IFB295 – IT Project Management

Week 5 – Tutorial No. 4
Finalising Release Plan & Sprint Plan

(17 – 21 August, 2020)

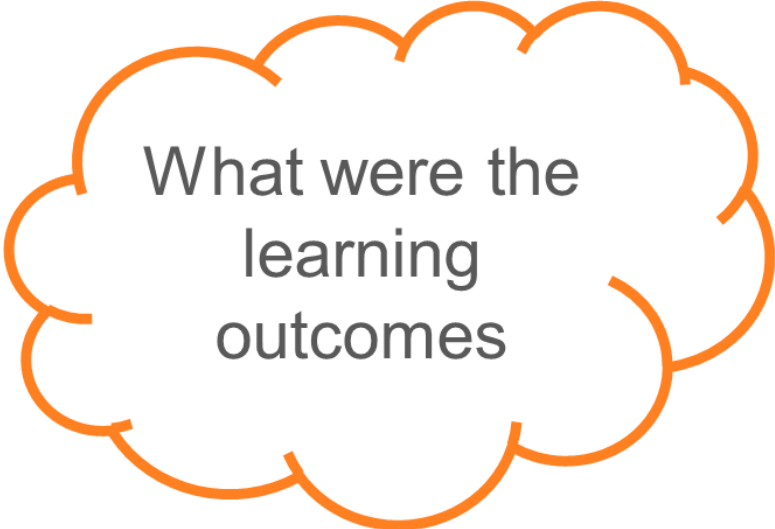**Tutor: <your name>**

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Agenda

- Recap Last Week's Tutorial

- This Week's Learning Outcome

- Release Planning & Sprint 1 Planning

- Retrospective (Review and Close)

Recap of Last Week's Tutorial

- Overview of Agile Values & SCRUM Principles

- Release Planning

- Sprint Planning

What were the learning outcomes

Today's Learning Outcomes

Consolidation – Bringing it all together

- User Stories, Estimation, Prioritisation

- Finalisation of Release Plan & Sprint 1 Plan

- Team work

Requirements into User Story

As a ……… **Customer / User / Supplier**

I want a …………… **User requirement / product**

So that …………… **User Benefit / Value**

Acceptance Criteria

Given ………….. **Pre-condition**

When …………….. **Action**

Then ………….. **Outcome**

User Story Estimation

Why is Estimation Important?

- Get initial feel for project cost

- Determine if project is still feasible

- Cull and re-prioritise stories based on cost

- Estimates are very coarse-grained
  - this is a first pass
  - Inevitably revised when more information is received

- Done as a team

Story Points are not units of time!

- *IFB295 example:*

   Team of five. Each member is expected to spend around 10 hours on the project each week. So, 2 hours a day for ideal day /person day. 10 hours a day for team day over five days

When estimating, the following is important to note:

- Consistency - all 2's require the same amount of effort

- Relativity - a 4 is twice as big as a 2

- Fungibility - all 4's are interchangeable

User Stories Prioritization

Why should we prioritise?

- Make the business benefit explicit – maximise ROI

- Develop a common understanding of essentials

- Eliminate wasted effort on non-essentials

- Provide qualitative and quantitative measures for the project

- Start to see the size and shape of release and sprint plans

User Stories Prioritisation

- **MoSCoW**
  - Must have
  - Should have
  - Could have
  - Won't have this time

- **Others**
  - High / Medium / Low
  - Ranking (1..n)

