# Compliance Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Guideline** | **Measure** | **Percentage compliance** | **Points** |
| Each Issue Type in Jira - Story/Task/Improvement/Bug should have a Story Point or Original Estimate. | SP % | Min. 60% | 2 |
| All Story/Task/Improvement/Bug should be associated with an Epic. | No Epic % | Max 40% | 2 |
| Epic Title should provide a clear and concise overview of the work. | Epic Concise Title % | Min 60% | 3 |
| Short running Epics or Story should have “Due Date” | Due Date % | Min 60% | 3 |
| Log work against Story/Tasks/Sub-task/Bug. | Work Log % | Min. 80% | 5 |
| Each check-in needs to be associated with a Jira ID via a comment. | Comment JiraID % | Min. 80% | NA |

## **Work Log:**

**Column required – Time Spent /Hr. Spent**

Work log is calculated only for grades M1 and Individual contributors.

If M2 is in Assignee field, corresponding tickets will be ignored.

### Work log of team:

The logged work hours of the team are extracted from (Time spent/Hr. Spent) column in JIRA report of uploaded month (Dec)

Work log of a ticket = work logged for current month (Dec) – work logged for previous month (Nov)

Total Logged work hour = Sum of Work log of a ticket of all tickets uploaded.

Note – The Assignee of the tickets must match the name in Employee Wise

### Expected Working hours:

Team members are retrieved from **‘Assignee’** column of JIRA report

Expected working hour of a developer = **Number of days present (HRMS) \* 8 \* billing percentage**

Expected working hour of lead (M1+/A1+) = **Number of days present (HRMS) \* 8 \* required productivity %\*billing percentage**

Typical % productivity for M1 for number of developers

70% - 3-member team

50% - 3–5-member team

30% - 5–7-member team

0 - More than 7 member

### Work log percentage

**Work log of team \* 100 / (Expected working hours of Team)**

## Example

For team with 3 developers and 1 lead

**November - Jira report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue Key** | **Time Spent** | **Hr. Spent** | **Assignee** |
| PLAYB-1 | 28800 | 8 | Developer-1 |
| PLAYB-2 | 39600 | 11 | Developer-1 |
| PLAYB-3 | 43200 | 12 | Developer-2 |
| PLAYB-4 | 172800 | 48 | Developer-3 |
| PLAYB-5 | 28800 | 8 | Lead-1 |

**December –Jira report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue Key** | **Time Spent** | **Hr. Spent** | **Assignee** |
| PLAYB-4 | 259200 | 72 | Developer-1 |
| PLAYB-5 | 57600 | 16 | Developer-1 |
| PLAYB-6 | 28800 | 8 | Developer-2 |
| PLAYB-7 | 39600 | 11 | Developer-3 |
| PLAYB-5 | 28800 | 8 | Lead-1 |

**Work log % for December:**

**Hrs logged in Dec**

|  |  |  |
| --- | --- | --- |
| **Issue Key** | **Hrs considered for Dec (Dec – Nov)** | **Assignee** |
| PLAYB-4 | 72-48 = 24 hrs | Developer-1 |
| PLAYB-5 | 16-8 = 8hrs | Developer-1 |
| PLAYB-6 | 8 hrs | Developer-2 |
| PLAYB-7 | 11 hrs | Developer-3 |
| PLAYB-5 | 8 hrs | Lead-1 |

**Attendance - HRMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee** | **No .of days present** | **Productivity required for M1** | **Billing %** | **Expected Working hrs**  **(days\*8\*billing)/100** |
| Developer-1 | 2 |  | 100 | 16 |
| Developer-2 | 2 |  | 100 | 16 |
| Developer-3 | 3 |  | 30 | 7.3 |
| Lead-1 | 3 | 70 (M1 productivity % for 3 member team) | 100 | 16.8 |

**Total hrs logged by team = 59 hrs**

**Expected working hrs = 56.1**

**Productivity = 59/56.1 \* 100 = 105.1%**

## **No Epic (%):**

Efforts logged in stories without epic vs Total Efforts

**Column required – Epic Link Summary/Epic Summary/Parent Summary**

Note:

For calculating percentage, stories with issue type “Sub-Task” and “Epic” are excluded.

Only the tickets which either created or updated on a month will be considered for the calculation

## Example

**Jira Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Issue Key | Issue Type | Time Spent | Epic Link Summary |
| 1 | PLAYB-1 | Epic |  |  |
| 2 | PLAYB-2 | Bug | 1h | Epic-1 |
| 3 | PLAYB-3 | Story | 3h | Epic-2 |
| 4 | PLAYB-4 | Task | 2h | Epic-1 |
| 5 | PLAYB-5 | Sub-Task | 1h |  |
| 6 | PLAYB-6 | Task | 3h |  |
| 7 | PLAYB-7 | Story | 2h |  |
| 8 | PLAYB-8 | Improvement | 1h |  |
| 9 | PLAYB-9 | Epic |  |  |
| 10 | PLAYB-10 | Task | 2h | Epic-2 |
| 11 | PLAYB-11 | Sub-Task | 1h |  |
| 12 | PLAYB-12 | Task | 1h | Epic-2 |
| 13 | PLAYB-13 | Task | 1h | Epic-3 |

Total efforts = 18hrs

Efforts of issue not linked with epic = 6hrs

**No Epic % = (6/18) \*100 = 33.33%**

## **Story Point (%):**

Number of stories with story points or estimate vs total number of stories **Column required – Story Points**

Note:

For calculating percentage, stories with issue type “Epic” are excluded.

