# Sprint Schedule

|  |  |  |
| --- | --- | --- |
| Meeting time | **1 day + 4.5hrs / 12.5hrs (15.6%)** | (15 mins \* 10) + 30 mins + 1hr + 4hrs + 2hrs + 30mins + 2hrs |
| Focus time | **8 days 3.5hrs** / **67.5 hrs (84.4%)** |  |

|  |  |  |
| --- | --- | --- |
| Day 1 | Clear out all dependency review action items. **DEV TEAM QA TEAM**  Schedule all the ceremonial calls **TPM** |  |
| Day 2 | **DEPENDENCY CLOSURE SESSION** (15 - 30 mins) in the morning. - [Dependancies](https://inivos.atlassian.net/wiki/spaces/T/pages/95977473)  **DEV TEAM QA TEAM**  **DEPENDENCY CLOSURE SIGNOFF TPM** |  |
| Day 3 | **RELEASE PLANNING & REVIEW** (1 hr) **PO TPM DEV TEAM QA TEAM** |  |
| Day 4 |  |  |
| Day 5 | BA and lead signs off new stories added through the previous sprint and informs the team. **NEW BA LEAD** |  |
| Day 6 |  |  |
| Day 7 | **BACKLOG REVIEW SESSION** - 4 hrs. - [Backlog Review](https://inivos.atlassian.net/l/cp/bG3RWCMT) (Re-schedulable between 6th - 8th day) **PO** |  |
| Day 8 |  |  |
| Day 9 | **DEPENDENCY REVIEW - SIGNOFF SELF-REVIEW DEV TEAM QA TEAM** |  |
| Day 10 | **SPRINT PLANNING SESSION** - 2 hrs (in the morning) **PROJECT ALLOCATION PLANNING** - 1 hr (in the morning) **SPRINT RETROSPECTIVE** - 30 mins (in the morning)  **SPRINT REVIEW SESSION** - 2 hrs. (after lunch) -  [Sprint Review (sample from Transpomat](https://inivos.atlassian.net/l/cp/aSfmxjY0) [e)](https://inivos.atlassian.net/l/cp/aSfmxjY0)  **SPRINT PLAN - SIGNOFF** |  |

## Checklist - Sprint 0

[KTs and Training](#_bookmark170) [Jira](#_bookmark172)



[**TPM**](#_bookmark170)



[**TPM**](#_bookmark172)

[Communication channels](#_bookmark173) [Test Automation](#_bookmark174)



[**TPM**](#_bookmark173)

[**OPTIONAL**](#_bookmark174)[**QA**](#_bookmark174)[**TEAM**](#_bookmark174)

[GitHub](#_bookmark175) [Deployment](#_bookmark176)

[**DEV**](#_bookmark175)[**LEAD**](#_bookmark175)

[**DEVOPS**](#_bookmark176)

[Systems monitoring](#_bookmark177) [Project scope](#_bookmark178)

[**OPTIONAL**](#_bookmark177)

[**DEVOPS**](#_bookmark177)

KTs and Training



**TPM**

 Make sure the team has enough knowledge around the scrum and agile process and the specific configuration of it we are following. A few key areas would be (but not limited to),



**TPM**

 Workflows -



[Board workflows](https://inivos.atlassian.net/wiki/spaces/T/pages/114786315)

 Scrum ceremonies -



[Scrum Ceremonies](https://inivos.atlassian.net/wiki/spaces/T/pages/100859906)

**NEGOTIABLE**



Best practices. -

Story points - [Story points](https://inivos.atlassian.net/wiki/spaces/T/pages/103579662) Definitions - [Definitions](https://inivos.atlassian.net/wiki/spaces/T/pages/94830636)

Sprint schedule - [Sprint Schedule](https://inivos.atlassian.net/wiki/spaces/T/pages/96174088)

If a particular member of the team is new to their role, make sure they go through the onboarding checklist for their role. [checklists](https://inivos.atlassian.net/wiki/spaces/T/pages/116687258) **NEGOTIABLE** . TPM has to have 1-1s with each team member if necessary and assign this.

**J**ira **TPM**

Create a company managed Jira project sharing the Template project settings.

Create Boards by copying and editing the template project boards (both Kanban and Scrum).

Import all the automations into the project and edit specific details such as individual assignees in automations.

If Technologies you are using in your project aren’t available in the “Technologies” dropdown field, escalate it to EM. Ensure your project adheres to the configurations mentioned here - [JIRA Configurations](https://inivos.atlassian.net/wiki/spaces/T/pages/115081217)

Communication channels **TPM**

Setup following channels for these users → TPM, Lead Dev, Devs, QAs, EM, HPMO Internal Teams group.

Name format - [Internal] - (Project name as in JIRA)

Email group. (Via IT). Invite this group to all scrum ceremonial calls. Name format - Team(Project name as in [JIRA)example.com](mailto:JIRA)@inivosglobal.com)

Test Automation **OPTIONAL QA TEAM**

[Onboarding](https://inivos.atlassian.net/wiki/spaces/T/pages/116687258)

[Best practices](https://inivos.atlassian.net/wiki/spaces/T/pages/111149125)

Every commit/merge to the QA branch triggers an automated tests case run.

1. Configure automated code quality checks.
2. Configure automated test-case based quality checks.
3. QA CICD should fail if any of the automated test cases fail.
4. Automation should test against basic NFRs.

GitHub

**DEV LEAD**

 Create all project repositories.

Deployment

**DEVOPS**

Assign a Devops Team member. Facilitate training if required. Write scripts and configure CICD to all the repositories.



[Devops Training content](https://inivos.atlassian.net/wiki/spaces/T/pages/106201126)

Select a deployment strategy.

 Recreate: Version A is terminated then version B is rolled out.

 Ramped (also known as rolling-update or incremental): Version B is slowly rolled out and replacing version A.  Blue/Green: Version B is released alongside version A, then the traffic is switched to version B.

 Canary: Version B is released to a subset of users, then proceed to a full rollout.  A/B testing: Version B is released to a subset of users under specific condition.

 Shadow: Version B receives real-world traffic alongside version A and doesn’t impact the response. Configure deployment rollback in either of the above scenarios.

**OPTIONAL**

Authorize a lead to do 1 click deployment to the staging and production environments. Provide KTs if required. Authorize all developers to do 1 click deployment to QA. Provide KTs if required.

**OPTIONAL**

Write IaC (Infrastructure as Code) scripts to setup QA / Dev / Staging environments.

**OPTIONAL**

Systems monitoring

**OPTIONAL**

**DEVOPS**

Configure centralized monitoring system(s)

To monitor applications. To monitor resources.

To monitor environments. To monitor costs.

Setup alerts based on set parameters.

Setup alerts to notify the team on production issues.

Logging system for developers across environments with ability to filter and obtain logs within few clicks and key strokes.

Project scope

Do T-sizing for all stories.

**DEV LEAD**

All stories in Jira and assigned to epic. All epics created in JIRA.



**BA**



**BA**

## Sprint Day 1 checklist

Current Sprint:

|  |  |
| --- | --- |
| **Responsible person** | **Work item** |
| **SM**  SM | Schedule Backlog Review session.  Schedule Sprint Review session.  Schedule Sprint Retrospective session.  Schedule Sprint Planning session.  Schedule Dependency Closure Session |
| **DEV TEAM QA TEAM** | Close pending dependencies. |
| **EM**  EM | Schedule Dependency Review Summary discussion with SM.  Schedule Sprint Plan Review. |

## Release Closure Sprint

Make sure the there is qa/prod parity.