**SyncInCorp Crèche Management Mobile Application**

Sprint 1: Conceptualize and Plan

**Project:** Crèche Management Mobile Application  
**Team:** SyncInCorp  
**Module:** INSY7315 - Work Integrated Learning  
**Institution:** Varsity College  
**Facilitator:** Mr D S Govender  
**Period:** March 31, 2025 - October 31, 2025

### **Session 3-4( SPRINT 1)**

**By Nosipho kubheka and Minenhle Dladla**

## ****1. Sprint Objective****

Sprint 1 focuses on conceptualizing and planning the **Crèche Management Mobile Application** project. The goal is to establish the foundational elements of the project, define roles, set standards for workflow readiness and completion, and create a high-level roadmap to guide the development process.

(ProjectManager.com, 2025)

2. Sprint Deliverables

| **Deliverable** | **Description** |
| --- | --- |
| Work Agreement | Defines team responsibilities, communication protocols, and working norms. |
| Definition of Ready (DoR) | Criteria for tasks before they enter a sprint. |
| Definition of Done (DoD) | Criteria for task completion. |
| Roadmap | High-level timeline outlining key project milestones and deliverables. |

3. Sprint Team

| **Name** | **Role** |
| --- | --- |
| Minenhle Dladla | Project Manager / UX-UI Designer |
| Msizi Lamula | Back-End/ Front End Developer |
| Amahle Gcumisa | Back-End/ Front End Developer |
| Lungelo Duma | UX/UI Designer |
| Shaldon Sindraj | Documentation |
| Nosipho Kubheka | Documentation |
| Darren Dhanasar | Documentation |

4. Work Agreement

### **Project Title**

**Crèche Management Mobile Application**

### **Group Members**

* Minenhle Dladla
* Msizi Lamula
* Amahle Gcumisa
* Lungelo Duma
* Nosipho Kubheka
* Shaldon Sindraj
* Darren Dhanasar

### **Purpose**

To define the structure, roles, communication, decision-making, workload, and timelines for Sprint 1 to ensure consistent teamwork and accountability (Govender, 2025).

### **Roles and Responsibilities**

| **Member** | **Responsibility** |
| --- | --- |
| **Minenhle Dladla** | Oversee project direction, manage team tasks, and ensure deadlines are met**.** |
| **Msizi Lamula** | Design and implement backend architecture and APIs. |
| **Amahle Gcumisa** | Collaborate on backend and assist in integration with frontend. |
| **Lungelo Duma** | Create wireframes and UI prototypes based on requirements. |
| **Nosipho Kubheka** | Maintain project documentation, meeting records. |
| **Shaldon Sindraj** | Review and update documentation. |
| **Darren Dhanasar** | Review and update documentation. |

### **Communication**

* **Channels:** Microsoft Teams, Outlook, and WhatsApp.
* **Updates:** Weekly meetings every Wednesday (12:00 PM) and client feedback sessions every Wednesday.
* **Response Time:** Within 24 hours of message receipt.

### **Decision Making**

* Decisions will be made through **team consensus**.
* In case of a tie or conflict, the **Project Manager** will make the final decision.

### **Workload Distribution**

Each member will handle tasks aligned with their primary role while supporting cross-functional needs. Workload will be balanced to maintain fairness and accountability.

### **Conflict Resolution**

* Conflicts will first be discussed within the group.
* If unresolved, they will be escalated to **Mr. D.S. Govender (WIL Coordinator)** for mediation (Govender, 2025).

### **Signatures**

| **Name** | **Signature** | **Date** |
| --- | --- | --- |
| Minenhle Dladla | Signed on main work agreement | 31 March 2025 |
| Msizi Lamula | Signed on main work agreement | 31 March 2025 |
| Amahle Gcumisa | Signed on main work agreement | 31 March 2025 |
| Lungelo Duma | Signed on main work agreement | 31 March 2025 |
| Shaldon Sindraj | Signed on main work agreement | 31 March 2025 |
| Nosipho Kubheka | Signed on main work agreement | 31 March 2025 |
| Darren Dhanasar | Signed on main work agreement | 31 March 2025 |

5. Definition of Ready (DoR)

The **Definition of Ready (DoR)** ensures that all tasks or user stories meet the necessary conditions before being moved into an active sprint (Atlassian, 2024).

| **Criterion** | **Description** |
| --- | --- |
| **Clear Requirements** | User stories must have clearly defined acceptance criteria. |
| **Dependencies Identified** | All external dependencies must be known and manageable. |
| **Designs Available** | Relevant wireframes or mock-ups must be approved by the team. |
| **Effort Estimated** | Each story must have a time and complexity estimate. |
| **Resources Allocated** | Team members and tools must be ready to begin work. |
| **Approval** | Stories must be approved by the Project Manager before entering the sprint. |

**Example – Crèche App “User Registration” DoR:**

* Requirements clearly specify data fields for parent and child profiles.
* API endpoints for registration are defined.
* UI mock-ups are approved.
* Estimate: 8 hours.
* Resources assigned: Msizi (Backend)Amahle(Backend), Minenhle(UX/UI)Lungelo (UX/UI).

6. Definition of Done (DoD)

The **Definition of Done (DoD)** confirms that all acceptance criteria for a story or feature are met and verified before marking it as complete (ProjectManager.com, 2025).

| **Criterion** | **Description** |
| --- | --- |
| **Development Completed** | Code implemented and peer reviewed. |
| **Testing Conducted** | All functionality tested with no critical bugs. |
| **Documentation Updated** | Associated documentation is current and complete. |
| **Acceptance Criteria Met** | All client-defined conditions have been achieved. |
| **Stakeholder Approval** | Verified and accepted by the Project Manager or client. |

**Example – Crèche App “Attendance Tracking” DoD:**

* Attendance module implemented as per functional spec.
* Notifications sent correctly to parents.
* No open critical defects.
* Documentation updated and client review passed.

7. Roadmap (High-Level Plan)

| **Phase** | **Timeline** | **Key Activities** | **Deliverables** |
| --- | --- | --- | --- |
| **March – April** | Preparing & Planning | Requirement gathering, feasibility analysis, team formation, project charter, sprint planning. | Work Agreement, Charter, DoR, DoD, Roadmap |
| **May – June** | Design & Development | Create detailed designs, architecture, UI prototypes, and initial backend setup. | UI mock-ups, database design, API structure |
| **July – August** | Implementation & Testing | Develop functional modules, integrate APIs, conduct unit and system testing. | Functional app modules, sprint test reports |
| **September – October** | Deployment & Optimization | Deploy beta version, collect user feedback, optimize performance. | Beta app version, feedback report |
| **November** | Wrap-up & Evaluation | Conduct final review, document lessons learned, prepare final presentation. | Final project submission and presentation |

8. Summary

Sprint 1 establishes the operational foundation for the **SyncInCorp Crèche Management App**, aligning the team through clear definitions, processes, and planning. The sprint ensures readiness for development activities beginning in May 2025 and supports consistent progress tracking through agile principles.

# References

Atlassian. (2024). *Agile project management guide: Definition of Ready and Done.* Retrieved from https://www.atlassian.com/agile

Govender, D. S. (2025). *INSY7315 Work Integrated Learning Guidelines.* Varsity College.

ProjectManager.com. (2025). *Project Charter and Agile Planning Templates.* Retrieved from [https://www.projectmanager.com/templates/project-charter-template](https://www.projectmanager.com/templates/project-charter-template?utm_source=chatgpt.com)

SyncInCorp. (2025). *Internal Team Documentation & Meeting Notes.* Varsity College, INSY7315.

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