# Project Management

## 9 areas of project management

### Integration

**Scope**

 Requirement collection - BA  Define scope - BRD

 Create epics and stories. - BA

 Verify - BRD verification, Backlog Grooming for user story and epic verification.  Control scope - Change management

### Time

 Estimate stories - T-sizing, Backlog Grooming  Sequencing - Release planning & review

 Resource requirement estimation - Allocation planning  Develop a schedule - Release planning & review

 Control schedule - Release planning & review

### Cost

 Estimate costs - Need to define

 Determine budget - Need to define  Control costs - Need to define

### Quality

 Need to define

### Human Resources

Resource plan - Allocation planning

Hire - Need to define an interviewing flow Setup a project team - Allocation planning

Manage the team - Agile & Scrum, Evaluation & Feedback Framework

**IN PROGRESS**

### Communication

 Identify stakeholders - Sprint 0 - Stakeholder documentation  Plan communications - Sprint 0 - Need to define

 Distribute information - All comms happen on Jira and Confluence. Some on teams. Some happen on emails.  Expectation management - Need to define how to set buffers.

 Report performance - Sprint Reviews

### Risk

 Plan risk management - Biweekly Dependency Reviews

 Identify risks - Dependency reviews (Needs improvemets)

 Perform qualitative and quantitative risk analysis. - Dependency score.? RCI.? Need to define  Plan risk response - Need to define

 Monitor and control risks - Dependency Review signoffs. Need improvements

### Procurement

Plan procurement - Define process to raise procurement requests. Conduct procurement - Delegated to IT. Need to coordinate.

Administer procurement - Delegated to IT. Need to coordinate. Close procurement - Define a process.

#### Allocation & release management

Allocations and releases are managed in different stages of the project execution. The stages are,

1. Sprint 0 -



**LEAD BA TPM**

1. BA & Lead cycle. -



**LEAD BA TPM**

1. Self-review (30 mins)- (Individually, offline)

**DEV TEAM QA TEAM**

1. Backlog-review & Dependency review (30 mins)-



**TPM**



**DEV TEAM QA TEAM LEAD**

1. Allocation planning session (30mins)-



**TPM**



**DEV TEAM QA TEAM LEAD**

1. Release planning session (1hr)-



**TPM**



**LEAD**

1. Sprint review (30 mins) -



**TPM**



**DEV TEAM QA TEAM LEAD PO**

These processes add (per sprint),

 30 mins of overall overhead for the PO.

 30mins of overall overhead for individual scrum team members for offline work.

 1.5hrs of overall overhead for the entire team time spent in meetings.

 2.5hrs of overall overhead for the lead and BA.

**Sprint 0** and then in **BA & Lead cycle** participants :



**LEAD BA TPM**

Estimations - Tsize estimations for non-estimated stories during the BA & Lead phase. Technology stack selected for all the stories during the BA & Lead phase.

 Automated assignments happen when technology stacks are selected. Release timelines

 Release is set as Jira fixed versions.

There has to be 2 fixed versions/release. Set during . This release strategy is bound to the project execution



[Checklist - Sprint 0](https://inivos.atlassian.net/wiki/spaces/T/pages/106496036)

model. Depending on the execution model the decision to have a UAT release is made.  UAT release - has a soft deadline.

**OPTIONAL**



[UAT release](https://inivos.atlassian.net/wiki/spaces/T/pages/121110531)

 This deadline is moved forward / backward at the end of every release planning session.

 Allowed to move this deadline each sprint by x number of weeks. (x = contingency weeks / planned number of sprints, contingency weeks = total weeks communicated to the customer- planned weeks).



[Production release](https://inivos.atlassian.net/wiki/spaces/T/pages/121110543)

 Production release - has a hard deadline.

Lead and BA adds new stories with default allocations to the release on the first day of the sprint. Epics

**DEV TODO**

**QA TODO**

An epic is a chunk of scope that is immutable after moving it to a Todo status ( A release must have all the epics.

or ).

 An epic is considered final when its status changed to a Todo status. After that there shouldn’t be new story additions to it. To edit the epic, it has to go through the epic workflow.

##### Self-review

participants :

**DEV TEAM QA TEAM**

Each team member goes through their allocation plan against the active release.

##### Backlog review & Dependency review

participants:



**TPM**



**DEV TEAM QA TEAM LEAD**

 Prioritized backlog from the backlog review.

 Critical task dependencies cleared during dependency closure.

 Estimations: - Story point estimates for estimated stories during BR. time: 4hrs

##### Allocation Planning (second part of the )



[Sprint planning](https://inivos.atlassian.net/wiki/spaces/T/pages/102006795)

participants:

**DEV TEAM QA TEAM LEAD**



**TPM**

Start off with a clear release goal statement by the Delivery lead.

Do pending allocations for the epic stories + redo the allocations if necessary (because the default allocation was done automatically).

Clear all issues from the allocation plans highlighted in excel. - Team members time: 1hr

##### Release planning session:

participants: **TPM LEAD**

Start off with a clear release goal statement by the Delivery lead.

When these sprint allocations happen on JIRA, the excel should get updated automatically.

Move the release timeline according to the allocation plan if allowed (see Sprint 0 → Release timelines). Identify risks and risk mitigation strategies.

Publish the outcomes in the form of a Release plan document in confluence and communicate it to the PO with the team in cc.

##### Sprint review

participants: **TPM DEV TEAM QA TEAM LEAD PO**

Take the release plan changes up in the next sprint review discussion.

Discuss the release goal.

Discuss the release content (epics). Discuss the timeline.

Discuss risks and risk mitigation strategies.

## Mid sprint scope change workflow

Automation done to change status to t-sizing. Later will rename to Lead review. Lead adds makes a decision.

If the change changes the sprint delivery significantly. raise a triage. Or, change it back to where it was.

## TPM reports

|  |  |  |
| --- | --- | --- |
| **Report** | **Sample** | **Due** |
| Sprint Plan | [Sprint plan sample (From Tran](https://inivos.atlassian.net/wiki/spaces/T/pages/97812481) [spomate)](https://inivos.atlassian.net/wiki/spaces/T/pages/97812481) | Sprint Day 10 - EOD |
| Dependency Summary | [Sample Issue Dependency Su](https://inivos.atlassian.net/wiki/spaces/T/pages/96665620) [mmary Document (From Transpo](https://inivos.atlassian.net/wiki/spaces/T/pages/96665620) [mate)](https://inivos.atlassian.net/wiki/spaces/T/pages/96665620) | The Day after BR (Typically falls between Day 7 - 9) - EOD |
| Allocation planning | Allocation plan for transpomate.xlsx (sharepoint.com) | Day 4 - EOD |

## Scrum reports

Sprint Burndown

Cumulative Flow Diagram (CFD)