



# CONESTOGA

Connect Life and Learning

## Group Project- Final Report

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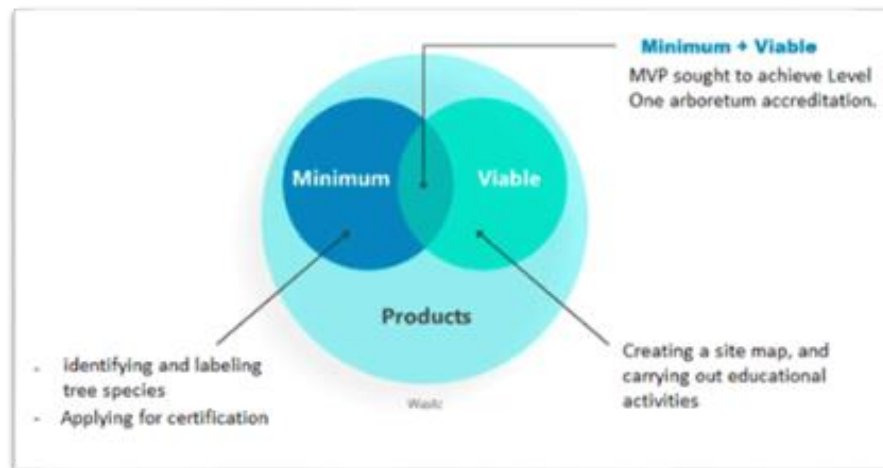
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## SECTIONS

### Summarize Key Findings

- **MVP Objectives:** By identifying and labelling tree species, applying for certification, creating a site map, and carrying out educational activities, the project's MVP sought to achieve Level One arboretum accreditation.



- **Goal:** The goal is to create a thriving natural environment that provides habitat for native species and educational opportunities.
- **Understanding the importance of Agile Principles:** To promote progress and stakeholder engagement, the project successfully applied Agile principles such as simplicity, value, feedback, and change

### The 4 Agile Values



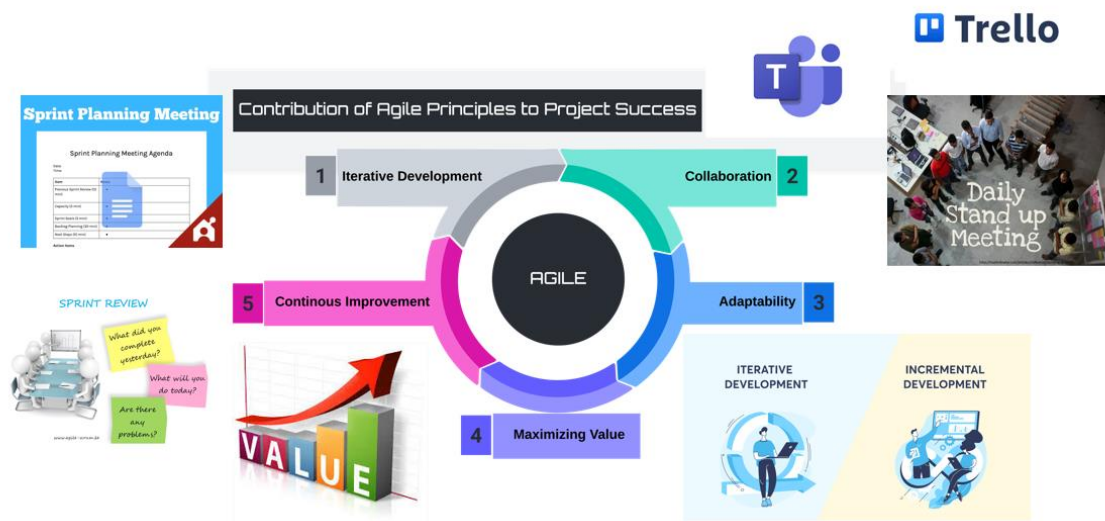
- **Stakeholder Collaboration:** Regular stand-ups, clear communication routes, and cooperative planning allowed Product Owners, Scrum Masters, and Team Members to collaborate successfully.

