



# ASSIGNMENT 2

PART B

Project Management IT6502  
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## Executive Summary

Talofa lava, we are producing a report based on the transition of the Mind and Movement project to an agile methodology approach. This transition is prompted by a few staff to trial this new approach by completing the remainder of the project tasks under the agile methodology. The mind and movement project are under the Kiwi Health Care Insurance company and there has been changes in the project duration, extensions to the product software and staffing including roles.

We will make making the adjustments required through creating a new project team charter, explanation of the agile project management approach and also setting up Jira to create a product backlog to align with methodology principles. All necessary changes are required as a reflection of the transition and to deliver a project deliverable for the KHCI company, stakeholders and employees.

The last section of this report contains a Jira set up consistent with the Agile project charter. We have inserted screenshots in line with the requirements in the set-up phase. These have been highlighted with captions to indicate what has been captured and the information gathered.

# Project Team Charter

|  |                                    |                         |
|--|------------------------------------|-------------------------|
| <b>Project Name</b>  |                                    |                         |
| Mind and Movement (Application Software)   |                                    |                         |
| <b>Project Champion (Scrum Master)</b>   | <b>Project Sponsor</b>             | <b>Product Owner</b>    |
| Sara Mati  | Keith Lange                        | Sally Cranfield         |
| <b>Expected Start Date</b>   | <b>Expected Date of Completion</b> | <b>Date of Document</b> |
| 1 November 2024  | 1 March 2025                       | 3 October 2024          |
| <i>This project is a continued, transition of the existing M&amp;M project charter to an agile focus for the remainder of the tasks.</i> |                                    |                         |

## Project Details

|                         |   |
|-------------------------|---|
| <b>Vision</b>           | To create an application that would enable better health of its employees as well as promoting company philosophies, and company image and products.                            |
| <b>Success Metrics</b>  | Improved employee health to lower staff health costs by at least \$250 per full time employers per year for the next four years   |
| <b>Success Criteria</b> | Providing a product that encourages an incentive for employees to use and engage to meet better health standards (reducing internal staff costs as a result of the application) |
|                         | Complete the execution phase of the planned project   |
|                         | System to integrate the temporary standalone staff database with the employee database  |
|                         | Include two new functions: a health monitoring function and an analysis function  |
| <b>Risks</b>            | Culture change with the adaptation of the Scrum methodology   |
|                         | New functions added does not meet vendor quality  |
|                         | Sprint iterations can be high paced   |
|                         | Project development delays  |
|                         | High costs with the extra hiring and added features   |
|                         | Understaffing or overstaffing during employee leave times. Yousef Brown is likely to be on parental leave soon.   |

|  |   |
|--|---|
| <b>Rules and behaviour of the Agile Team</b> | The rules and behaviour of the Agile Team is to work together as one. The development team will be cross functional as many employees have necessary skills and abilities to carry out tasks in other areas of development. This means everyone has access to what they need to achieve any outcomes. |
|  | Teamwork and collaboration with others are what will drive the team success. This is the most important rule of behaviour for the agile team. All working towards common goals.   |

|                               |   |
|-------------------------------|---|
|                               |   |
|                               | Inclusiveness of the product owner, and stakeholders throughout the journey of the product to stay in loops of what is going on and how the product is progressing.               |
|                               | Working with small increments at a time. This helps the behaviour of the team to increase focus by being productive with smaller tasks and more frequent feedback on development. |
| <b>Communication Strategy</b> | The communication strategy will involve some metrics and ceremonies as part of the agile methodology this includes  |
|                               | Daily Stand ups – emphasis on each team member to share what they had done, what is in progress and what tasks are left do.   |
|                               | Sprint Review – after every sprint, product owner will provide stakeholder with updates on project progress   |
|                               | Sprint Retrospective – a Scrum team reflection of what worked well and could be used for further improvements   |

| <b>Key Stakeholders and their roles</b>   |   |
|---|---|
| <b>Product Owner:</b> Sally Cranfield<br><br><i>Responsible for the entire project.<br/> Managing product backlog items.<br/> Interacting with stakeholders. Reviewing product budgets.</i> | <b>Project Sponsor/Head of IT:</b> Keith Lange<br><br><i>Align project with business goals, strategy and objectives<br/> Oversight on development team</i>      |
| <b>Scrum Master:</b> Sara Mati<br><br><i>Connects and manages flow of information between product owner and development team. Encouraging team and individuals to strive for success.</i>   | <b>Agile Coach:</b> Jack Singh<br><br><i>Provide support to the team around Agile practices to see ways to improve process and procedures for the software.</i> |
|   | <b>Programmer/Analyst:</b> Yousef Brown<br><br><i>Co-ordinating and formulating the development and analysis of the product.</i>                                |
|   | <b>Database Designer/Analyst:</b> Trevor Paterson<br><br><i>Design, implementation and maintenance of project database and analysis.</i>                        |

