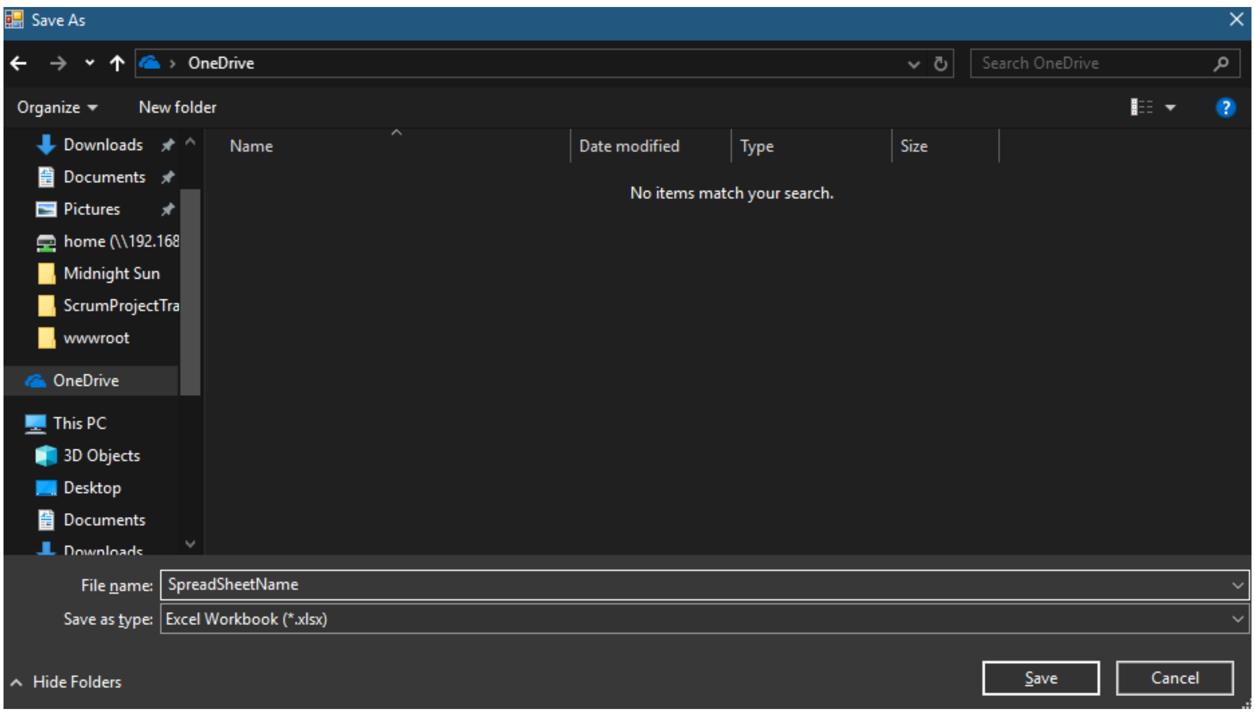

To search for a specific task, enter or select the desired criteria elements in the search pane and click the **Search** button.

# 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

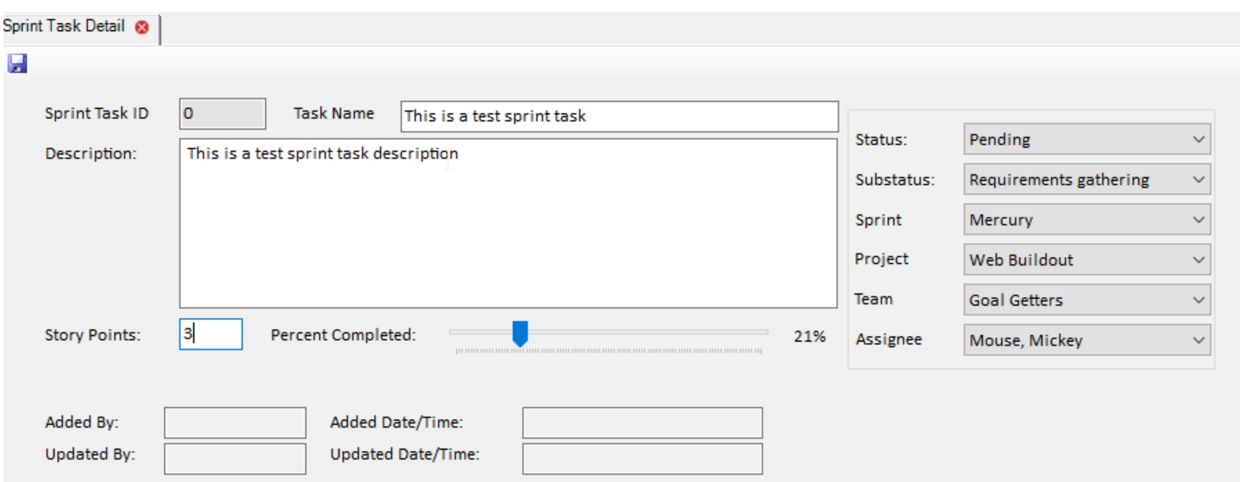
**Report Run Date/Time**
4/16/2019 10:08:53 PM