- **Risk Assessment:** We found that due to its limited funding and reliance on volunteer contributions, which might not be sufficient to cover all costs associated with the establishment and upkeep of the arboretum, the project is vulnerable to financial shortfalls. This financial uncertainty may limit the extent of planned modifications and cause delays in meeting project objectives.



## Reflect on the Agile Process

Here is a detailed analysis of how the Agile methodology was employed in the project, highlighting specific Agile practices or ceremonies that were particularly effective, and discussing how Agile principles contributed to the project's success.



## Agile Practices and Ceremonies Employed

### 1. Regular Stand-ups:

- **Description:** Daily stand-up meetings were conducted to ensure alignment and quick issue resolution.

- **Effectiveness:** These brief meetings helped in maintaining a continuous flow of communication and allowed the team to promptly address any obstacles, ensuring steady progress.

## 2. Collaborative Planning and Sprint Planning Meetings:

- **Description:** Sprint planning meetings were held with all stakeholders to set goals and requirements.
- **Effectiveness:** This practice ensured that everyone was on the same page regarding the project's objectives, which facilitated better coordination and collaboration.

## 3. Virtual Platforms for Communication:

- **Description:** Tools like Zoom and Trello were used to support virtual meetings and collaborations.
- **Effectiveness:** These tools were particularly useful for coordinating with volunteers and stakeholders, ensuring that communication was clear and effective despite geographical barriers.

## 4. Regular Demos and Sprint Reviews:

- **Description:** Sprint reviews were conducted frequently to demonstrate progress and gather feedback.
- **Effectiveness:** These reviews allowed for real-time feedback and adjustments, keeping the project aligned with stakeholder expectations and increasing the project's responsiveness to change.

## 5. Documentation and Incremental Deliverables:

- **Description:** Ensuring all stakeholders had the most recent documents and breaking the project into smaller sections for incremental delivery.
- **Effectiveness:** This approach made it easier to show constant progress and ensured that stakeholders were always informed about the latest developments

## Contribution of Agile Principles to Project Success

### 1. Iterative Development:

- **Principle:** Agile emphasizes iterative development with frequent reassessment and adaptation.
- **Application:** The project benefited from iterative planning and execution, allowing for adjustments based on feedback and evolving requirements. For example, the team adapted their plans when the initial tree planting locations were flagged for review, thus ensuring alignment with stakeholder expectations (Group 1, 2024a, p. 10).

### 2. Collaboration:

- **Principle:** Agile values collaboration over processes and tools.

- **Application:** By involving all stakeholders in sprint planning and review meetings, the project ensured that diverse perspectives were considered, which led to more comprehensive and accepted solutions. The use of virtual platforms further enhanced collaborative efforts (Group 1, 2024b, p. 8).

3. **Adaptability:**

- **Principle:** Agile encourages responding to change over following a fixed plan.
- **Application:** The project's flexibility allowed it to pivot quickly in response to new information or changing conditions. This adaptability was crucial for maintaining momentum and ensuring the project's success, particularly in dealing with unforeseen challenges such as changing the initial focus from garden tours to educational events (Group 1, 2024b, p. 12).

4. **Maximizing Value:**

- **Principle:** Agile focuses on delivering maximum value to the customer.
- **Application:** The project prioritized actions that provided significant benefits to stakeholders, such as installing aluminium signs with QR codes that not only met certification requirements but also enhanced visitor engagement and education. This focus on value ensured that the project outcomes were meaningful and impactful (Group 1, 2024c, p. 15).

5. **Continuous Improvement:**

- **Principle:** Agile emphasizes continuous improvement through regular reflection and adaptation.
- **Application:** The team held retrospectives at the end of each sprint to reflect on what went well and what could be improved. This practice of regular self-assessment and adjustment allowed the team to continuously refine their processes, leading to enhanced efficiency and effectiveness over time. For example, after identifying communication gaps in early sprints, the team implemented more structured communication protocols, resulting in smoother collaboration and faster issue resolution (Group 1, 2024a, p. 13).

