

# IFB295 – IT Project Management

## Week 2 - Tutorial 1 (27 – 31 July, 2020)

### Introduction / User Stories

Tutor: <your name>

# Introduction

**Tutor: <your name, Email, Zoom ID>**

**Brief Bio**

**<Academics>**

**<Industry Experience>**

**<Teaching experience>**

**<Hobbies/Interests>**

# Agenda

- Introduction
- Assessments & Case Study
- Overview of SCRUM Framework
  - *Processes, Products, Roles*
  - *Develop User Stories & Acceptance Criteria*
- Team Formation
- Setting up Trello
- Documenting Team Social Contract
- Retrospective (Review and Close)

# Learning Outcomes

- Understanding Project Management. Applying aspects of project management in accomplishing a set of requirements.
- Understanding Assessments & the Case Study.
- Extracting user requirements from the Case Study and creating User Stories. Defining Acceptance Criteria.
- Team formation and identifying member roles for managing & developing the project.
- Importance of Team Social Contract
- Setting up your Trello board

# Introduction

## Project Management (PM)

“A **project** is a temporary endeavor, designed to produce a unique product, service or result with a defined beginning and end (usually time-constrained, and often constrained by funding or deliverables), undertaken to meet unique goals and objectives, typically to bring about beneficial change or added value.”

“**Project management** is the process and activity of planning, organizing, motivating, and controlling resources, procedures and protocols to achieve specific goals in scientific or daily problems.”

