SSW 555 Agile Methods for Software Development

How to Use the Project Sprint Report (TeamXXReport.xlsx)

The Project Sprint Report is a spreadsheet file with several worksheets:

- **Team**: information about the team members
- **Backlog**: information about user stories planned or completed
- **Burndown**: visual representation of work to be completed and velocity
- **Sprint1**: user stories and tasks to be performed in Sprint 1
- **Sprint2**: user stories and tasks to be performed in Sprint 2
- **Sprint3**: user stories and tasks to be performed in Sprint 3
- **Sprint4**: user stories and tasks to be performed in Sprint 4
- **Stories**: master list of user stories for course

The report summarizes the status of your team project as it progresses through the term. There are some examples shown in the first four sheets to give you an idea of how data is recorded and calculated. You will replace these examples and complete the other sheets with your own team's data.

This document describes the first five times that the report is updated:

1. Initial setup (due for Project 03)

2. At the Sprint 1 Planning Meeting (due for Project 03)

3. During Execution of Sprint 1

4. At the Sprint 1 Review Meeting (due for Project 04)

5. At the Sprint 2 Planning Meeting (due for Project 04)

You will continue to update the report at each sprint planning meeting and each sprint review meeting.

1. Initial Setup (due for Project 03):

1. Rename the report file, replacing "XX" with your team name (the first names of team members ordered alphabetically).

2. On the Team sheet replace the examples with the correct information for your team members. Be sure to include the name of the GitHub public repository for your team. The instructor needs this to review your source code.

2. At the Sprint 1 Planning Meeting (due for Project 03):

1. On the Backlog sheet replace the example user stories with those that your team has chosen for the project. Assign an owner to each story chosen for the first sprint. If you want, you may also assign sprints to the remaining stories.

2. On the Burndown sheet clear out the data. Fill in the total number of user stories as the number remaining on the starting date. You will add more data to this table as the term progresses.

3. On the **Sprint1** sheet replace the example user stories and tasks with the chosen user stories for the first sprint. You may add additional tasks as appropriate.

3. During Execution of Sprint 1:

1. On the **Sprint1** sheet record actual size and effort for user stories are they are completed. Enter the new status (Done) and record the date completed. You may also update information about tasks here.

2. Update the **Sprint1** sheet to identify the file, function name, and lines within the source code file for the implementation of each user story. E.g. user story US03 is implemented in the file `gedcom.py` in function `us03_birth_b4_death` on lines 33-36.

3. Update the **Sprint1** sheet to identify the file, function name, and lines within the source code file for the automated test of each user story, E.g. the automated test for user story US03 is implemented in the file `test03.py` in function `test_us03` on lines 15-23.

4. Update the status of completed stories in the Backlog sheet.

4. At the Sprint 1 Review Meeting (due for Project 04):

1. On the Burndown sheet enter the new count of remaining stories and fill in the velocity data.

2. On the Sprint1 sheet add the things to continue or avoid at the end of the sheet (replacing the silly examples).

5. At the Sprint 2 Planning Meeting (due for Project 04):

1. On the **Backlog** sheet review and revise the user stories as appropriate. Select the stories you will complete during the second sprint. Be sure to assign each story to a team member and to record estimates of size and effort.

2. On the **Sprint2** sheet copy the data about planned user stories for the sprint and add task information as appropriate.

Follow the same process for Sprint 3 and Sprint 4.