Design/Dev Sprint Planning

All Things Web Tech

Agenda

Agenda

- **Define a Sprint:**
    - **For Developers**
    - **For Designers**
    - **Goals and Benefits**

- **Essentials**
    - **Prep**
    - **Planning and Preparations**
    - **Execution**
    - **Adjustments**

- **Tools and Data**
    - **What is available, easy and somewhat free to use.**
    - **What type of data can one get if doing this method of project management.**

Sprint | What?

Define a Sprint

- **It is a defined time of how many tasks toward a project that can be completed.**

- **The tasks are created by the Project Manager/Scrum Master/Lead Developer/Creative Director.**

- **For development:**

- **Tasks can be broken down into a few different categories:**
    - **By large extensive pieces of the puzzle, also described as Epics:**
        - **A Page of a Website**
        - **A large piece of functionality to accomplish a certain action/task for a user on app**
            - **Login**
            - **Purchase**
            - **Profile Creation**
            - **Search Engine**
            - **Implement a Framework**

    - **By smaller tasks**
        - **Known as Stories**
            - **Which examples are: make a modal, create Database, create automated tasks for front end development and so on.**

Define a Sprint: For a Designer

- **For Designer:**

  - **Tasks can be broken down into a few different categories**
    - **By Large extensive pieces of the puzzle, also described as Epics:**
      - **Color Palettes**
      - **Wireframing and Prototyping**
      - **Making Deliverables and Documentation**
      - **A Page of a Website**

    - **By smaller tasks**
      - **Also known as stories**
        - **Tasks can be: Research and document competition, make a few different wireframes for page A, design a couple different banner variations and so on.**

Goals and Benefits for having Sprints

-   **Transparency for Stakeholders on the Project's progress**

-   **Analytics on team's efficiency and speed (which will be explained a bit later)**
    -   **Also determine if more help is needed early on or not**
    -   **Easier way to find pitfalls along the way**
    -   **Easier way to communicate scope creep**

-   **Ability to plan waaaaaaay in advance what the project is going to be and how long it may take**
    -   **It's nothing more than educated guess, but it does help.**

-   **Everyone likes to see the progress of any project.**

Sprint Stuff | Questions so far?

Essentials: Prep

- **Document the who is in the team**

- **Get the necessary tools**

- **Gather all the necessary requirements from the client/stakeholder/idea person and create a Business Requirement Document or a BRD**
    - **Also determine the schedule**
    - **Urgency and need**
    - **Budget**

- **For Devs**
    - **Use functionality specifications (if provided or completed) and breaktown tasks**
        - **Create Epics and Stories**

        - **For Stories**
            - **Define how long or large it maybe, priority and if it's dependant on another story**

    - **If function specs have not been created at any point**
        - **The Project Manager and dev team will sit together for a looooooong time to breakdown the project into pieces and define the pieces**

        - **Epics and stories will be created as an educated guess, but the timeline is a little shaky and unknown.**
- **For Designers**
    - **Use Defined Requirements by the client/stakeholders to determine the app/web design**
        - **Create Epics and Stories**

        - **For Stories**
            - **Define how many hours or days it may need to take in order to complete the tasks**

        - **After each sprint is completed, have a review sprint to see the designs completed.**
            - **See if adjustments need to be made and pushed into a future sprint.**

Essentials: Execution

- Sprints in length are typically 2, 4 or even 6 weeks in length.
    - The amount of tasks placed in a sprint is dependant :
        - On how members are on the team
        - How complicated each development or design task.

    - Each task has a educated guess on how much time it will take to complete given by the team member who is going to complete it.

- Scrum master regularly checks the progress of each task and sees if things are going according to plan.
    - If new tasks are needed, then it can be added to the overall sprint, but it will change the scope of the sprint
    - If someone is sick, takes longer than expected to finish a task, or any other circumstance comes to play then the task will be pushed to the next sprint.

- Take a 2 day break between sprints to talk to the team and accomplishments and problems.
    - Get team together to plan the next sprint.
    - GET READY FOR ADJUSTMENTS!!!