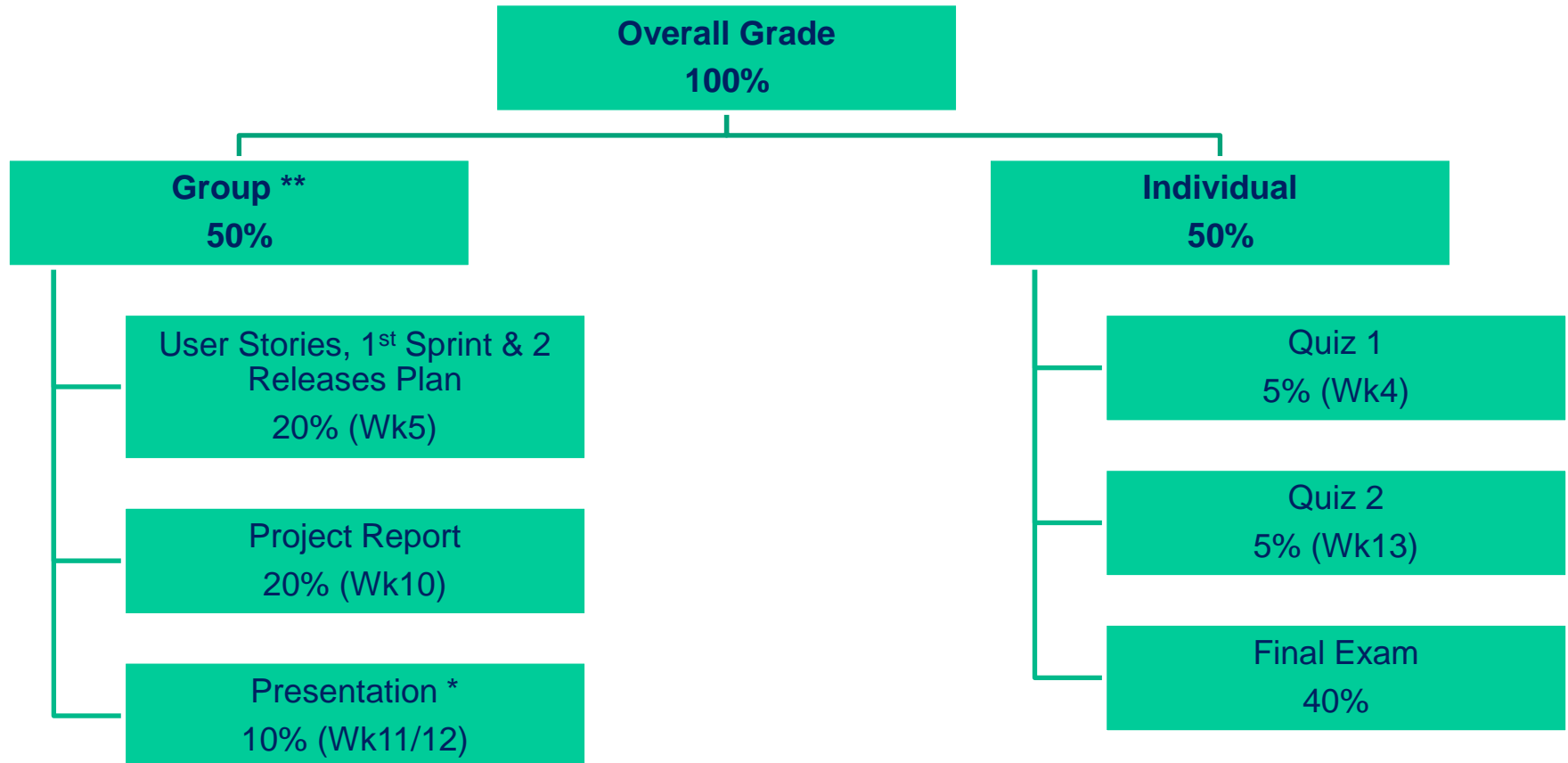
Source: Wikipedia

# Project Management Approaches in IFB295



- Incremental & Iterative Models (Agile)
  - Scrum (simple) Framework
  - Dynamic Systems Development Method (DSDM)
- Phased Models (Waterfall or Traditional)
  - PRINCE2 method

# Assessments

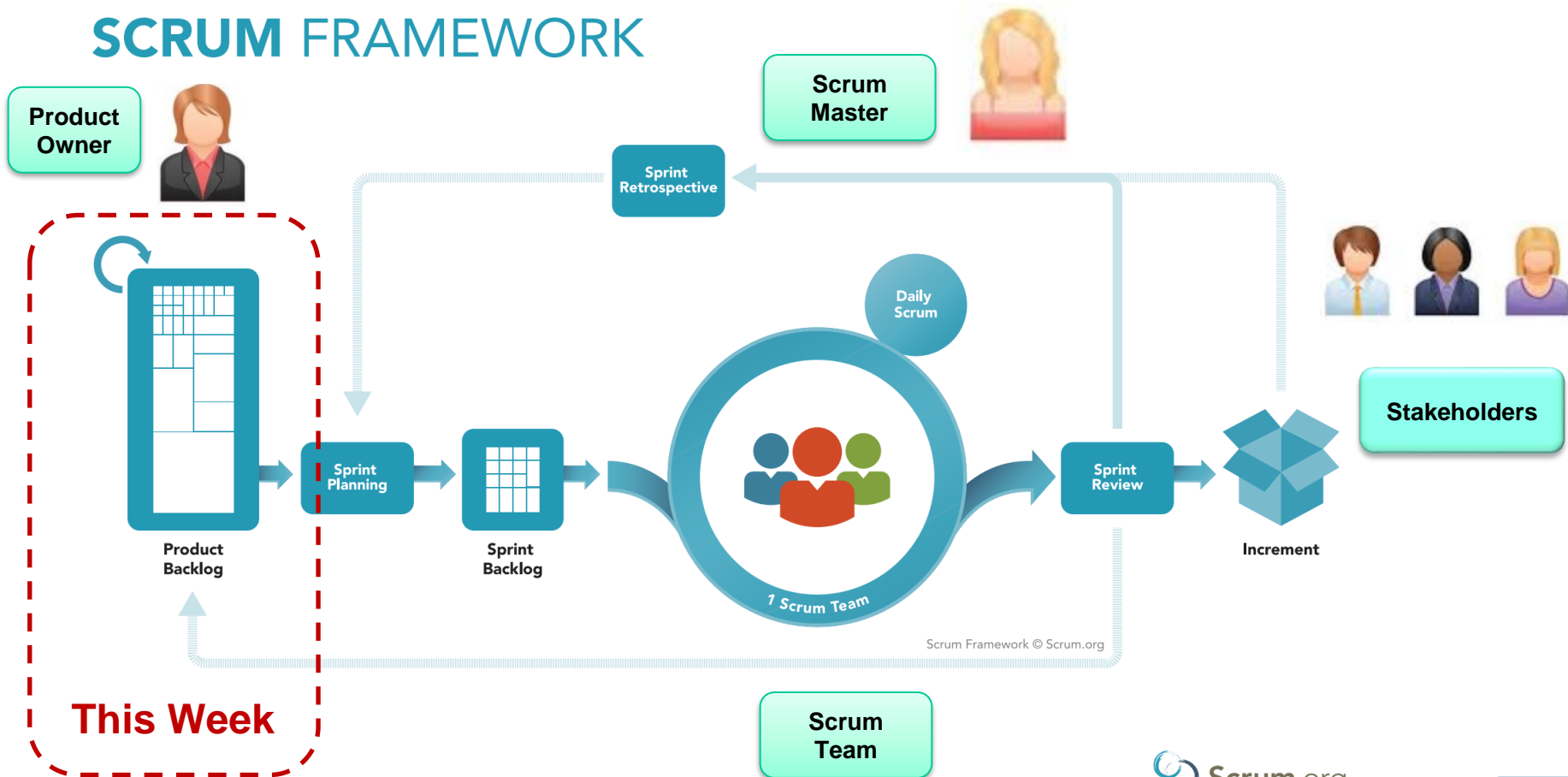


- Slides to be submitted: Wk11
- Presentation: Wk12

\*\* Refer to the Case Study – Mika Music (MM) School on Blackboard

# Overview of SCRUM

## SCRUM FRAMEWORK





# Scrum Roles

## 1. Product Owner

- Responsible for **maximizing the value of the product** and the work of the Development Team.
- Person with a vision. **Accept or reject work results**
- The Product Owner is the sole **person responsible for managing the Product Backlog**.

