

Dear Stakeholder,

Please find attached the project schedule and critical path for the Enviro 365 e-commerce platform that was built and implemented on the 5<sup>th</sup> of July 2024. The spreadsheet has three tabs, one for the schedule, the critical path and the Risk matrix conducted and maintained throughout the project.

The project start date was the 1<sup>st</sup> of April 2024 with a 3 months duration. The project took 14 weeks to complete with deployment on the 5<sup>th</sup> of July 2024.

In managing our e-commerce platform build, we leveraged Agile Scrum ceremonies to ensure effective project management and collaboration. Here's how each ceremony was utilized and its impact on the project,

### **1. Sprint Planning**

**Purpose:** At the beginning of each sprint, we prioritized features and tasks from the backlog refined by the product owner based on customer needs and business priorities. This allowed us to focus our efforts on delivering the most valuable functionality first.

**Outcome:** Clear sprint goals were set, ensuring alignment across the team on what would be accomplished. This process helped us maintain a steady pace of development and adapt to changing requirements as they emerged.

### **2. Daily Standups (Daily Scrum)**

**Purpose:** Held daily to synchronize activities and address any potential roadblocks. Each team member shared progress, discussed challenges, and adjusted their plans accordingly.

**Outcome:** Improved communication and transparency within the team. Issues were identified early, allowing for quick resolution and minimizing delays. This ceremony also fostered a sense of accountability and collaboration among team members.

### **3. Sprint Review**

**Purpose:** At the end of each sprint, we demonstrated completed features to stakeholders and gathered feedback. This allowed us to validate our work and make necessary adjustments before proceeding to the next phase.

**Outcome:** Stakeholders provided valuable insights and suggestions for improvements. This iterative feedback loop ensured that the ecommerce platform met user expectations and aligned with business goals.

#### **4. Sprint Retrospective**

**Purpose:** Conducted after each sprint to reflect on our processes and identify areas for improvement. We discussed what went well, what could be improved, and actionable steps to enhance our performance in the next sprint.

**Outcome:** Continuous process improvements were implemented based on team feedback. This helped us streamline workflows, resolve recurring issues, and enhance overall productivity and effectiveness.

#### **5. Backlog Refinement (Grooming):**

**Purpose:** Throughout the project, we regularly reviewed and refined the backlog to ensure it accurately reflected evolving priorities and requirements. This preparation ensured that upcoming sprints were well-prepared and focused.

**Outcome:** The backlog remained up to date with new feature requests, bug fixes, and user stories. This proactive approach enabled us to maintain momentum and responsiveness to stakeholder needs.

By embracing Agile Scrum ceremonies, we successfully navigated the complexities of developing our e-commerce platform. These practices not only facilitated efficient project management but also empowered us to deliver a robust and adaptable solution that met stakeholder expectations and provided significant business value.

#### **6. Risk Management**

Building an ecommerce platform in an Agile environment comes with various risks, issues, assumptions, and dependencies that need careful consideration and management. I created a comprehensive RAID log with mitigating actions and learnt that by proactively identifying these risks, issues, assumptions, and dependencies, and implementing appropriate mitigation strategies within an Agile framework, teams can effectively manage complexities and uncertainties associated with building an ecommerce platform. This approach helps ensure the project stays on track, delivers value to stakeholders, and meets business objectives successfully.

Regards,

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