Essentials: Adjustments

- **Adjustment period is the most important part of doing agile development**
    - **What was the completion ratio (meaning completed/in progress + open tasks)**
    - **What was the scope creep on the current sprint?**
    - **Are we getting close to the goal?**
    - **Is the project deadline being affected?**

The Tools and Data

Sprint Planning

Tools and Data

Trello
- https://trello.com/b/6otslC4i/template-board-agile-with-trello

Basecamp
- https://basecamp.com/

Atlassian Jira
- https://www.atlassian.com/software/jira

Visual Studio TFS
- https://www.visualstudio.com/en-us/docs/work/scrum/sprint-planning

Freed Camp
- https://freedcamp.com/tour

Producteev
- https://www.producteev.com/features

Asana
- https://asana.com/

Tools and Data

Burndown Chart
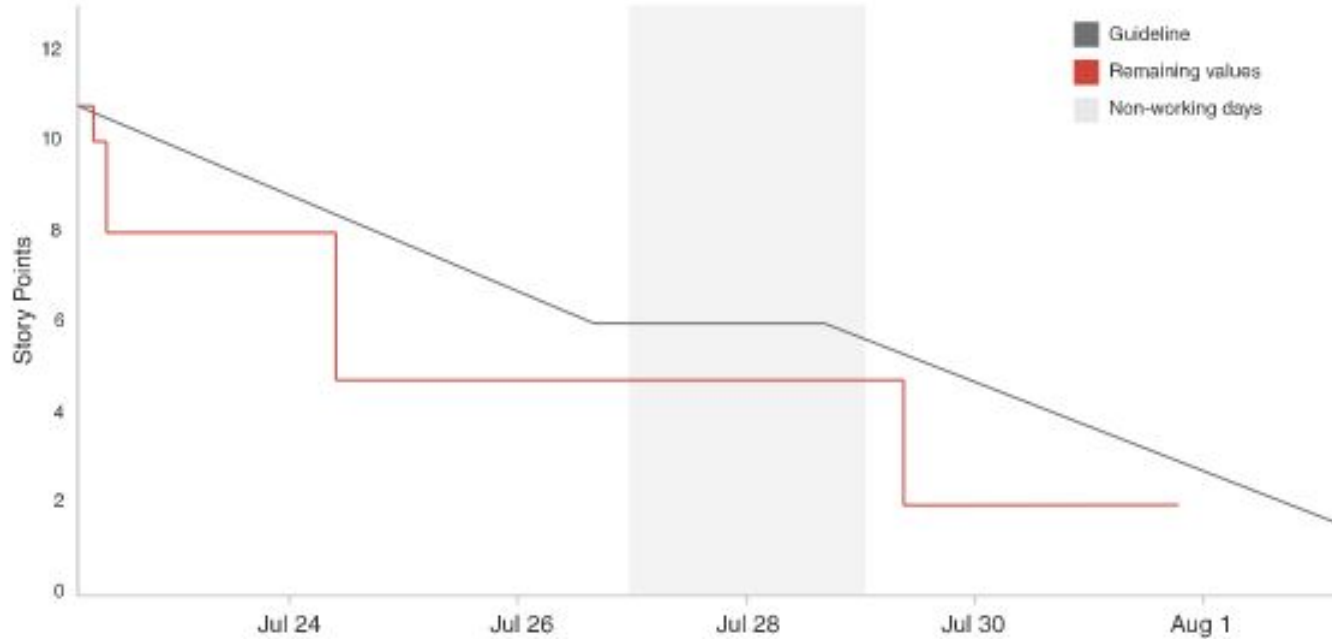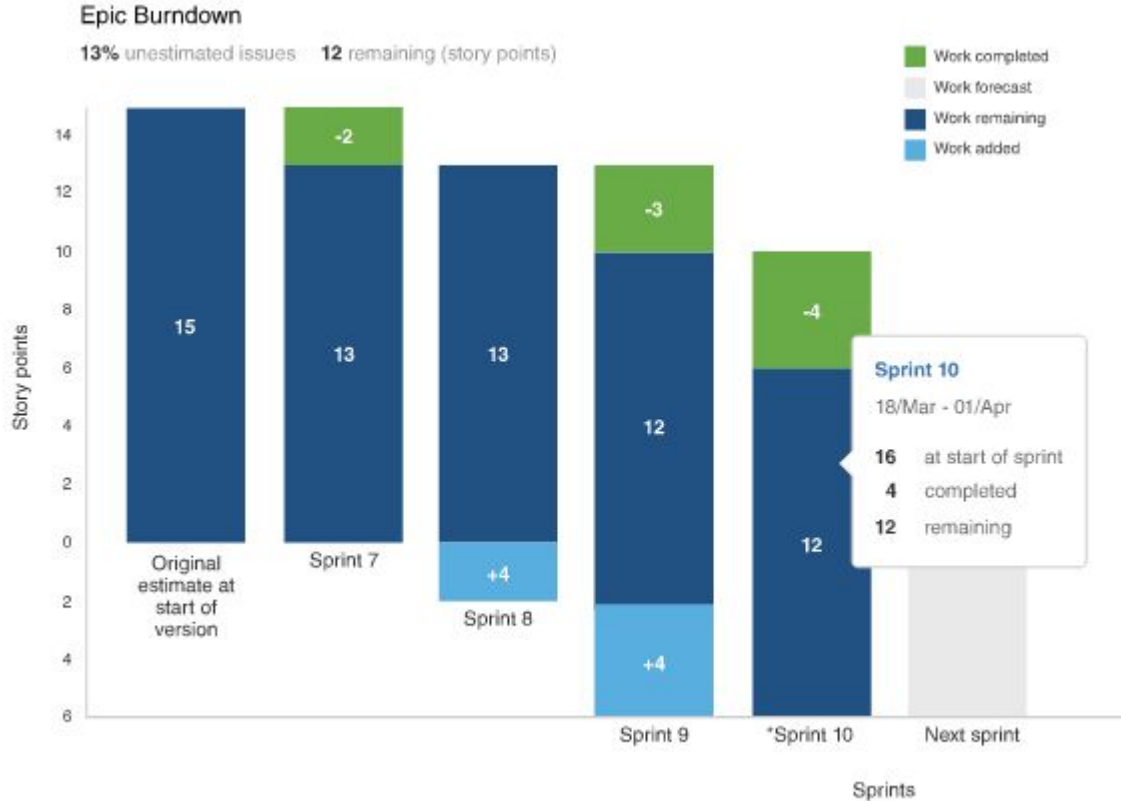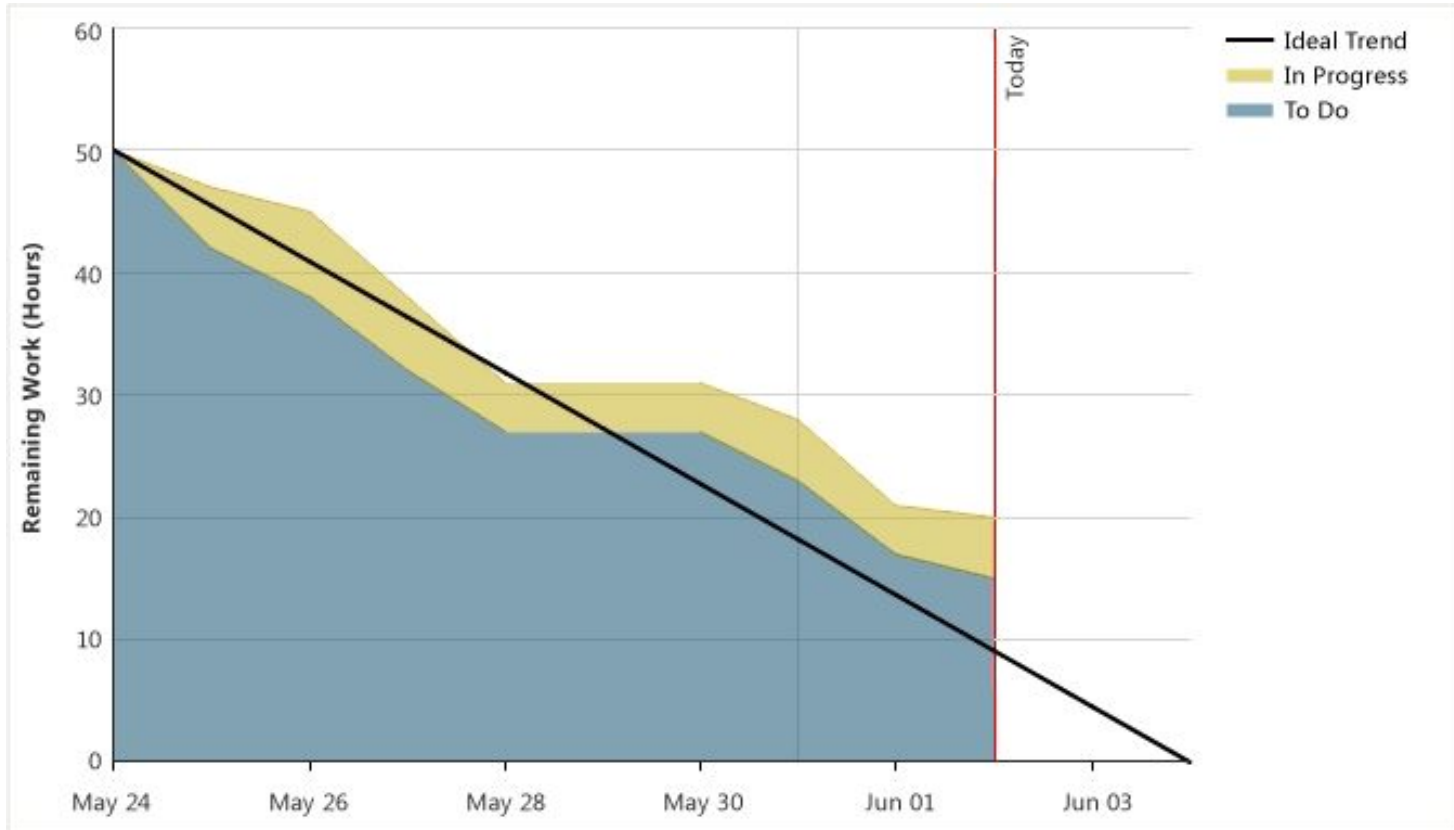
Tools and Data

