Progress tracking

FA296

This document will detail the method of progress tracking we will be using throughout the project.

# How do we track PROGRESS?

Our main resource for progress tracking will be Trello, an online project management application. The work throughout the project will be split into work items (stories) and milestones. The entire project is broken down into three major ‘pillars’ (ROS work, image analysis and locating the drone) and each of these pillars will have their own milestones for the group to work towards.

**Example milestone:** Get the drone to take off and land successfully.

**Example work item:** Write a python module to publish messages to queue within ROS.

## Work item

A work item is an individual unit of work that will contribute towards a milestone. This is the smallest reasonable division of work. After we decide on what a work item contains we will then produce an estimate of how long the work will take; this estimate is then added to Trello. Once a work item is in Trello it is then assigned to one of the group members and will go through four phases:

1. Defined: It is clear what needs to be done to complete this item.
2. In-progress: The item is currently being worked on by a member of team.
3. Completed (Under review): The work item has been completed by the team member and needs to be reviewed by another.
4. Accepted: The work has been approved by a team member and is now finished.

The status of each work item will be discussed in our ‘stand-up’ meetings and will be updated by the group member working on it.

Work items will be added to Trello during our sprint planning meetings, and at the end of a sprint the items will be archived which will allow us to refer to them later.

**Amendment:** After our first sprint we realised that some work would be recurring, so a further stage is included in Trello. Recurring: This work will have to be done each sprint. This work includes things like writing up the meeting minutes, maintaining GANTT charts and so on.

## Milestones

A milestone is a culmination of work items. In many cases we will not be able to estimate all the individual work items that make up a milestone. This makes tracking them more difficult and means our estimations will be more inconsistent.

Milestones will be tracked during our standup and retrospective meetings, in which we will decide which work items contribute to which milestones.