The use of Agile methodology in the Heritage Centre Arboretum Development Project proved to be highly effective. Regular stand-ups, collaborative planning, and frequent reviews facilitated clear communication and alignment among stakeholders. Agile principles of iterative development, collaboration, adaptability, maximizing value, and continuous improvement were integral to the project's success, allowing it to adapt to changes and deliver meaningful outcomes

## Discuss Challenges and Solutions

The primary problems that the Agile project for the creation of the Heritage Arboretum brought up and their fixes:

- **Stakeholder management:** This was rather difficult due to competing interests of the several partners. The issues of communication revealed possible solutions in the form of open communication channels and daily stand-up meetings.

- **Volunteer Coordination:** Using volunteer means, that can be a drawback too because the volunteers may not be always available to do the task. This was managed by setting up a sensible working rate to this project by meeting biweekly and reviewing progress quarterly.
- **Adapting to Changes:** Being the case with other Agile notions, the acceptance of change in the studied project was underlined and over-stressed. The organization was swift to change the approach and began hosting educational events instead of the original plans that were as follows; a garden tour that was never conducted.
- **Balance between Value and Simplicity:** As for the value concept, the group was more concerned about the creation of value and reducing the concept's simplicity. For example, they first decided on choosing a rather simple and clearly printed map on which they choose a spot but have plans to later further develop this map.
- **Putting into Practice Quick feedback:** This was achieved when the group took time to listen to the stakeholders and was equally flexible to alter the positioning of the tree planting activities.
- **Resource Allocation:** This requires the notions of the basic management of resources that are fundamental to tap into to ensure that a business meets the needs of the current time. In other areas, the group applied a wide framework for resources and accordingly, the tasks were divided, due dates were set, and the progress was monitored.
- **Maintaining Sustainable Pace:** This has been achieved in the project by ensuring that it had a steady progress that was actively managed by the acquisition of well-defined goals and time check points. This strategy helped to effectively use the available city personnel and did not exhaust those who volunteered.
- **Collaborative Planning:** Sprint planning meetings were conducted with all the stakeholders to ensure the needs and goals were identified to prevent the issues from prolonging and delay the team's progress.
- **Progressive Deliverables:** These included the breaking down of the project into subprojects as well as the definition of key components, which permits incremental development and allows those who are overseeing the project to display progress better.
- **Resolution of Conflicts:** To ensure the project's success, an integrated team tried to coordinate conflicts and bring people together.

These are some of the challenges faced and it was executed perfectly to prove the concept of Agile and to solve the next planned problems as found by the team.

## Team Collaboration and Individual Contributions

The project involved the coordination of the team efforts whereby the Heritage was developed fully through the Arboretum Development Project. In addition to this, the researcher suggested that in any effective interdependent team, clear communication, task interdependence, and therefore shared responsibilities are crucial to attaining the intended project objectives.

**Effective Communication:** This way the team was perfectly aligned with each other and ready to face any issue that might appear on the meeting, and having the stand-up meeting, the problem was solved in a very short time.

**Collaboration:** Everyone contributed his or her ideas and had different approaches to the tasks, which was inspiring and helpful.

**Shared Responsibilities:** This was done to ensure that the people were challenged to the level of their capability and also to ensure that work was done within the shortest time possible.

**Individual Contributions:**

Team member	Contribution
Gaurav Saraswat	<ul style="list-style-type: none"> <li>• Reasons for Agile Planning and management</li> <li>• Communication challenges, personas creation</li> <li>• Improvement Actions and Definition of Done</li> </ul>
Indrani Bothsa	<ul style="list-style-type: none"> <li>• Stakeholder management, Sustainable pace for the project</li> <li>• Decision making responsibilities, Effectiveness with Agile Concepts</li> <li>• Budgeting and Donation Management</li> </ul>
Vaishnavi Wadhwa	<ul style="list-style-type: none"> <li>• MVP, Agile Principles</li> <li>• Backlog Creation, Release planning</li> <li>• Risk Assessment and Value Addition</li> </ul>
Neha Singh	<ul style="list-style-type: none"> <li>• Vision Statement, Product Roadmap</li> <li>• Activity Prioritisation, Story Selection, Work Estimation</li> <li>• Risk Response plans and Critical Risks</li> </ul>

Details :

**Gaurav Saraswat:**

- Addressed the rationale for selecting the Agile methodology.
- Gathered data on arboreta, the rules and regulations of Anderson township, and green space.