If a Story can have either Story points or Original estimate for

Sub-tasks are ignored – If Story Point is specified at parent level

### Example

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Issue Key | Issue Type | Parent Summary | Story Points |
| 1 | PLAYB-1 | Task | PLAYB-14 | 5 |
| 2 | PLAYB-2 | Task | PLAYB-14 |  |
| 3 | PLAYB-3 | Task | PLAYB-14 | 3 |
| 4 | PLAYB-4 | Sub-Task | PLAYB-1 |  |
| 5 | PLAYB-5 | Sub-Task | PLAYB-1 |  |
| 6 | PLAYB-6 | Sub-Task | PLAYB-2 |  |
| 7 | PLAYB-7 | Sub-Task | PLAYB-2 |  |
| 8 | PLAYB-8 | Sub-task | PLAYB-2 |  |
| 9 | PLAYB-9 | Task | PLAYB-14 | 5 |
| 10 | PLAYB-10 | Epic |  |  |
| 11 | PLAYB-11 | Story | PLAYB-14 | 5 |
| 12 | PLAYB-12 | Task | PLAYB-14 | 6 |
| 13 | PLAYB-13 | Sub-Task | PLAYB-1 |  |
| 14 | PLAYB-14 | Epic |  |  |

PLAYB-6, PLAYB-7, PLAYB-8 are expected to have story points, since parent PLAYB-2 doesn’t have story points

PLAYB-4, PLAYB-5 and PLAYB-13 doesn’t need story points since its parent PLAYB-1 has story points

Total tasks expected to have story points (highlighted tasks) – 9 tasks

Actual tasks with story points – 5

**SP % = 5/9\*100= 55.5%**

## **SP Productivity:**

Number of story points per dev per month.

**Column required – Story Points/Custom Field (Story Points)/ Custom Field (Story Point Estimate)**

**Story Points – field is given priority over other fields.**

Note:

For calculating percentage, stories with issue type “Epic” are excluded.

Only stories with the completed statuses (Resolved, Closed, Done, Complete, Released, and Completed) and stories created or updated in a month are considered.

## **Due Date (%):**

Percentage of short running epics or story/tasks with the due date assigned to them.

For long running epics, the Epic must be tagged with a label “LongEpic”. Those long epics will not be considered for due date calculation.

If Due Date can’t be specified at Epic level due to client managed epics, Min 60% of Task/Story must have due date

**Column required – Due Date**

**Note** –

The due date is expected only for tickets with issue type ‘Epic’ mentioned in Epic Link Summary/Parent Summary**.**

If a file has bothEpic Link Summary/Parent Summary**.** Epic Link Summary is given priority over Parent Summary

If the tickets in Epic Link Summary/Parent Summary were never exported as a part of Jira Report, by default it considered as Epic

### Example

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Issue Key | Issue Type | Epic Link Summary | Due Date |
| 1 | PLAYB-1 | Task | PLAYB-14 |  |
| 2 | PLAYB-2 | Task | PLAYB-14 |  |
| 3 | PLAYB-3 | Task | PLAYB-14 |  |
| 4 | PLAYB-4 | Sub-Task |  |  |
| 5 | PLAYB-5 | Sub-Task |  |  |
| 6 | PLAYB-6 | Sub-Task |  |  |
| 7 | PLAYB-7 | Sub-Task |  |  |
| 8 | PLAYB-8 | Sub-task |  |  |
| 9 | PLAYB-9 | Task | PLAYB-14 |  |
| 10 | PLAYB-10 | Epic |  |  |
| 11 | PLAYB-11 | Story | PLAYB-16 |  |
| 12 | PLAYB-12 | Task | PLAYB-15 |  |
| 13 | PLAYB-13 | Sub-Task |  |  |
| 14 | PLAYB-14 | Epic |  | 15-01-2023 |
| 15 | PLAYB-15 | Epic |  |  |

Tickets Expected to have due dates - PLAYB-14, PLAYB-16, PLAYB-15

PLAYB-16 is exported as a row, and it has due date

PLAYB-15 is exported as a row, and it doesn’t have due date

PLAYB-16 is not exported as a row it considered to be an Epic since its linked with a Story and there is no information on due date

**Due date percentage – 1/3 \*100 = 33.33%**

## **Epic Concise Title (%):**

Percentage of epics with epic names that give clear understanding of the task.

**Column required – Epic Link Summary/Epic Summary/Parent Summary**

**Formula:**

The epic name should contain at least 2 words without stop words. (Stop words are list of articles, preposition and connectives)

Considering it as a minimum criterion to decide if it gives clear understanding of the task.

Example

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Issue Key | Issue Type | Epic Link Summary | Due Date |
| 1 | PLAYB-1 | Task | Demo Epic No - 1 |  |
| 2 | PLAYB-2 | Task | Demo Epic No - 1 |  |
| 3 | PLAYB-3 | Task | Demo Epic No - 1 |  |
| 4 | PLAYB-4 | Sub-Task |  |  |
| 5 | PLAYB-5 | Sub-Task |  |  |
| 6 | PLAYB-6 | Sub-Task |  |  |
| 7 | PLAYB-7 | Sub-Task |  |  |
| 8 | PLAYB-8 | Sub-task |  |  |
| 9 | PLAYB-9 | Task | Demo Epic No - 1 |  |
| 10 | PLAYB-10 | Epic |  |  |
| 11 | PLAYB-11 | Story | Epic2 |  |
| 12 | PLAYB-12 | Task | Epic3 |  |
| 13 | PLAYB-13 | Sub-Task |  |  |

**Epic Titles -** Demo Epic No – 1, Epic2, Epic3

Concise title % = 1/3\*100 = 33.33%