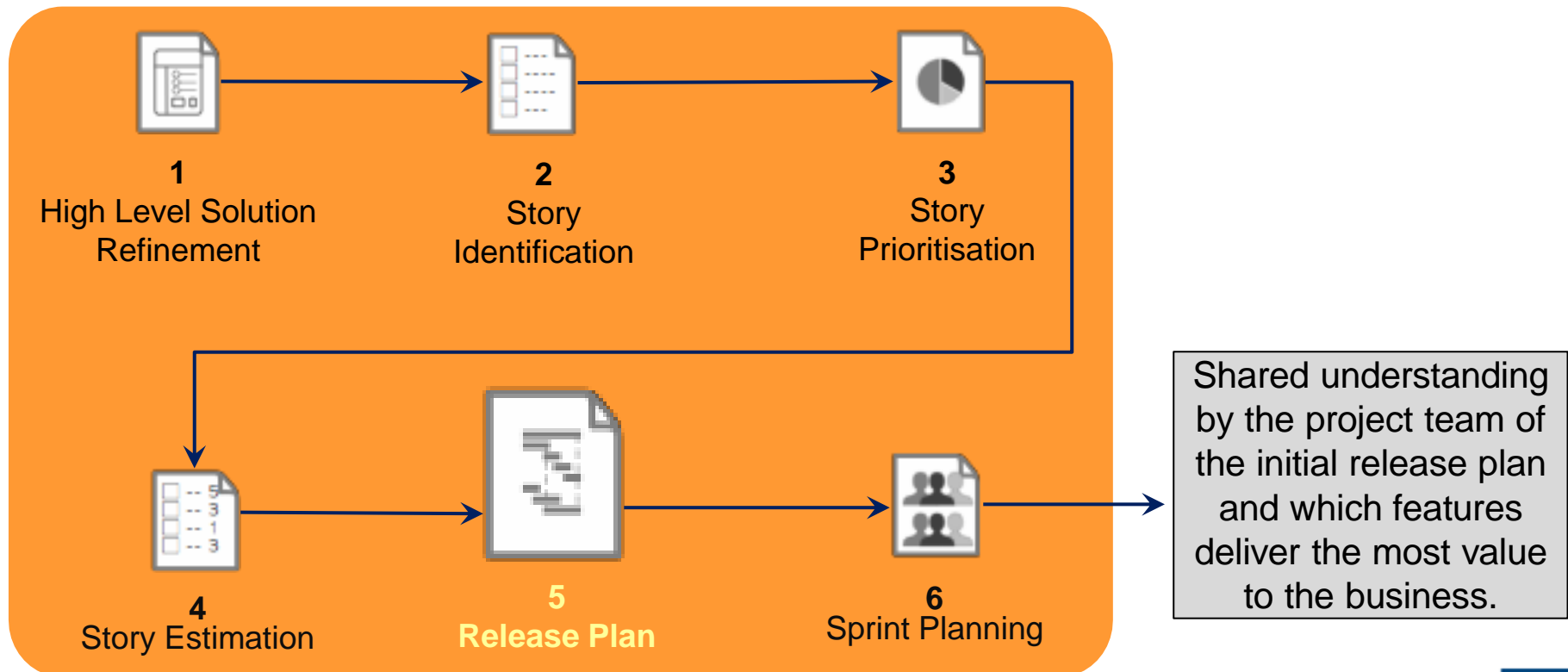**Factors to Consider:**

- Desirability to
  - broad base of users
  - small group of important stakeholders

- Cohesiveness of functionality
  - Impact on other high priority stories

- Impact on other stories

- Risk involved implementation

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Complete Product Backlog

As a	I want	So that	Acceptance Criteria	Est	Priority
Lecturer	to see a list of all students enrolled in my classes	I can see total enrolment and student details.	**Given** I have a "Show Classes" link displayed for the classes I lecture, **When** I click on "Show Classes", **Then** the system should display the list of classes together with class activity, class no, day, time, and room where classes are held for each class.	8	M
Student	a list of all available offerings of my classes	I can chose a class that is convenient to me	**Given** I have a "Available offerings" link displayed for each of my classes is displayed , **When** I click on "Available offerings", **Then** the system should display a list of offerings for that class together with "Register" button.	5	M
Unit Co-ordinator	to be able to modify unit outline	the unit outline is up to date and accurate	**Given** I have a textbox option to search unit outline, **When** I search for a unit outline for the unit that I coordinate, **Then** the system should display "Download" and "Upload" buttons.	3	S

Release Planning

GOAL - Assemble stories into logical groups for releases and subsequently decomposition of the first release into sprints.

1
High Level Solution Refinement

2
Story Identification

3
Story Prioritisation

4
Story Estimation

5
Release Plan

6
Sprint Planning

Shared understanding by the project team of the initial release plan and which features deliver the most value to the business.

Sprint Planning

GOAL - Identify stories to be completed in a sprint and subsequently decompose them into implementation tasks.