**Vaishnavi Gopal Wadhwa:**

- Provided the intention of Minimum Viable Product (MVP).
- Explained how performance of the project could be enhanced with the help of Agile concepts.

**Neha Singh:**

- Created the mission statement.



- Formulated the product's roadmap.

**Indrani Bothsa:**

- Analysed the requirements of the critical users.
- Included the recommendations on how sustainable pace and the involvement of the stakeholders could be attained.

**Teamwork:** Thus, every person in the team contributed to the final presentation, reinforcing the fact that everyone is devoted, and all the work is done as a team.

These contributions show how adaptable and skilled the team is at overcoming problems, highlighting the need of cooperation and clear communication in project management.

## Evaluate Project Goals

### 1. Attaining Arboreta Status:

**Objective:** Bring the Arboretum standards to the Level One.

**Evaluation:** This goal was accomplished and, at the same time, helped grow the population of the people who visit the Heritage Centre and its significance to the public.

### 2. Community Involvement and Environmental Education

**Objective:** Promote people's involvement in education concerning events in the environment and the availability of green spaces.

**Evaluation:** This established that public involvement in the completion of environmental education projects was regarded as the public offering their grain towards the community's education.

### 3. Enhancing Rental Opportunities:

**Objective:** Enhance rental chances for the centre to be called Heritage Center.

**Evaluation:** In any case of the changes in rental income, it would be helpful if there were more numerical data on the conversion of the before and after manoeuvres that the project entails regarding the receptiveness and functionality of the centre.

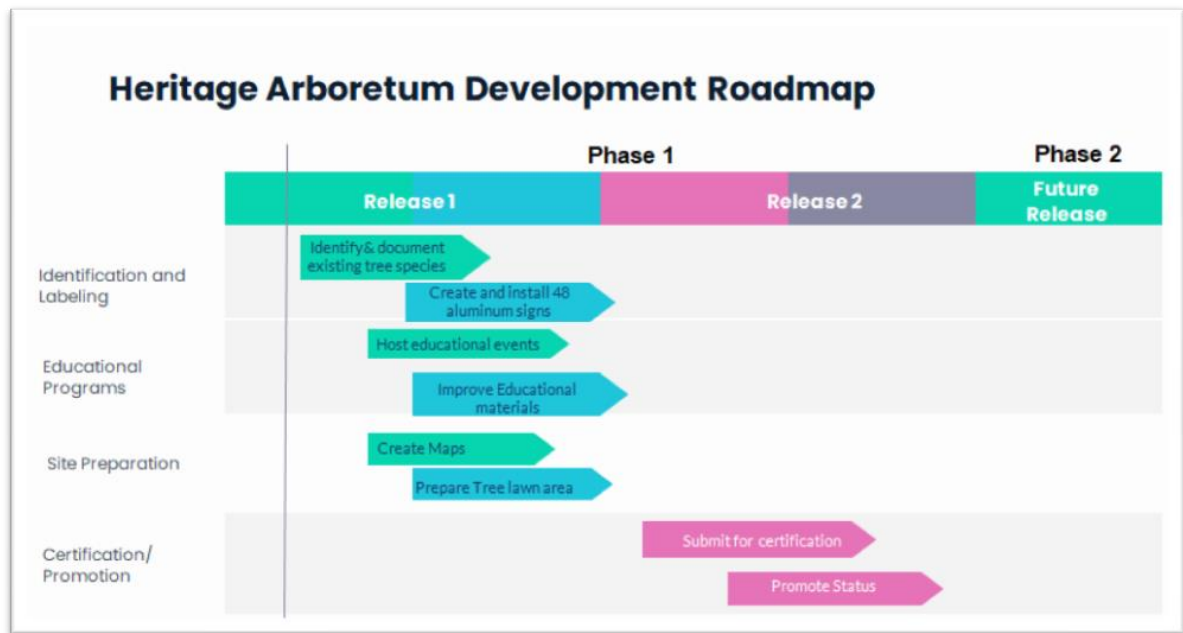
### 4. Iterative Planning and Stakeholder Communication:

**Objective:** Regarding the planning and reporting, it is suggested that an iteration process of planning that follows the Agile position should be communicated to the stakeholders.

