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| **ACTIVITY 1: PROJECT MANAGEMENT PRINCIPLES** |
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| Using the link below for reference, describe why the following principles can have a positive impact on projects:   * [The 7 Principles, Themes and Processes of Prince2](https://www.prince2.com/uk/blog/the-7-principles-themes-and-processes-of-prince2)   **Principle: Manage by steps**  This can have a positive impact on projects as difficult tasks are better off broken into manageable chunks, or management stages. Dividing a project into stages helps to organize and control your project leading it safely to the specified goal.  **Principle: Manage by exception**  A project running well doesn’t need a lot of intervention from managers. The project board is only informed if there is or might be a problem. This can have a positive impact on projects as it saves time as managers only have to deal with exceptional matters, it focuses attention on major problems leading to better utilisation of managerial talents and energy.  **Principle: Focus on Products**  Everyone should know ahead of time what’s expected of the product. Product requirements determine work activity, not the other way around. This can have a positive impact on projects as all stakeholders will have a clear idea of what to expect. This can prevent many unnecessary meetings, time delays, unnecessary new requirements, misunderstanding of the quality required and additional costs. |

| **ACTIVITY 2: SCRUM** |
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| Read the following information about Scrum and participate in the classroom discussion:  **Scrum: A Beginner’s Guide**  **Overview**  Scrum is an Agile framework for project managers to outline their development process. It focuses on the management of scrum tasks inside a team-based environment.  The Scrum model ensures that work must be done in an iterative way in the form of sprints. Every sprint starts with a short meeting and ends with a feedback.  **Basic Scrum Terminology**  You should be aware of some of the essential terms used in Agile Project Management. They are as under:  **Scrum Master:**  The ScrumMaster is a moderator between the team and the owner of the product. Instead of working in a team, the Scrum Master is responsible for assisting both the team and the product owner.  **Product Owner:**  Product owner is an individual that has the final authority to represent the interests of the customer’s backlog prioritization and requirements questions  **Sprint:**  A sprint is a 30-days, iterative, and well-focused working of team members towards a sprint goal.  **Team Member:**  A team member is the one who works on sprints to accomplish sprint goals. Generally, the team consists of 5-9 members.  **Sprint Planning:**  It is a negotiable meeting between the team members and the product owner to decide what the team shall work on in the next sprint.  **Daily Scrum:**  It is a regular 15 minutes meeting during which each team member explains about the work they did yesterday, what will they do today or discuss any issue, occurring during the work.  **Backlog:**  The product backlog is a consistently prioritized to-do list. This list includes both non-functional and functional needs of the customer and the technical team.  **Workings of Scrum**  Here is a list of the key process that must be followed while using Scrum Methodology.  **Planning Meeting:**  The planning meeting is the initiation point of scrum methodology. In this meeting, the entire technical team, scrum master, and product owner assembled to brainstorm on the selected user story from the product backlog.  Based on the conclusion, the team carefully observes the complexity of the backlog and decides if it should be their sprint goal.  **Work Progress:**  It is mandatory for the scrum group to complete their sprint on time with speed and accuracy. The group works on stories until they reach the sprint goal. Every story is arranged, with a step-by-step guide, in such a way that it’s easy for the team to know how the development is progressing.  **Daily and Sprint Review Meeting:**  In daily stand-up meetings, each team member tells about three things.   * What did he do the previous day? * What tasks will he do today? * Tells about if there is any issue stopping him from completing their tasks for the day.   Whereas, in sprint review meetings, the team illustrates the working of the product delivered to the product owner and everyone else who is interested. This meeting includes the live demonstration of the product, not the report.  The product owner can cross check the stories according to the acceptance criteria.  **Retrospective Meeting:**  Review Meeting is followed by Retrospective Meeting, in which the scrum team discusses the following points:   * The success of the sprint. * Any flaws occur while working on that sprint. * Lessons Learnt. * Significant backlogs to be acted upon as soon as possible. * Exactly what went well in the sprint.   Source: Project-Management.com, [The Beginner’s Guide to Scrum and Agile Project Management](https://project-management.com/the-beginners-guide-to-scrum-and-agile-project-management/) |

Key personalities within the scrum technique.

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* Tells about if there is any issue stopping him from completing their tasks for the day.

Advantages

Scrum can help teams complete project deliverables quickly and efficiently

Scrum ensures effective use of time and money

Large projects are divided into easily manageable sprints

Developments are coded and tested during the sprint review

Works well for fast-moving development projects

The team gets clear visibility through scrum meetings

Scrum, being agile, adopts feedback from customers and stakeholders

Short sprints enable changes based on feedback a lot more easily

The individual effort of each team member is visible during daily scrum meetings

Disadvantages

Scrum often leads to scope creep, due to the lack of a definite end-date

The chances of project failure are high if individuals aren't very committed or cooperative

Adopting the Scrum framework in large teams is challenging

The framework can be successful only with experienced team members

Daily meetings sometimes frustrate team members

If any team member leaves in the middle of a project, it can have a huge negative impact on the project

Quality is hard to implement until the team goes through an aggressive testing process

| **ACTIVITY 3: USING TRELLO TO PROJECT MANAGE** |
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| In this activity you will be provided instructions to sign up to Trello and create a simple project board.  **Signing Up:**   1. Go to [www.trello.com](http://www.trello.com) and sign up for an account (requires email / Google / Microsoft / Apple account) 2. Give your team a suitable name (e.g. Dan’s Team) 3. In the Choose your team type dropdown box select **Operations**. 4. Click **Continue**. 5. In the screen that shows the different subscription options select the **Start without Business Class** button. 6. Click on the **Let’s go!** Button. 7. In the **Let’s make Trello work for you** page click on the **2 Add a board to your team** option. 8. Call the board: **House Project** and click **Create Board**. 9. The **House Project** board will now load.   **Building a Project:**  You are taking on a large DIY project at home and have the following tasks to complete in various rooms in your house.  **Strip living room wallpaper Reseal bathtub Remove living room carpet**  **Lay kitchen flooring Lay living room flooring Paint bathroom**  **Trim hedges Clear garage Paint bedroom**  **Paint living room Remove bedroom carpet Hang kitchen blinds**  **Lay bedroom carpet Build TV cabinet Build bedroom wardrobe**  Add the above tasks in your **To Do** list. When you have added all the above tasks, take a screenshot and paste below:    **Sorting Tasks:**  2 weeks have passed since you began your DIY project and you are happy to say that you have completed all **bathroom tasks** and are now working on the **bedroom**.  Update your Trello board to reflect this.  Take a screenshot and paste below:    **Rearranging Tasks:**  You have now completed all tasks in your project and would like to rearrange them by each room you worked on.  Using the **Add another list** option and renaming the current title options, arrange your Trello board in to the following sections:   * Living room * Kitchen * Bathroom * Bedroom * Outdoor and garage   Take a screenshot and paste below: |