|  |   |
|--|---|
| <b>Development Team</b>  | <b>Programmer/Tester:</b> Lee James<br><br><i>Co-ordinating and formulating the development and testing of the application.</i>         |
|  | <b>Database Designer/Operations Team:</b> Samuel Tohu<br><br><i>Design, implementation and maintenance of project database</i>          |
| <b>Business Analyst:</b> Mary Green<br><br><i>Requirement gathering and analysis, understanding needs of stakeholders and business efficiency.</i> | <b>Human Resource Unit:</b> Alex Pepper<br><br><i>Engagement and feedback of employees, managing staff requirements and conditions.</i> |
| <b>Accounting and Finance:</b> Cassie Salt<br><br><i>Accounting and finance handling of contracts and budget constraints.</i>                      | <b>Medical Staff:</b> Dr Polly Grant<br><br><i>Providing demo instructions for the analysis function of the application software.</i>   |
| <b>User Representatives</b><br><br><i>User acceptance testing of the application</i>   | <b>KHCI Company</b><br><br><i>Primary stakeholder of the building of this project</i>   |
| <b>KHCI Employees</b><br><br><i>Target audience as primary end users of this software application</i>  | <b>Contractors/ Security Testing:</b> Techno Geeks<br><br><i>Additional security testing requirements.</i>                              |

## **Explanation of the Agile Project Management Method**

Scrum is a widely used agile framework across many industries to help improve teamwork in achieving a desired goal. There are specified processes involved that express a continuity of better performance, influencing a change in working culture.

Rawsthorne and Shimp (2013) identify “Scrum as its core, by simply having a team that gets its work accomplished all by itself”.

We learn Scrum operates as a framework based on Agile methodology. The scrum team involves three core people with a certain set of practices.

The Product owner (Stakeholders, Executives etc.) decides what software or product will be built. The Team is made of up several members also known as developers who are cross functional and a Scrum master who essentially works as a coach, helping team members to remain focused goals.

**Describe the agile practices you will use and how you will carry them out (no more than two pages) use diagrams if necessary.**

**Plan sprints:** The Scrum team will plan **sprints** by breaking down the work into smaller tasks that should not take longer than 4 weeks. This means at the end of each sprint we will have something to deliver for Sally Cranfield (product owner) to get feedback and a continuation of improvement. Sprint planning requires the team to agree on a goal for the sprint to achieve based off the product backlog.

**Set up the environment for executing the project (room arrangements, team size):** The scrum team will have three core roles which are the Sally Cranfield (product owner), development team (Yousef Brown, Trevor Paterson and Lee James) and Sara Mati (scrum master) as explained. This is a team of 5 that will work cohesively together in one room to deliver the product. There will be working space with no partitions that encourage a more collaborative working environment. A whiteboard for the team to all use and specific charts visibly displayed for the team to monitor and work from.

**Ensure product quality:** The team will ensure product quality by the vigorous development and testing during these 4-week iterations with reliance on the feedback from product owner. The involvement of the product owner will establish what is going well, what needs to be done better or any other changes to ensure product quality. This is known as **sprint reviews**.

**Prioritize user stories:** The **product backlog** will prioritize user stories. The product backlog is the most valuable part of Scrum and will take all the information relevant to the

development of the product including user stories. There will be an involvement of the business analyst to also help with requirements and user cases. Product owners and team will get together and discuss, prioritize and create list of requirements in line with the vision, (Rubin, 2012).

**Allocate tasks:** Tasks will be agreed by the team and based off the **product backlog**. The development team will list items from the product backlog for the current sprint. The team will see what needs to be developed to accomplish the work. Tasks are transparent for everyone to see from three stages of ready, in progress and not yet started. These are timeboxed and assigned accordingly.

