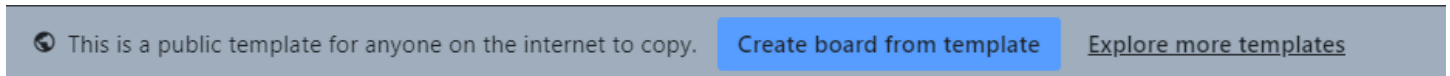# COMP 3613 Tutorial : Project Management

Trello

Trello will be used as the main project management software for the project. Below is the workflow in summary. In this tutorial you can start a trello board for continued work on your assignment 2 project.
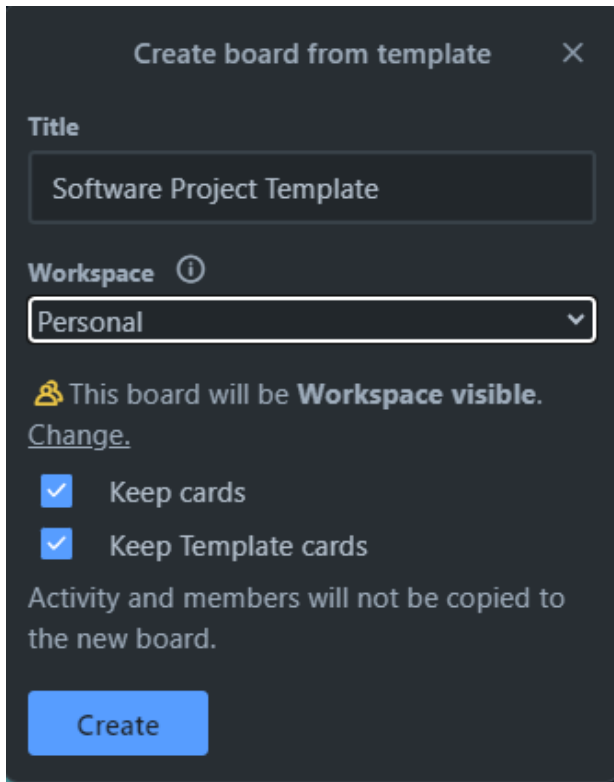
1. **Backlog:**
    a. Tasks must be numbered
    b. Initial high level definition of the task
    c. Tasks should be organized to the following labels; Implementation, Design, Fixes, Misc
2. **In Progress:**
    a. Before moving into progress 1 team member must be assigned note: **1 member per task.**
    b. Sub tasks checklists, acceptance tests and deliverables should be defined
    c. A branch should be named including the task name and number
3. **Blocked:** Optional should a task be paused due needing some other work done first, it should be placed in blocked with comment linking to the new tasks detailing the said other work.
4. **Review:**
    a. Before moving into review, **the relevant deliverable/artefact** should be attached to the tasks documents/images for diagram
    b. Pull request is made from the corresponding branch
    c. Implementation/fixes should have the github pull request link
    d. Design should have screenshots/ documents linked.
5. **Completed:** When a member other than the assignee verifies the tasks deliverables it can be moved to completed.

Populating the Backlog

First create a copy of the template Trello Board Template click on the button shown at the board.

> This is a public template for anyone on the internet to copy.   **Create board from template**   Explore more templates

Be sure to keep the sample cards.

Create board from template   ✕

Title

Software Project Template

Workspace ⓘ

Personal ⌄

👤 This board will be **Workspace visible.**
Change.

☑ Keep cards

☑ Keep Template cards

Activity and members will not be copied to the new board.

Create

In your backlog create tasks for the completion of your project. You can create tasks from a corresponding template. Click on an implementation task.

Product Backlog (Todo)   •••

Implementation Task

🖾 This card is a template.
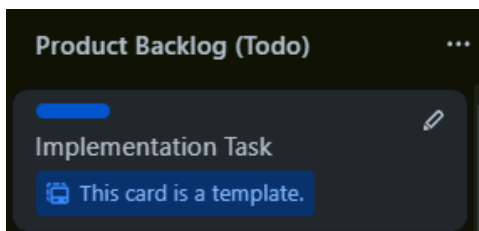
Then create a task by clicking on the create card button.

🪪 **This is a Template card.**   ⊞ Create card from template   ✕

Create a task to customize the home page from the default FLASK MVC.

Create the task below:

This is a Template card.   Create card from template   ✕

Setup Welcome Page
in list Product Backlog (Todo)

Labels   **Notifications**

Implementation +   👁 Watch

Add to template

👤 Members

◇ Labels

☰ **Description**   Edit

☑ Checklist

Change the default welcome page

📎 Attachment

☑ **Subtasks**   Delete

🖥 Cover

0% ─────────────────────────────

🗂 Custom Fields

☐ update index.html with project title instead of flask mvc

☐ link PR in card and move to review

Power-Ups

🅰 Google Drive

Add an item

+ Add Power-Ups

☑ **User Acceptance Tests**   Delete

Automation ⓘ

0% ─────────────────────────────

+ Add button

☐ Should show project name in header of page

Actions

Add an item

→ Move

📑 Copy

☷ **Activity**   Hide Details

🖥 Template ✓

Aa∨ B I ⋯ ☰∨ 🔗 🖼 +∨   📎 ?

🗄 Hide from list

Write a comment...

— Delete

Save   ■ Watch

◁ Share

Note every task should have a deliverable attached to it before it can be moved to review.

Sprint Process

The project will be done in weekly sprints. The main goal of the project is the focus of how the team can effectively plan their time and execute as planned.

1. **Initial Project Planning Meeting**: The team decides on the high level features to be worked on for the entire project and populates the product backlog
2. **Sprint planning:** Team Decides which items from the product backlog should be taken into the sprint backlog to be done in the upcoming sprint.
3. **Sprint review:** Between the sprint planning and review tasks would be worked on, reviewed and moved to completion. When the team meets for sprint review, the team goes over the state of the tasks pursued in the last sprint. Tasks may be still in progress, or to be reviewed or completed.The team reflects on the sprint paying attention to their productivity rate and makes suggestions for improvement.
4. **Next Sprint Planning:** Uncompleted tasks should be moved into the next sprint, product backlog may be refined if new tasks need to be introduced, sprint backlog for the next sprint is updated.

Exercise

For the rest of the tutorial simulate a very brief spring on a task this includes (work in groups):
1. Defining an implementation task on the product backlog.
2. Moving it into sprint backlog to signify that is in progress
3. Performing the task by making your implementation on a branch.
4. Move the task into review by completing your implementation and linking the pull request link to the task
5. Having another remember review the PR accepting and moving the task to completion.