Documentation &

Project Diary

Innovation Lab 1/2/3

Year 2022

Project: SAMPLE PROJECT

Team: TEAM NAME or NUMBER

1. General Information

**Project name:** < *SAMPLE PROJECT >*

**Supervisor:** < *SUPERVISOR >*

Innovation Lab < *1/2/3, summer term/winter term 20XX/YY >*

**Projectteam:**

Name, E-Mail, project manager

Name, E-Mail,

Name, E-Mail,

…

**Management Summary of the Project**

*< short; a paragraph! If you read this section, you should be able to understand immediately - even as an uninvolved, interested person - what it is about.*

* *What are the 1-5 priorities of the project?*
* What should be solved / improved / implemented*? >*

**Framework Conditions and Project Environment**

*< Describe project-specific quality characteristics and framework conditions, if any, such as special requirements for performance, usability, interfaces to be integrated, any given programming language, hardware, specific system environment, security standards to be observed.*

*This can be the case, for example, if your project is in a safety-critical or medical environment (standards, norms, test processes to be complied with), if special accessibility requirements are required or your solution is part of larger software and must "interact" with it.*

*Also state any special requirements for dates, if there are any for your project, e.g. "Prototype for the usability tests must be available at the end of Sprint 3, thus on XX.YY.ZZZZ". >*

**Semester-Roadmap**

*< Plan the rough roadmap of your project and visualize it here! For multi-semester projects, give an outlook on the focus of each semester. It should be visualized how you want to divide the project priorities over the sprints. To do this, estimate the workload in person-hours. On the basis of your sprint planning and the team size, check whether the project will work out in the planned semester. From Innovation Lab 2, please use one of the effort estimation methods presented there!*

*ATTENTION: You have to create meeting minutes for each sprint and upload them to Moodle in a timely manner! See description in Moodle! >*

**Collaboration & Tooling**

*< Enter your collaboration and ALM, GIT, etc.*

*Including links! >*

**Remarks**

*< Other important remarks fort he project >*

1. **Brief Description of the Project**

*< Create a short description of what you will implement as part of the project (approx. one A4 page). Which results ("deliverables") are to be implemented within the framework of your project and which goals must be achieved at the end of the (respective) semester?*

*This section should be formulated in such a way that the reader (without prior knowledge) understands as quickly as possible which project priorities exist and which tasks are to be solved.*

* *What is this project basically about? What should your solution then change / improve / what should it achieve?*
* *What do you think are the greatest challenges?*
* *What would create the greatest added value for the users?*
* *Define the "scope" of your project! Any “non-goals” must also be described, if there are any or if this prevents “acute risk of misunderstanding” (see Khalsa “Illusion of Communication”)!*
* *You can also insert the first screen mockups here or refer to additional documents.*

*Also describe how you want to implement the solution or what you will evaluate for it or try out. Be precise, do not write “advertising text”!*

*Procedure: Create this short description on the basis of the project proposals of your supervisors, clarify beforehand all unclear details of the task and check whether the expectations of the supervisor match your assessment of the task!*

*As part of this “order clarification”, proceed according to Mahan Khalsa’s ORDER model (see screencast and documents from Innovation Lab1). Think of the three "no-go's": No Accepting, No Telling, No Guessing! Proceed in a structured manner, for example use questioning techniques such as the quick list when you meet with your team and discuss the project about the project. Make a note of any open questions that you would like to ask your supervisor at the next supervision appointment.*

*In practice: The creation of the brief description after the order clarification in the ORDER phases O-R-D corresponds to the implementation of the "Exact Solution" phase of the ORDER model: In practice, you would create a detailed offer or a description of what is to be implemented in this phase and who determine the price and project duration for the submission of offers!*

*Document your entire procedure and your findings later in this document in the section "Project Diary" - see description there! >*

1. **Specification of the Solution**

*< Once the order has been clarified (pre-project phase), you start the project implementation. Create a specification of your solution parallel to the implementation of your project across the sprints!*

*Before each sprint, at least those details must be specified that you will implement in the next sprint. Use techniques such as writing epics & user stories and build a product backlog (use the course content from the course Agile Project Management).*

*For the specification, generally use visualization techniques that fit the task at hand. For example, in addition to the mockups and user stories, database diagrams, class diagrams, or sequence diagrams (representation of temporal processes) can also be useful.*

*Usually, you go from rough to detail. The structure of this section can be as follows:*

* *System environment: Describe the delimitation of the solution to be implemented (system boundaries)*
* *Features (functional requirements): All required solution properties - in the case of software usually the features or a description of these as user stories or similar)*
  + *Create screen mockups of all essential UI views!*
* *Interfaces: All relevant interfaces of your solution.*
* *Quality characteristics, technical requirements (non-functional requirements): performance, scalability, availability, usability, information on architecture and expandability, etc.*
* *Other "not clear at first glance" but essential solution features!*

*Agree with your supervisor how the specification should be structured!*

*Ask whenever you feel that there may be a misunderstanding, different expectations, or if you did not fully understand a requirement! >*

1. **Effort Estimation**

*< In InnoLab1: Try to estimate the effort for this semester intuitively or with a method you know.*

*In InnoLab 2 and InnoLab 3: Use the explained Delphi method to estimate the effort for this semester, write the results here in an explanatory manner and refer to the used Excel document. >*

1. **Delivery**

*< In this section you describe the scope of delivery of your solution and everything you need to pass it on to a customer or another software team (in practice this is often referred to as "hand-over to operations" when the solution enters the operational phase).*

* *Final solution or solution components including source code*
* *System architecture and data storage*
* *List of any required licenses and information about copyrights (e.g. if third-party software / frameworks or similar were used).*
* *Any hardware specifications*
* *Description of how to install your solution including a list of all components to be installed, installation procedures, migration of databases, etc.*

*The content of this section is mostly project-specific. Agree with your supervisor what exactly this section should contain! >*

1. **Our Project Diary**

*< This section should be a kind of diary in which you record “what happened in our team in the project”. Use photos from your meetings, take photos of any reflections from whiteboards. Take screenshots.*

*Describe in short text sections which problems there were, which challenges were solved, what was "cool" in the project, etc.*

*ATTENTION: Create this section continuously (!) Parallel to the project and not only at the end on the last evening before the project is submitted! This enables your supervisor to understand why something worked particularly well or not so well, why there was great progress or delays, etc.*

*In practice, such a diary is used as the basis for a project retrospective and team feedback rounds.*

*Tip: Meet each other at the end of the semester and let your project "pass in review" over a good project closing meal: This is a good opportunity to discuss what you have experienced again and for the future or what you have learned in the next semester and take the Innovation Lab with you! >*