ReserveWell

First Iteration Plan

[Note: Text enclosed in square brackets and displayed in blue italics (style=InfoBlue) is included to provide guidance to the author and should be deleted before publishing the document.]

# 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.