# Agile Software Project Management

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# Agile Documentation



Agile documentation questions 'How much?' rather than 'Yes or No'.

Emphasizes working software over comprehensive documentation.

Ensures necessary documentation without excessive overhead.

#### Agile Documentation Best Practices

- Agile documentation should be efficient and purposeful.
- Avoid unnecessary documentation that increases project risk.
- Create documents only to attain specific goals.

#### Selecting What to Document

- Traditional projects document detailed specifications.
- Agile prefers executable specifications like TDD.
- Reduce reliance on static documentation.

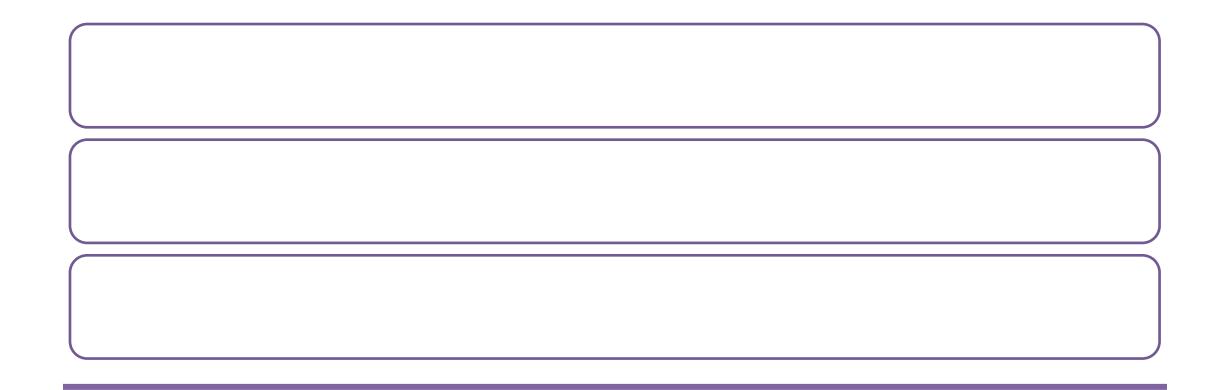
#### Stable Information

- Documentation should be delayed until necessary.
- Avoid hypothetical or frequently changing details.
- Use built-in software tools for system documentation.

## Simple Documentation

- Keep documents concise and easy to navigate.
- Shorter documents increase trust and usability.
- Avoid redundancy—use references instead of repetition.





#### Proper Place for Documents

Documentation should be stored where it is most useful.

Make documents easily accessible to the team.

Follow the Quality Work Principle for documentation placement.

# **Publicly Displayed Information**

- Use whiteboards, dashboards, and information radiators.
- Ensure key project details are visible to stakeholders.
- Reduce reliance on static documents.

### Create Documentation with a Purpose

- Documentation should have a clear objective.
- Avoid unnecessary templates and rigid formats.
- Documentation should serve project needs dynamically.

#### Focus on Customer Needs

- Engage customers in defining documentation requirements.
- Avoid overloading customers with excessive documentation.
- Deliver only what is necessary.

# Let the Customer Determine Document Value

- Customers should validate document usefulness.
- Ensure documentation adds real value to the project.
- Regularly review documents with stakeholders.

#### Iterative Documentation

- Agile documentation is incremental and evolving.
- Gather feedback and update documents iteratively.
- Align documentation with changing project needs.

#### Better Ways to Communicate

- Agile favors face-to-face communication over documentation.
- Use collaboration tools to enhance communication.
- Keep documentation lightweight and effective.

#### When to Update Documents

- Update documentation only when necessary.
- Ensure maintaining relevant and current information.
- Avoid excessive updates with little added value.

#### **Documentation Requirements**

- Require justification for creating new documents.
- Documentation is a business decision, not a default task.
- Maintain only essential documents.

#### Summary

- Agile documentation should be simple, efficient, and valuable.
- Avoid excessive documentation that slows down progress.
- Ensure documentation supports working software and customer needs.