**\* Days between two sprints to compensate for extra time needed to complete the previous sprint.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Breakdown Structure Dictionary** | | | | | | |
| **Level** | **WBS Code** | **WBS Title** | **Definition** | **Work Estimation** | **Start Date** | **Finish Date** |
| **1** | **1.** | **Initial Deliverables** | **All Initiation and Planning activities/tasks** |  | **06/04/2016** | **15/04/2016** |
| **2** | **1.1.** | **Initiation Sprint** | **The work of initiating the project** |  | **06/04/2016** | **09/04/2016** |
| 3 | 1.1.1. | Create Team Contract | Creating a team contract to document the agreements made by the project team | 2 | 06/04/2016 | 09/04/2016 |
| 4 | 1.1.1.1. | Establish Communication  Plan | The agreement of the method and frequency of communication |  | 06/04/2016 | 07/04/2016 |
| 4 | 1.1.1.2. | Roles Allocation | Assignment of  roles and responsibilities to each team member. |  | 07/04/2016 | 08/04/2016 |
| 4 | 1.1.1.3. | Decision Making Process | Establishing the process of handling disputes and agreements of decision making |  | 08/04/2016 | 09/04/2016 |
| **2** | **1.2.** | **Planning Sprint** | **The work of planning the project** |  | **09/04/2016** | **13/04/2016** |
| 3 |  | Select Case Study | Discuss the case studies and select an appropriate study for our Wiki | 1 |  |  |
| 3 |  | Construct Work Breakdown  Structure | Lists the set of tasks that will be performed throughout the project | 5 |  |  |
| 4 |  | Time-box tasks | Estimating the start date and finishing date of each task |  |  |  |
| 4 |  | Estimate efforts of tasks | Estimating the effort needed to do a task |  |  |  |
| 3 |  | Work Approach & Practices | Describing the approach and practices used during the duration of the project | 4 |  |  |
| **1** | **2.** | **Final Deliverables** | **The final milestone of the project. This covers the development process of the product.** |  | **16/04/2016** | **27/05/2016** |
| **2** | **2.1.** | **Execution Sprint 1** | **A set of tasks for the first sprint** |  | **16/04/2016** | **25/04/2016** |
| 3 |  | Construct Recommendation  Wiki | Introduces the case study project and context. Makes recommendations in terms of a suitable project approaches for the case study | 8 | 16/04/2016 | 25/04/2016 |
| **2** | **2.2.** | **Execution Sprint 2** | **A set of tasks for the second sprint** |  | **27/04/2016** | **06/05/2016** |
| 3 |  | Prepare Project Practice  Guide | Identify and describe the recommended practice for the case study | 3 | 27/04/2016 | 01/05/2016 |
| 3 |  | Prepare Project Tool Guide | Identify and describe the tools that support the recommended processes and practice. | 2 | 01/05/2016 | 06/05/2016 |
| **2** | **2.3.** | **Execution Sprint 3** | **A set of tasks for the third sprint** |  | **09/05/2016** | **18/05/2016** |
| 3 |  | Prepare Learning Packages | Prepare a practice or tool learning package to help the case study team upskill on using the recommended practice/tool | 7 |  |  |
| **2** | **2.2.** | **Monitoring and Control** | **The work for monitoring and controlling the process of developing the product** |  | **16/04/2016** | **25/05/2016** |
| 3 |  | Evidence of Development  Process | Provide evidence to show development process | 3 |  |  |
| 4 |  | Provide Collaboration  Evidence | Provide evidence to show integration of works done by the team members |  |  |  |
| 4 |  | Provide Planning and  Tracking Evidence | Provide evidence to show a baseline and actual recordings of the team’s progress |  |  |  |
| 4 |  | Provide Version Control  Evidence | Provide evidence to show maintenance of version control |  |  |  |
| 4 |  | Provide Quality Assurance       Evidence | Provide evidence to show quality assurance of our project |  |  |  |
| **2** | **2.3.** | **Closing Sprint** | **The work in relation to closing the project** |  | **21/05/2016** | **25/05/2016** |
| 3 |  | Prepare Team  Retrospective | Prepare a reflection on the practice used throughout the duration of the project | 2 |  |  |
| 3 |  | Integrate Individual  Retrospective | Prepare individual reflections for each team member’s contribution towards the project | 2 |  |  |
| 3 |  | Prepare Executive  Summary Presentation | Prepare a presentation slide to provide a summary of the of the case study and the recommendations for their project | 3 |  |  |

**Appendix**

1. **Initial Deliverables**
   1. **Initiation Sprint**
      1. Prepare Team Agreement
         1. Discuss Communication plan
         2. Assign Team Roles
         3. Discuss Decision making processes
   2. **Planning Sprint**
      1. Prepare Work Breakdown Structure
         1. Construct a Time-box for Tasks
         2. Estimate Task Efforts
      2. Prepare Work Approach
2. **Final Deliverables**
   1. Execution Sprint
      1. Prepare Recommendations Report
         1. Introduce case study project
         2. Recommend suitable project approach
      2. Prepare Project Practice Guide
      3. Prepare Project Tool Guide
      4. Prepare Learning Packages
         1. Prepare Practice Learning Package
         2. Prepare Tool Learning Package
   2. **Monitoring and Control**
      1. Prepare Evidence of Development Process
         1. Provide collaboration evidence
         2. Provide planning and tracking evidence
         3. Provide version control evidence
         4. Provide quality assurance evidence
   3. **Closing Sprint**
      1. Prepare Executive Summary
      2. Prepare Team Retrospective
      3. Prepare Individual Retrospective