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

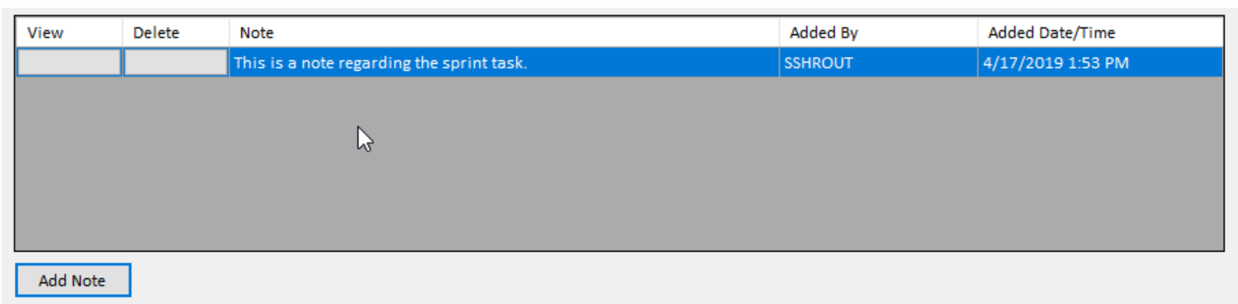
After entering the required information, click the **Save** button in the top left of the window to commit the record.



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 |

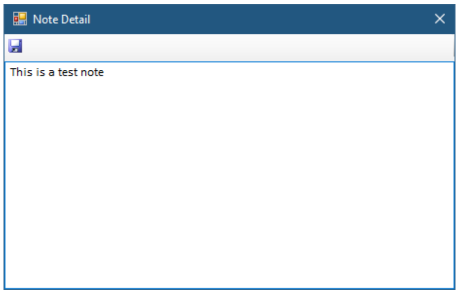
The bottom portion of the Sprint Task – Detail window displays note relevant to the current sprint task.




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.

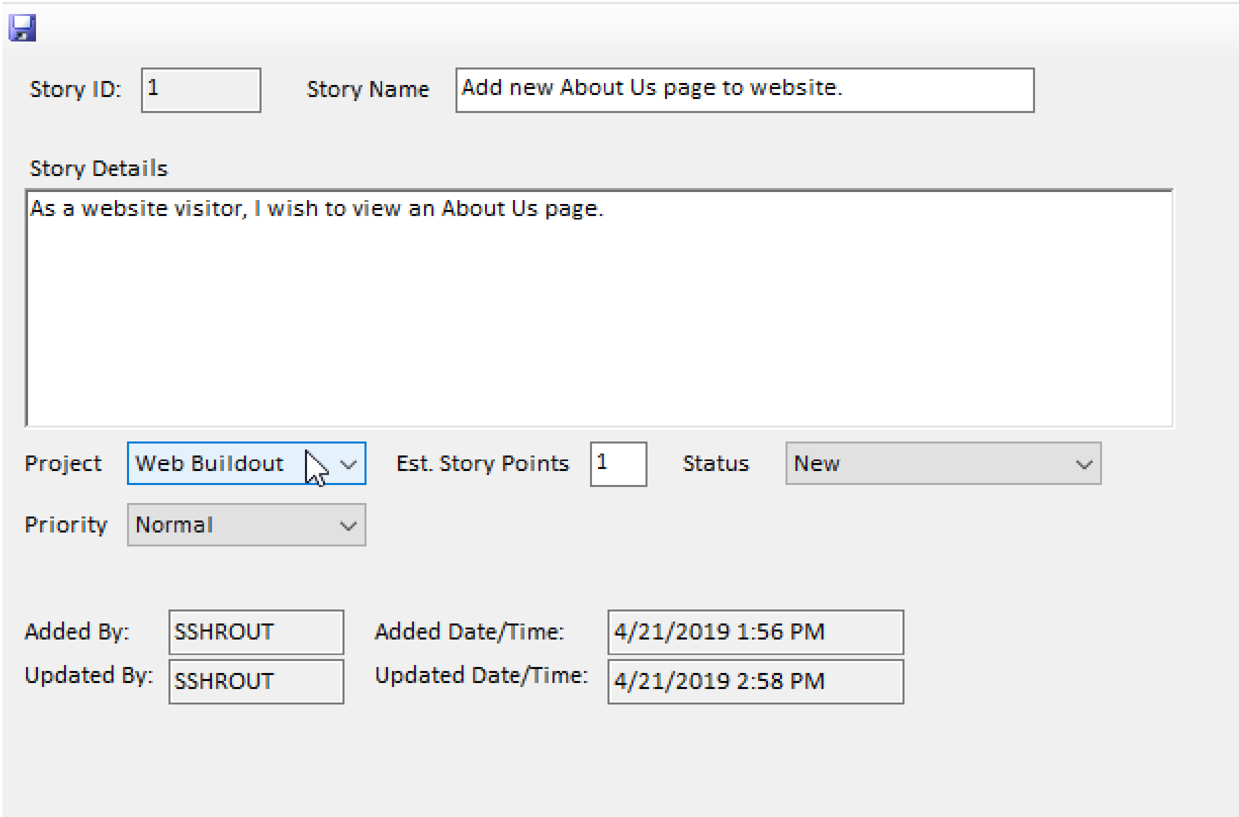
Backlog-Project List | Backlog-Story List | Backlog-Story List