1
High Level Solution Refinement

2
Story Identification

3
Story Prioritisation

4
Story Estimation

5
Release Plan

6
Sprint Planning

Shared understanding by the project team of the work to be done during the sprint.
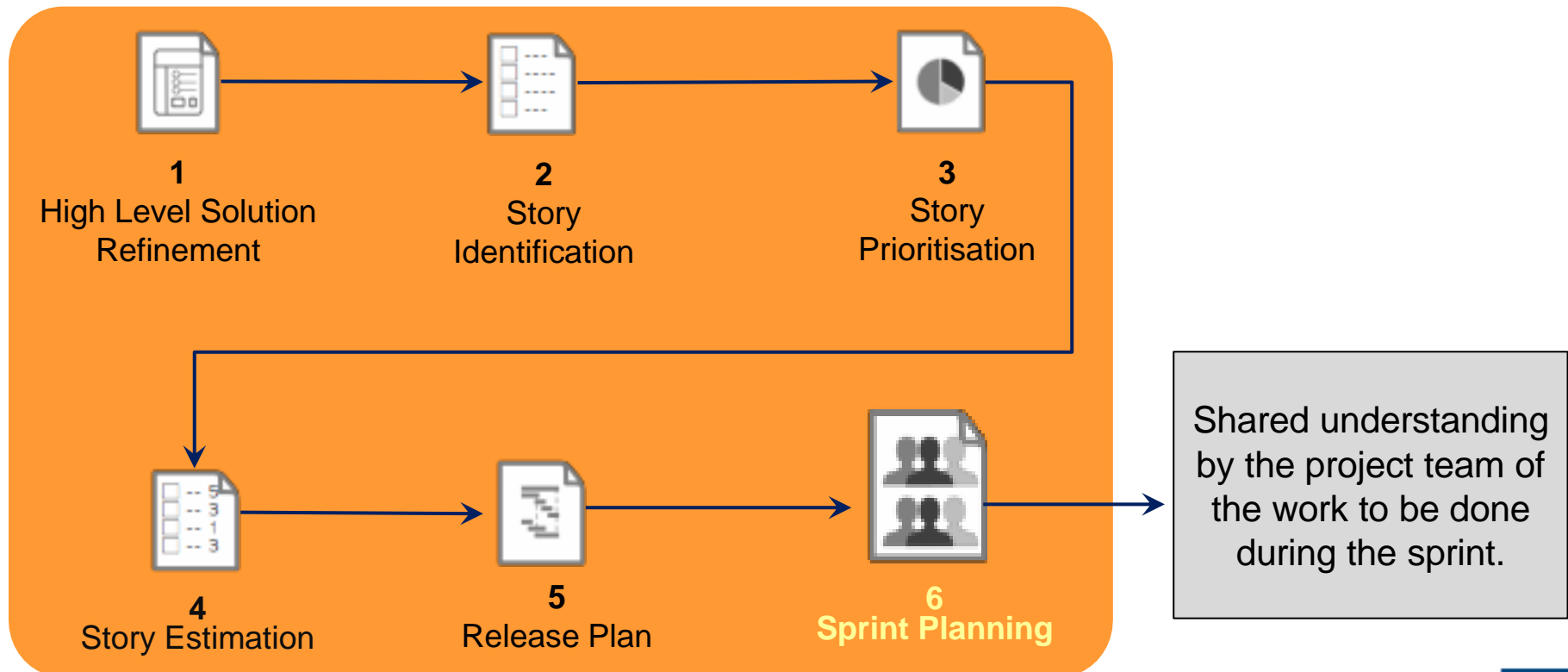
Is your team performing?

Teamwork

There are many factors affecting team work. Ensure your team:

- Has clearly defined goals

- Clearly understand new agendas and tasks

- Has understood the impact of untested roles and responsibilities

- Is committed to learning new things (steep learning curve)

- Clearly understand process, procedures or task at hand

- Quickly build trust among members

- Have a plan for addressing uncertainty about stakeholders or clients

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Evaluate & Improve Your Performance

Organise Team Retrospective

- Identify what to Continue, Stop or Initiate (note: ask why?)
- Assess possible improvements
- Agree on ONE improvement for follow-up next time

Tips

- Focus on process (**NOT** people or product)
- Use Social Contract as medium
  - **Note:** limit contract to 7 items or less
- Contact tutor for support

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Mica Music School Case Study

Team Activity

Team Activity – Mica Music Centre

Work in your teams

Finalise your Release Plan & Sprint 1 Plan

- Review user stories, its prioritisation and estimation

- Review Release Plans from last tutorial

- Complete your Release Plans

- Review your Sprint 1 Plan from last tutorial

- Complete your Sprint 1 Plan

Release Planning Review

Things to look out for:

- Stories are organised into coherent groups of functionality

- Identify the smallest set of stories that delivers immediate business value.   (Initial release contain these)

- First few releases will be almost exclusively "Must Have" stories

- A few complementary lower priority stories may be added to satisfy user expectations

- "Won't Have" stories are out of scope

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Release Planning

Release Planning Template

Release 1

Delivery date: Total Story Points:

Short paragraph summarising the goals for this release.

Feature Title 1

Short paragraph summarising this feature and its business value.

Story ID	Story Title	Story Points
	Story Point Sub-Total:	

Feature Title 2

Short paragraph summarising this feature and its business value.

Story ID	Story Title	Story Points
	Story Point Sub-Total:	

Review and Finalise Sprint 1 Plan

Things to look out for:

- Break stories into tasks, estimate the size of each task forming sprint backlog

- Read out stories & brainstorm tasks required to implement story

- keep them short, half a day or less is good, write each task on an index card

- Ensure all stories have a "verify story is complete" task

- Review list of tasks – Ask "does the list seem complete?"

- Compare lists of tasks between stories, was something forgotten?

Sprint Planning - Template

Sprint 1

Total Story Points: Total Hours:

Current Velocity:

Story ID: Title

Task ID	Task Description	Estimate	Taken
	Story Points:	Total Hours:	

Story ID: Title

Task ID	Task Description	Estimate	Taken
	Story Points:	Total Hours:	

Homework

1. **Social Contract & Trello**

   - Finalise your social contract and upload in Trello

   - Ensure your Trello boards are set up and send invitation for Tutor to join

2. **Assessment 1 – Finalise Release Plans & Sprint 1 Plan**

   - Finalise all the remaining work associated with Assessment, and submit the Assessment 1 - User Stories, Release Plan & Sprint 1 Plan before the due date using the Blackboard link.

   - Ensure that team delegates one team member to submit the assessment as only one submission is required per team.

Close / Wrap Up

I look forward to your
contributions next week

Thank you for your participation.

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