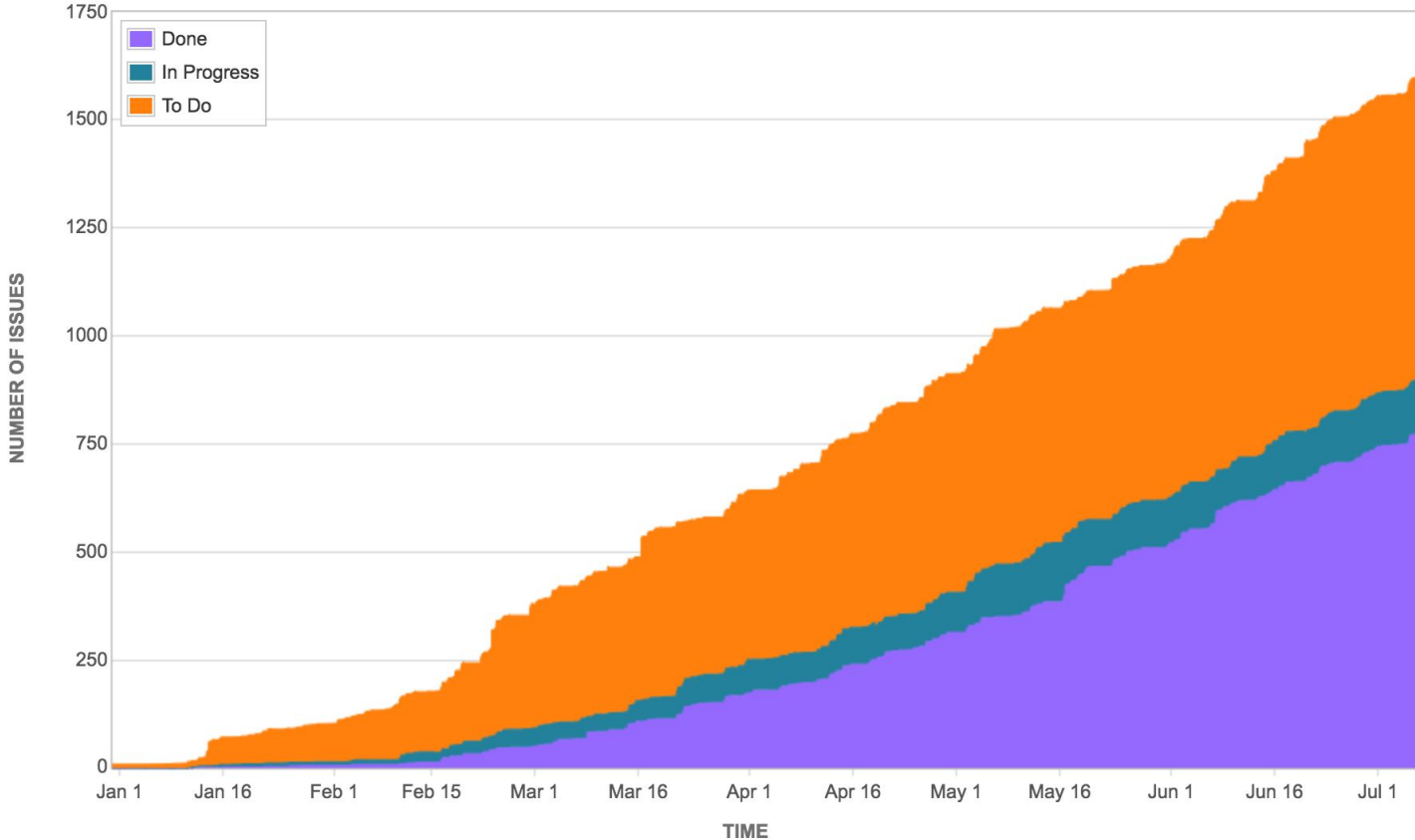**Epic Burndown**

Tools and Data

Estimated hours of work

Tools and Data

Issue or tracker

Questions?

THANK YOU