**Display and monitor project progress (per day, per sprint):** Project progress will be displayed and monitored by implementing **daily scrum meeting**. Scrum master and team will get together and have a chat about what they had done since the last daily meeting, plan for the day and any obstacles. A burndown chart is often used to get a “graphical representation of the work remaining verses time” (Talreja, 2023). This will allow the team to see the progress happening and monitor what work is being done per day and each sprint will take a maximum of 4 weeks.

**Ensure stakeholder engagement and product feedback:** Sprint reviews involve the stakeholder, whom will be at ease ensuring a review of the product is presented every 4 weeks. Stakeholder can provide feedback on the product on what has been completed so far and implement these changes into the next sprint.

**Continuously improve the team and the agile process:** Sprint retrospective can see ways the team could be more effective and efficient. This encourages the team to adapt to a learning culture of trial and error. Jack Singh is hired as the Agile coach who will spend the first month educating the team on the new methodology. Sara Mati (scrum master) will always keep the team in check and motivated. The team taking part in this activity will continuously improve the team bond and agile processes.



## **Close the project – list the activities you will carry out**

### **The activities that will be carried out are:**

- Create product backlog with the Sally and development team
- Scrum team to have a sprint planning meeting to build the sprint and agree on the goal to achieve off the product back log
- Sara will keep team motivated and working together in this new agile environment
- Daily scrum meeting will be reiterated and the importance of sharing 15 minutes of discussing of what has been done so far and how everyone is
- Every 4 weeks Sally will meet with stakeholders for feedback and update following each sprint cycle

### **Specific tasks**

Development team Trevor Paterson and Samuel Tohu (database designers), Yousef Brown (programmer) and Lee James (tester) to have **two sprints of 4 weeks** to complete functionalities (given the re-planning and addition of two extra app functions).

### **Application Design:**

Create a **database integration** of the employee database and temporary standalone staff database

### **Application Development:**

Create the functions as listed from previous project charter in the four-week sprint.

### **Application Development 2:**

To create a **new health monitoring function** to be added to the product application capabilities. Specific requirements of this health monitoring function are to monitor if access to recreational activities has improved staff retention and overall health.

To create a **new analysis function** to be added to the product application capabilities. This function will be specifically for the medical staff of KHCI. Analysis function operates to analyze correlations between health activities, staff retention, and individual health. These results will be reported to management annually. Dr Polly Grant will conduct product demo sessions.

### **Application Testing:**

Perform thorough testing on the application that includes unit testing, integration testing, security testing and user acceptance testing.

# Jira Set Up

Jira account set up and Mind and Movement project created

There are 4 epics relevant to the case study details in the backlog and these have been prioritized on the far-right highlighted section.

Projects / Mind and Movement  
Backlog

Q Search [A] [D] [T] [Y] [L] [S] [Epic] Clear filters

Insights View settings

**Epic**

- Application Design**  
Start date: November 1, 2024  
Due date: November 29, 2024  
View all details
- Application Development**  
Start date: November 29, 2024  
Due date: December 27, 2024  
View all details
- Application Development 2**  
Start date: December 27, 2024  
Due date: January 24, 2025  
View all details
- Application Testing**  
Start date: January 24, 2025  
Due date: [blank]  
View all details

**Application Design** 1 Nov - 29 Nov (2 issues)

- SCRUM-2 User Interface Design APPLICATION... DONE 2 = 3
- SCRUM-3 Database Design APPLICATION... IN PROGRESS 3 = 1
- + Create issue

**Application Development** 29 Nov - 27 Dec (1 issue)

- SCRUM-7 Application Functions APPLICATION... TO DO 4 = 1
- + Create issue

**Application Development 2** 27 Dec - 24 Jan (1 issue)

- SCRUM-26 Application Functions 2 APPLICATION... TO DO 2 = 3
- + Create issue

**Application Testing** 24 Jan - 21 Feb (1 issue)

- SCRUM-15 Application Testing APPLICATION TESTING TO DO 2 = 1
- + Create issue

**Application Closing** 21 Feb - 1 Mar (1 issue)

- SCRUM-17 Application Closing MONITORING TO DO 1 = 3
- + Create issue

In the Application Functions story, we can see a set of appropriate tasks required to complete the capabilities needed for the functionality of the app. The highlighted section below displays this.