## 2. Development Team

- Self organising team **empowered by the organisation**, responsible for developing and **delivering the releasable increments** at the end of each sprint

## 3. Scrum Master

- Responsible for ensuring that the Scrum Team **adheres to Scrum theory, practices, and rules**.
- A servant-leader for the Scrum Team. **Plans and implements** Scrum

# SCRUM Products

## 1. Product Backlog

- A Product Backlog (PBL) is a list of things that needs to be done within the project.
- They can be a list of features or a list of user stories (backlog items)
- Estimable product backlog shows the person effort to complete each backlog item

## 2. User Stories

- Short description of functionality usually written from the user's (Clients) perspective.
- Provides value to the user or sponsor (considers both types of clients)
- Must be testable.
- Provides enough information to make rough estimates.

# Creating a Product Backlog (Sample)

Below is a sample list of Items required for building a city. The items form the Product Backlog. User Stories are based on the product backlog items.

- 1-storey building
- 2-storey building
- Shop
- School
- Church
- Hospital
- Bus stop
- Intersections
- Bridge
- Traffic lights
- Pub
- Train station
- Stadium
- Gas station
- Roads (several)
- Car park
- Parks (few)

# Product Backlog - IT System Example

## Backlog item

Allow a guest to make a reservation

As a guest, I want to cancel a reservation.

As a guest, I want to change the dates of a reservation.

As a hotel employee, I can run RevPAR reports (revenue-per-available-room)

Improve exception handling

...

...

**“Product Backlog consist of several number of User Stories”**



# User Stories

- Short description of functionality.
  - textually small
  - short development time (1-3 days)
- From the user's (Clients) perspective.
- Provides value to the users
- Must be testable.
- Provides enough information to make rough estimates.

# Why User Stories?

- History of poor requirements
- Capture large out-dated documents
- Communication
  - track requirements
    - cards & BVC
  - up-to-date
    - conversation
  - understand user needs
    - conversation & confirmation

# Your User Story - Template

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 Stories - Examples

## One storey building

### User Story:

**As a** resident of scrum city,  
**I want to** live in house,  
**So that** I have a nice lifestyle.

### Acceptance Criteria:

**Given** I built a one storey house,  
**When** I step out of my house,  
**Then** I should be able to access the main road.

### TIP

Think about acceptance criteria in advance

One storey building



# Example of User Story

User story : Bridge

As a pedestrian,  
I want a bridge,  
So that I can cross the  
river without Problem.

Acceptance Criteria

Given the bridge is connected  
to the road,  
When I travel on a bicycle,  
Then the bridge should have  
bicycle lanes marked  
in yellow color.

Estimate: (8)


# TEAM FORMATIONS

- **Round 1: Total 10 minutes**. Students (max.5) allocated to breakout rooms randomly. In the breakout room, students will
  1. Exchange contact details (e.g. QUT email ID).
  2. Discuss academic and professional interests.
  3. Check whether they are interested in working together on all tutorial activities and group assignments.
- **Round 2**: Repeat the Round 1 exercise.
- **Round 3**: Repeat Round 1 exercise for students that were unable to form or join a team.
- After groups are formed, tutor will provide a specific Group Number to each group. Thereafter, each group member will self-enrol in the specified group (number) on Blackboard.

# Team Behavior & Team Social Contract

**Some key questions / points to consider on how teams should operate with the aim of successfully achieving goals.**

- What are your individual expectations?
- Do members of your team share the same expectations?
- What is your teams' collective goals / expectations?
- How do you demonstrate accountability?
- How do you create & maintain harmony in your team?
- How do you ensure members accomplish their task on time and adhere to expected standards?
- How do you want to address cases where individuals fail to perform?
- How do you plan to communicate with each other?
- When and where do you meet to complete and review project tasks?
- How do you plan to lead your team (e.g. 1 person leads or roles are rotated)
- Do you allocate 1 person to manage / update Trello or you rotate the roles?
- What behaviors from Agile concept will you adopt – **see next slide**



Every Team  
Member must  
Agree & Sign

# Example - Social Contract

## Agile way of working

- We as a team will take ownership of the assigned tasks.
- We will stick to our agreed working patterns.
- We will plan for one offline meeting session between two consecutive tutorials.
- We will let the team know when one of us are late or going early.
- We will ask for help when needed.
- We will try and ensure equal contribution for each weekly task.
- We will try and educate the non contributing members to enhance their contributions.
- We will ensure tutors are made aware of non contributing member or consistent lack of participation for anyone of the team members.
- We will use Trello (or similar) as the main method for our team communications.
- We will use Trello as the main tool to record our intermediary and final outcomes.

