ReserveWell
First Iteration Plan

1. Key milestones

Milestone	Date
Iteration starts	22/10/2023
Identify business case	22/10/2023
Identify stakeholders	22/10/2023
Specify requirements	22/10/2023
Prepare project proposal including vision document and initial glossary	23/10/2023
Revise vision document and glossary	25/10/2023
Create risk list, work items, project plan, system wide requirements	2/11/2023
Create use case model	3/11/2023
Form a data flow diagram	3/11/2023
Get feedback from other teams	4/11/2023
Evaluate other teams	5/11/2023
Iteration stops	6/11/2023

2. High-level objectives

- **Develop Project Proposal:**

  -Define project scope, objectives, and glossary.

  -Identify key stakeholders and their requirements, ensure requirements are clear, complete, and unambiguous.

  -Create vision document and outline the overall project plan, and timeline.

- **Create Work List:**

  -Break down the project into smaller tasks and sub-tasks.

  -Define responsibilities for team members.

  -Prioritize tasks based on dependencies.

- **Risk and Project Planning:**

  -Identify potential risks and uncertainties associated with the project.

  -Develop mitigation plans for high-priority risks.

  -Develop a detailed project schedule with milestones and deadlines.

- **Create Initial Data Flow Diagram and Initial Use Cases:**

  -Develop an initial Data Flow Diagram (DFD) to represent data flows within the system.

  -This DFD will illustrate how data is processed and moved within the system and serve as a valuable tool for understanding and communicating data-related processes.

  -Develop clear and comprehensive use cases that accurately capture the functional requirements of the system, ensuring that they serve as effective tools for communication and understanding of system behavior.

- **Evaluate Other Teams:**

  -Conduct a comparative analysis of other teams' approaches and solutions.

  -Identify strengths and weaknesses in their methodologies.

  -Extract lessons learned and best practices from their work.

- **Review and Iteration Planning:**

  -Conduct a review meeting to assess the progress of the first iteration.

  -Identify areas of improvement and lessons learned.

  -Plan for the next iteration, including refining objectives and tasks based on the outcomes of the first iteration.

3. Work Item assignments

Name / Description	Priority	Size estimate (Points)	State	Reference material	Target iteration	Assig-ned To	Hours worked	Estimate of hours remaining
Define project goals, scope, objectives and deliverable	1	3	Resolved	<Vision.doc>	1		8	0
Identify stakeholders, end users	1	3	Resolved	<Vision.doc>	1	Tunalı	8	0
Identify and assess potential risks	1	2	Resolved	<RiskList.doc>	1	Mustafa	5	0
Develop a business case	1	3	Closed	<Vision.doc>	1		8	0
Create an iteration plan	1	2	Closed	<IterationPlan.doc>	1	Ezgi E.	5	0

Develop a detailed project plan	1	8	Closed	<ProjectPlan.doc>	1	Umut	22	0
Define schedules			Closed	<TentativeSchedule.xlsx>	1		8	
Define milestones			Closed		1		8	
Decide on necessary resources			Closed		1		6	
Define roles and responsibilities	2	2	Assigned		1	Ezgi E.	6	2
Define system-wide requirements	2	3	Assigned	<SystemWideRequirements.doc>	1	Mustafa	8	8
Form dataflow diagram	2		Closed		1			
Define and classify actors	2	2	Assigned		1	Umut	8	6
Form use-case diagrams	2	3	New		1		6	6
Define uses cases	2	13	Verified		1		29	11
Make a reservation by diner	2		Closed	<UC: Make Reservation>	1	Ezgi E.	8	0
Manage reservation by restaurant manager	2		Closed	<UC: Manage Reservations>	1	Tunalı	5	0
Update reservations by diner	2		Closed	<UC: Update Reservation>	1	Umut	5	0

4. Issues

Issue	Status	Notes
Whether the application can be used on web and mobile	Closed	It is concluded that the application will serve on WEB in this iteration, in further iterations the application will be supported on mobile as well.
Time for tasks to be completed by the developer team.	Closed	It is decided that divided pieces of work will be handled in at most 7 days by the team.
Availability rate of the system during the restaurant's working hours	Closed	It is decided that it should provide at least 99.9% availability during the operating hours of the restaurant. In addition to that, the maintenance operations should be done in a regular and scheduled manner.

5. Evaluation Criteria

- Project proposal have presented to the quality teams, and favorable responses have been observed.

- Documents prepared by each development team members, such as work lists, risk plan, project plan, iteration plan, are examined among other development team members in the meetings.

6. Assessment

Assessment target	First Iteration
Assessment date	4/11/2023
Participants	Development Team, Quality Team
Project status	Green

- **Assessment against objectives**

Develop Project Proposal

-Project scope, objectives, and deliverables are clearly defined.

-Key stakeholders and their needs and interests have been identified and documented.

-The overall project plan and timeline are outlined.

-Requirements are clear, complete, and unambiguous.

Create Work List

-The project is broken down into smaller tasks and sub-tasks.

-Responsibilities for team members are assigned and documented.

-Task prioritization is based on dependencies.

Risk and Project Planning

-Potential risks and uncertainties associated with the project are identified and documented.

-Impact and likelihood of each risk are assessed.

-Mitigation plans for high-priority risks are developed.

-A detailed project schedule with milestones and deadlines is created.

Evaluate Other Teams

-Comparative analysis of other teams' approaches and solutions has been conducted.

-Strengths and weaknesses in their methodologies have been identified and documented.

-Lessons learned and best practices have been extracted from their work.

Review and Iteration Planning

-Three zoom meetings and two face to face meetings have been conducted to assess the progress of the first iteration.

-Plans for the next iteration, including refined objectives and tasks, have been formulated based on the outcomes of the first iteration.

-Areas of improvement and lessons learned have been identified.

- **Work Items: Planned compared to actually completed.**

All the work items are completed before iteration one is closed. However, several use cases are finished after the planned date.

- **Assessment against Evaluation Criteria Test results**

Vision document was well-understood by the quality teams. Furthermore, tasks were broken down efficiently and communication among development team was effective. However, some concerns were raised about some requirements were not objectively tested.

- **Other concerns and deviations**

*Scope Changes***:** Any changes in project scope should be documented and assessed for their impact on the iteration's objectives and timeline.

Resource Constraints: If there are unexpected resource constraints, such as a shortage of skilled team members or tools, we will need to develop mitigation plans to mitigate their impact.

Communication Challenges: Any issues related to communication among team members or stakeholders should be identified and resolved promptly to ensure a smooth workflow.

Technical Challenges: If we encounter technical challenges or roadblocks, we will outline the steps taken to address them and minimize their impact on the project schedule.

Risk Mitigation: Any risks that were not initially identified or have evolved during the iteration should be assessed and addressed with appropriate mitigation strategies.

Feedback and Adaptation: We will remain open to feedback and adapt to changes in project requirements or stakeholder expectations as they arise.

Quality Assurance: Any deviations from quality standards or concerns about the quality of deliverables should be documented and resolved.