Projects / Mind and Movement  
Backlog

Q Search [A] +6 [Epic]

Insights View settings

**Epic**

- Issues without epic
- Create a Mind and Movement App
- Application Design
- Application Development
- Application Development 2
- Application Testing
- Monitoring
- + Create epic

**Application Design** 1 Nov - 29 Nov (2 issues)

- SCRUM-2 User Interface Design APPLICATION... DONE 2 = 3
- SCRUM-3 Database Design APPLICATION... IN PROGRESS 3 = 1
- + Create issue

**Application Development** 29 Nov - 27 Dec (1 issue)

- SCRUM-7 Application Functions APPLICATION... TO DO 4 = 1
- + Create issue

**Application Development 2** 27 Dec - 24 Jan (1 issue)

- SCRUM-26 Application Functions 2 APPLICATION... TO DO 2 = 3
- + Create issue

**Application Testing** 24 Jan - 21 Feb (1 issue)

- SCRUM-15 Application Testing APPLICATION... TO DO 2 = 1
- + Create issue

**Application Closing** 21 Feb - 1 Mar (1 issue)

- SCRUM-17 Application Closing MONITORING TO DO 1 = 3
- + Create issue

**Application Functions**

To Do Actions

Description

Creating 6 functions for the Mind and Movement Application

- Registration
- Tracking
- Rewards
- Health Management
- Health Monitoring
- Analysis Function

Child issues

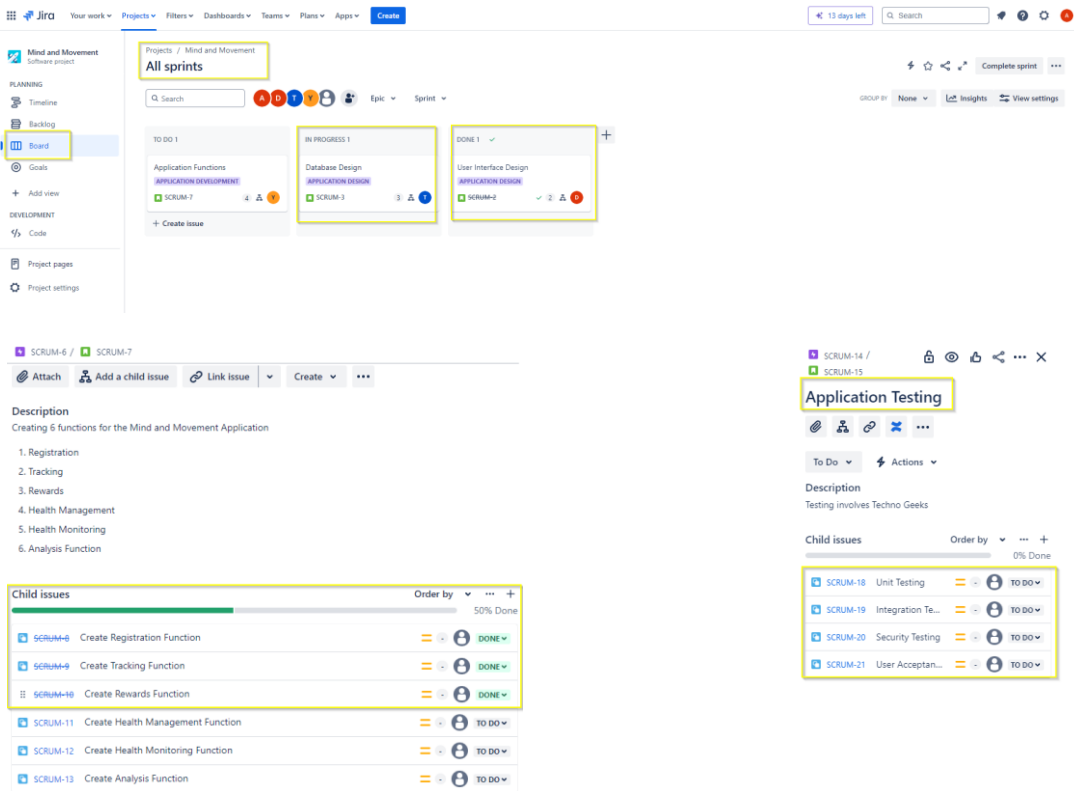
Order by 0% Done

- SCRUM-8 Create Registra... TO DO
- SCRUM-9 Create Tracking... TO DO
- SCRUM-10 Create Reward... TO DO
- SCRUM-11 Create Health ... TO DO
- SCRUM-12 Create Health ... TO DO
- SCRUM-13 Create Analyti... TO DO