**Evaluation:** Coulson-Thomas (2010) described the success and satisfaction of the project stakeholders. Agile practices, as the criterion used in this project, entailed the provision of feedback and adoption, which is under the circumstances.

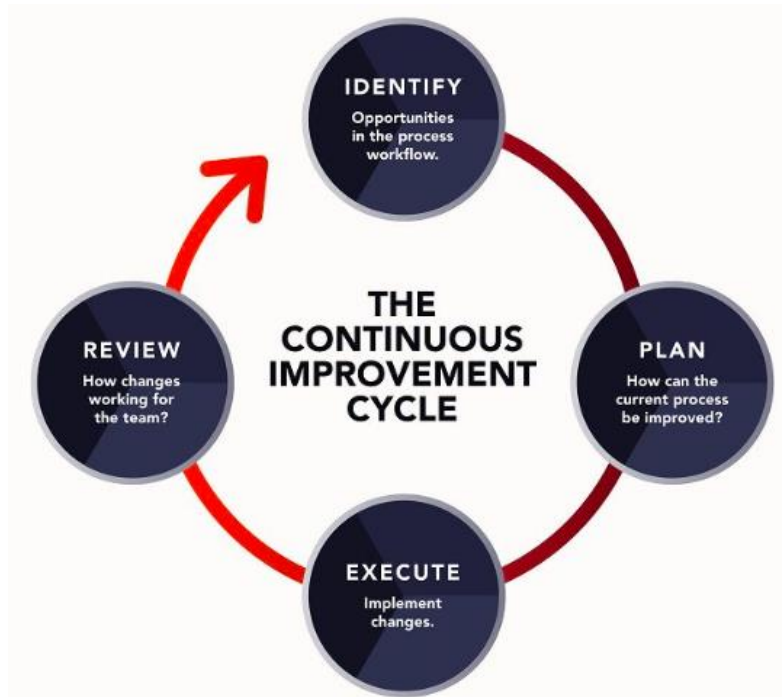
## Future Recommendations

**Product Roadmap:** Two releases a year were recommended, with an emphasis on reaching MVP objectives and investigating potential future development areas Group 1. (2024a, June 18)



Agile principles: maximise value, embrace change, promote simplicity, and respond quickly to changing project requirements

Continuous Improvement: To find areas for improvement and incorporate suggestions for future iterations, hold retrospectives at the conclusion of each iteration



Ongoing Engagement: To maintain community involvement and project momentum, improve volunteerism and educational outreach.

### Ongoing Community Engagement



## **Conclusion and Closure**

This report shows that the primary objectives of the Heritage Arboretum Development Project were met by acquiring Level One Arboretum status, increased stakeholders' engagement, and increased promotion of environmental conservation awareness. It was possible to implement Agile methodology, which enabled systematic planning of iterations and stakeholders' cooperation. All these accomplishments collectively improved the educational and recreational utility of the Heritage Center, benefiting it in its overall goals and endurance.

## Resource Allocation

Task Assigned	Resource	Start Date	End date	Status
Summary Key Findings	Neha	07/31/2024	07/31/2024	Done
Reflect on the Agile Process	Vaishnavi	07/31/2024	07/31/2024	Done
Discuss Challenges and Solutions	Indrani	08/01/2024	08/01/2024	Done
Team Collaboration and Individual Collaborations	Indrani	08/01/2024	08/02/2024	Done
Evaluate Project Goals	Gaurav	08/02/2024	08/02/2024	Done
Future Recommendations	Neha	08/03/2024	08/03/2024	Done
Conclusions and Closure	Gaurav	08/03/2024	08/03/2024	Done
Presentation creation	Everyone	08/02/2024	08/04/2024	Done
Video recording	Everyone	08/05/2024	08/05/2024	Done

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