| 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.

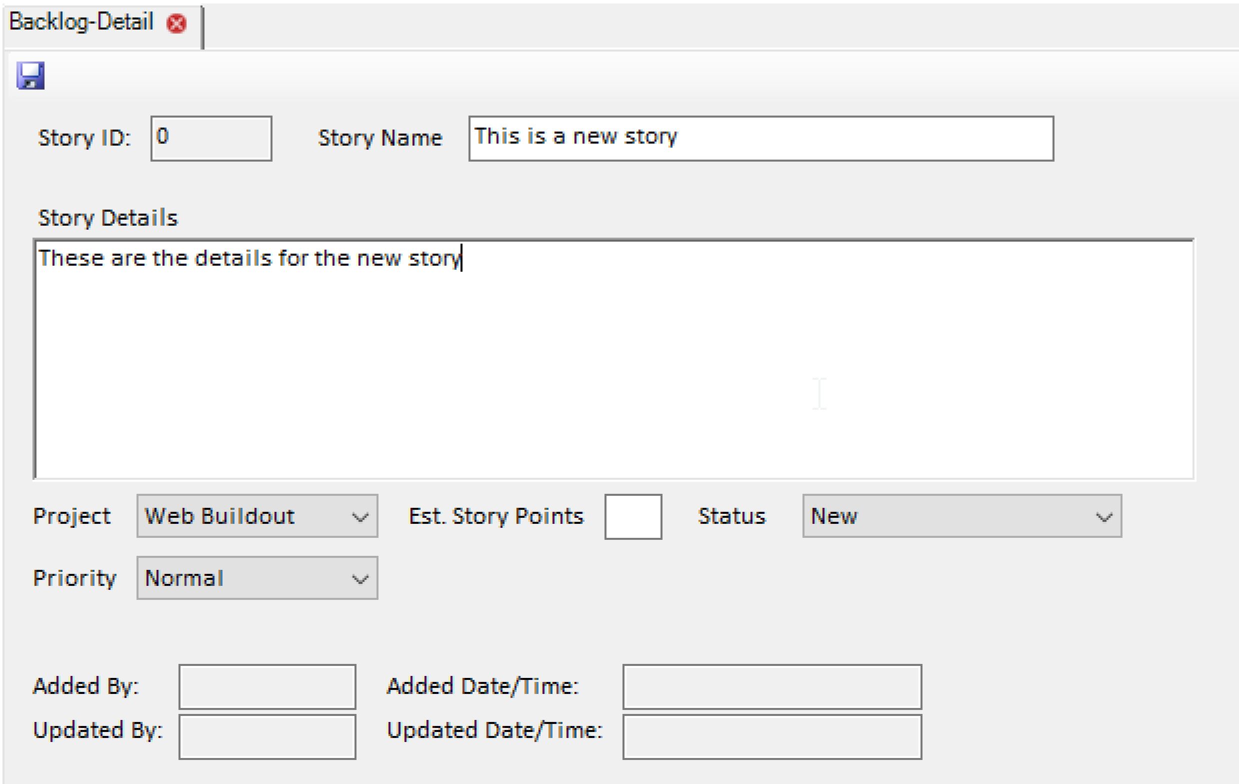

The **Backlog-Detail** window displays the details related to an existing story.  To modify the story, update the fields as necessary and click the **Save** icon in the top left of the window.




# 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