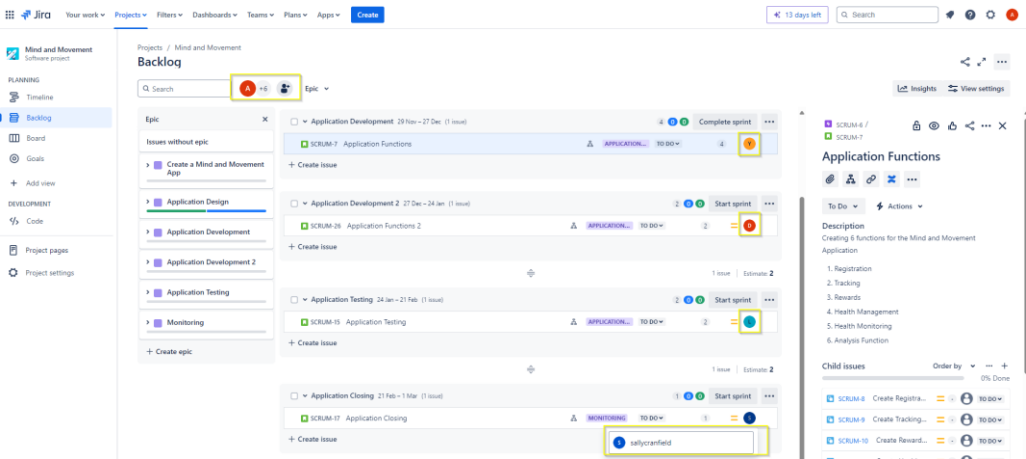
Confluence content

- Product requirements TRY TEMPLATE

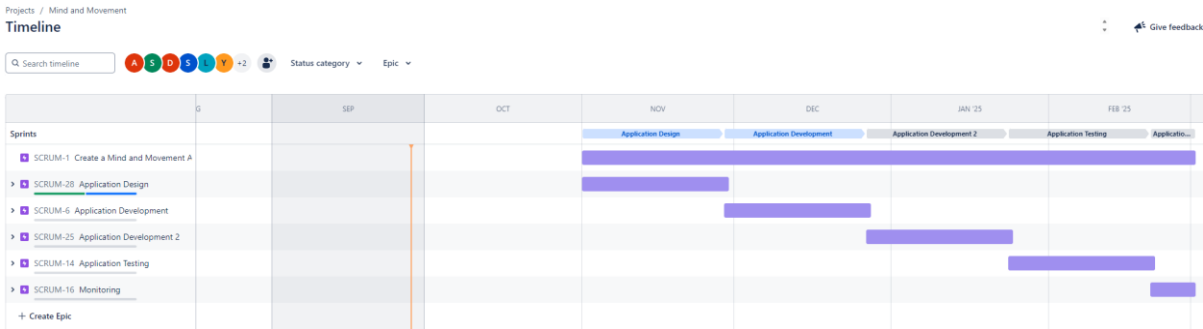
Below we have two stories showing some in-progress and completed tasks



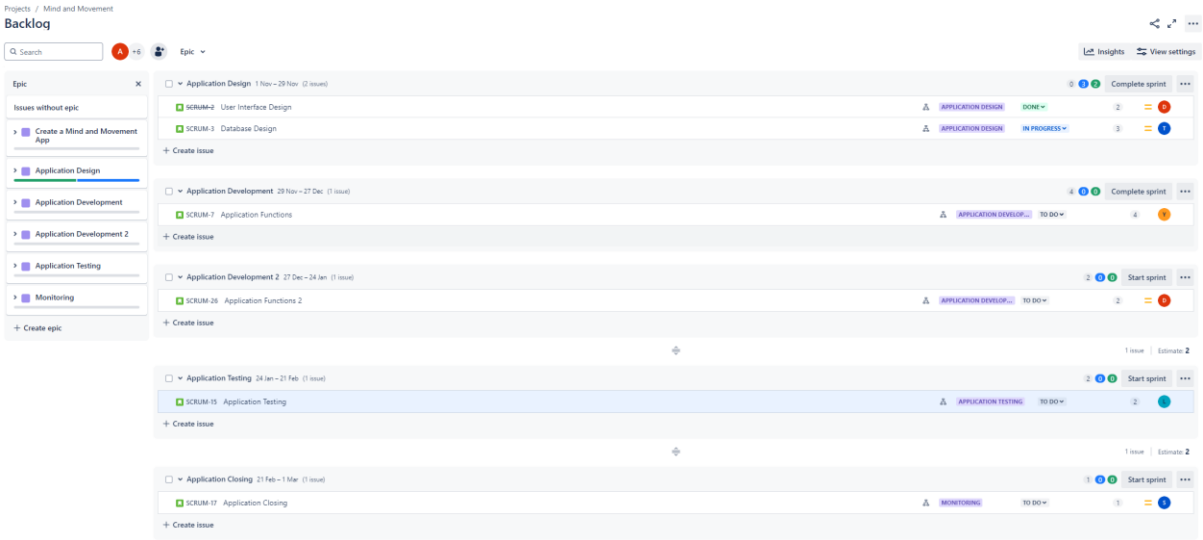
We have allocated all the stories to appropriate team members