# Case Study – Mika Music (MM) School

- Please refer to the Case Study on Blackboard.
- Students should discuss the Case in your groups.
- Tutors will allocate groups to breakout rooms. Students will work in their groups to:
  1. Identify user requirements.
  2. Create product backlog items.
  3. Develop simple user Stories (at least 2) and write acceptance criteria for each story.
- Discuss with your Tutor.

# Trello - Example

The screenshot shows a Trello board named 'WALLABY' with a background image of a tropical beach. The board is organized into several columns:

- Workshop Backlog**: A list of 14 items (PST01 to PST14) with point values, including 'PST01 - Scrum City1 (3 pts)', 'PST02 - Scrum City 2 (3 pts)', 'PST03 - Flip (3 pts)', 'PST04 - Elevator Pitch (3 pts)', 'PST05 - People & Project Roles (4 pts)', 'PST06 - Comms Plan (4 pts)', 'PST07 - MoSCoW (4 pts)', 'PST08 - Delivery Planning (4 pts)', 'PST09 - Scope, WBS, Estimating (4 pts)', 'PST10 - PERT Chart & CPM (3pts)', 'PST11 - Gantt & Resourcing ((3pts)', 'PST12 - Risk Matrix (3pts)', 'PST13 - PM Methodology Selection (2pts)', and 'PST14 - Mock Exam Questions (1 pt)'. A '+ Add another card' button is at the bottom.
- Timebox Plan**: A list of 7 items (PST 03 to PST 14) with weekly labels, including 'PST 03 - Wk4', 'PST 04 - Wk5', 'PST 05 - Wk6', 'PST 06 - Wk7', 'PST 07 - Wk8', 'PST 13 - Wk13', and 'PST 14 - Wk13'. A '+ Add another card' button is at the bottom.
- Done**: A list of 2 items: 'PST01 - Scrum City1 (Wk2)' and 'PST02 - Scrum City 2 (Wk3)'. A '+ Add another card' button is at the bottom.
- WIP**: A list of 2 items: 'PST03 - Flip (3pts) wk4' and 'PST04 - Elevator Pitch (3pts) wk4'. A '+ Add another card' button is at the bottom.
- Social Contract**: A list of 3 items: 'We encourage constructive feedback', 'We endeavor to complete our tasks on time and in full', and 'We commit to completing our individual tasks prior to attending our next scheduled meeting'. A '+ Add another card' button is at the bottom.
- Tutor Feedback**: A list of 2 items: 'Wk4 - ensure social contracts are agreed by all team members' and 'Wk4 - complete social contracts by Wk6'. A '+ Add another card' button is at the bottom.
- Burnup Chart**: A list of 1 item: 'All PSTs'. A '+ Add another card' button is at the bottom.

Overlaid on the bottom right of the screenshot are two bullet points:

- Set up for your team with Trello. Invite your tutor
- Use it to track your group's progress, interactions, and assessment activities & tasks

The browser's address bar shows the URL: <https://trello.com/b/sGJGs6y5/rfn700-jerrys-board>. The browser's taskbar at the bottom shows several open tabs, including 'Welcome, Jerry - Bl...', 'Mail - pomai.poni...', 'PowerPoint Present...', 'Search | Queenslan...', 'The Scrum Guide', 'The DSDM Agile Pro...', 'Mail - pomai.poni...', 'WALLABY | Trello', 'Knight on becomi...', and 'what is a social con...'.



# Homework

## 1. Social Contract

- Social Contract to be completed and uploaded to Trello at least a day prior to your next tutorial. Besides other agreed conditions, the contract must include:
  1. Group Number, List of team members with their roles and the project you will develop.
  2. How would team members operate.
  3. Expectations of commitments and communications.
  4. How will teams address internal group problems, specifically breaches of expectations, non-attendance at team meetings and tutorials, and team members not completing assigned tasks.

## 2. Assessment 1 – User Stories, Release Plan and Sprint 1 Plan – Preparation activities

- Create new user stories; need a good set of stories for Week 3 tutorial.

# Close / Wrap Up

**I look forward to your  
contributions next week**

**Thank you for your participation.**