Additional time to show the 4 month extension for the execution phase



Overall view



Inserted CSV file of issues from Jira below

| Key      | Issue Type | Parent   | Summary                        | Status      | Assignee       | Sprint                    | Start date | Inferred start date | Due date   | Inferred due date | Issue color |
|----------|------------|----------|--------------------------------|-------------|----------------|---------------------------|------------|---------------------|------------|-------------------|-------------|
| SCRUM-1  | Epic       |          | Create a Mind and Movement App | To Do       | sallycranfield |                           | 1/11/2024  | 1/11/2024           | 1/03/2025  | 1/03/2025         | purple      |
| SCRUM-28 | Epic       |          | Application Design             | To Do       |                |                           | 1/11/2024  | 1/11/2024           | 29/11/2024 | 29/11/2024        | purple      |
| SCRUM-2  | Story      | SCRUM-28 | User Interface Design          | Done        | development    | Application Design        |            | 1/11/2024           |            | 29/11/2024        | purple      |
| SCRUM-3  | Story      | SCRUM-28 | Database Design                | In Progress | trevorpaterson | Application Design        |            | 1/11/2024           |            | 29/11/2024        | purple      |
| SCRUM-6  | Epic       |          | Application Development        | To Do       | development    |                           | 29/11/2024 | 29/11/2024          | 27/12/2024 | 27/12/2024        | purple      |
| SCRUM-7  | Story      | SCRUM-6  | Application Functions          | To Do       | yousefbrown    | Application Development   |            | 29/11/2024          |            | 27/12/2024        | purple      |
| SCRUM-25 | Epic       |          | Application Development 2      | To Do       |                |                           | 27/12/2024 | 27/12/2024          | 24/01/2025 | 24/01/2025        | purple      |
| SCRUM-26 | Story      | SCRUM-25 | Application Functions 2        | To Do       | development    | Application Development 2 |            | 27/12/2024          |            | 24/01/2025        | purple      |
| SCRUM-14 | Epic       |          | Application Testing            | To Do       | saramati       |                           | 24/01/2025 | 24/01/2025          | 21/02/2025 | 21/02/2025        | purple      |
| SCRUM-15 | Story      | SCRUM-14 | Application Testing            | To Do       | leejames       | Application Testing       |            | 24/01/2025          |            | 21/02/2025        | purple      |
| SCRUM-16 | Epic       |          | Monitoring                     | To Do       |                |                           | 21/02/2025 | 21/02/2025          | 1/03/2025  | 1/03/2025         | purple      |
| SCRUM-17 | Story      | SCRUM-16 | Application Closing            | To Do       | sallycranfield | Application Closing       |            | 21/02/2025          |            | 1/03/2025         | purple      |

## References

|                              |   |
|------------------------------|---|
| (Rawsthorne and Shimp, 2013) | Rawsthorne, D., & Shimp, D. (2013). <i>What is Scrum?</i> . Scrum Handbook.<br><a href="#">Scrum Handbook STS.pdf (scrumguide.org)</a>  |
| (Rubin, 2012)                | Rubin, K.S. (2012). <i>Essential Scrum: A Practical Guide to the Most Popular Agile Process</i> .<br><a href="#">Essential Scrum: A Practical Guide to the Most Popular Agile Process - Kenneth S. Rubin - Google Books</a> |
| (Talreja, 2023)              | Talreja, A. (2023). <i>Scrum Burn Down Charts – What, How, and Why to use them</i> . Teaching Agile. <a href="#">Scrum Burn Down Charts - What, How, and Why to use them (teachingagile.com)</a>                            |