

# PROJECT MANAGEMENT AND SPECS

Sherika Wynter

#### PROJECT MANAGEMENT AND SPECS

## SPECS

## WHAT IS THE PURPOSE OF A PRODUCT SPEC?

#### **SPECS**

## WHAT IS THE PURPOSE OF **PRODUCT** SPEC?

- Put ideas into writing to communicate intentions across teams (management, marketing, dev)
- Reference for developers to see what they are building
- Detail the needs and requirements to build the product
- Communicate the PM's understanding for market research, purpose of building product, KPIs, risks, and assumptions

## WHAT SHOULD BE INCLUDED IN PRODUCT SPEC?

## KEYPRODUCT SPEC COMPONENTS

ELEVATOR PITCH - OVERVIEW PURPOSE OF BUILDING PRODUCT STRATEGIC / MARKET INSIGHTS **DETAILS OF PRODUCT** CHALLENGES / RISKS

#### **SPEC**

## TYPES OF PRODUCT DOCUMENTS

#### PRODUCT REQUIREMENTS

#### FUNCTIONAL SPEC

#### TECHNICAL SPEC

Describes business requirements, market analysis, Storyboards, User Stories, Features, Functional Requirements

A break down of everything that will go into the product and how each feature will function. Includes wireframes, product details, features, and dependencies.

Written by the development team.
Details the technical requirements to build the product including data structures, technologies considered or used.

## KEEP IT SIMPLE.

# PRODUCT SPEC

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## AGILE

#### WHAT IS AGILE DEVELOPMENT?

A flexible process that takes an iterative approach to development that adapts to uncertainty.

#### AGILE MANIFESTO

- Individuals and interactions over processes and tools.
- Working software over comprehensive documentation.
- Customer collaboration over contract negotiation.
- Responding to change over following a plan.

#### **SCRUM**

One practice of Agile methodology that focuses on small, incremental releases built during sprints.

#### Benefits of Scrum:

- Deliver products faster
- Can adapt to changing business priorities and requirements
- Better resource management
- Sustainable pace

#### INVOLVED VS COMMITTED

A Pig and a Chicken are walking down the road.

The Chicken says: "Hey Pig, I was thinking we should open a restaurant!"

Pig replies: "Hm, maybe, what would we call it?"

The Chicken responds: "How about 'ham-n-eggs'?"

The Pig thinks for a moment and says: "No thanks. I'd be committed, but you'd only be involved!"

#### **SCRUM PLAYERS**

- Actors: Product Owner, Scrum Master, Pigs (your team), Chickens (others)
- Product owner is in charge of the Product Backlog, where all the ideas go and are prioritized. This is either you or your boss.
- Scrum Master is probably you Project Manager who runs day-to-day, keeps the team running as efficiently as possible.

#### **SCRUM RITUALS**

- Sprint: time period for executing a set of tasks / user stories before stopping for reflection and re-assessment. Typically 1, 2, 4, or 6 weeks.
- Inception Meeting: overall project kickoff meeting
- Iteration Planning Meeting: sprint kickoff meeting
- Daily standup: status meeting Scrum Master (you) run with team every day
- Retrospective: end-of-sprint meeting to look back and reflect on how things went and what could be improved
- Velocity: the amount of work the team can accomplish in a sprint

#### HOW DOES A SCRUM WORK?

- 1. Start with the idea at the top of the product backlog.
- 2. Work with your leads (tech / design) to break down the idea into features on the sprint backlog.
- 3. At the inception meeting, present the idea to the team, giving them an overall sense of the vision, plan, timelines, etc. Then start the first IPM (iteration planning meeting).
- 4. At the IPM, work with the team to further break down features into user stories and estimate complexity. Most people estimate with "points".
- 5. Prioritize the user stories based on a combination of uncertainty, value, and dependencies (can't do B until we have A).

#### HOW DOES A SCRUM WORK?

- 6. # of stories to be done in the sprint is determined by the team's past velocity.
- 7. The Scrum Master (you) runs daily standups. What did you do yesterday, what will you do today, are you blocked / how can the team help?
- 8. People who are involved can watch, but only committed people can talk.
- 9. The Scrum Master protects the team from distractions. Ideally, only work agreed to in the IPM is done during the sprint. New work can wait for the next IPM. In reality, can be hard to do because stuff comes up.

As a user, I can reset my password when I forget it.

**OWNER** 

**STATUS** 

**POINTS** 

Tim

In Progress

5

As a user, I can create a new account.

Jan

Done

3

#### STATUSES FOR STORIES

- Unassigned: a story gets assigned when it starts to get worked on
- In progress: someone is actively looking at or working on the story
- Blocked: the story is on hold due to requirements that have not been met
- Done: finished story, ready for testing

## MOST PEOPLE MISUNDERSTAND AGILE...



THAT MEANS NO MORE PLANNING AND NO MORE DOCUMENTATION. JUST START WRITING CODE AND COMPLAINING.



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#### **ACTIVITY**



#### KEY OBJECTIVE(S)

Experience a mock Iteration Planning Meeting.

#### **TIMING**

5 min	In teams of 4, split up into three roles: 1 scrum master, 1 designer, 1 dev, and 1 QA tester.
10 min	The scrum master should write out 5 user stories for an email application from scratch.
20 min	As a team, work through an iteration planning meeting and estimate how much time it will take to do all. You have 25 story points as a team.

#### **DELIVERABLE**

Determine which stories you can feasibly deliver in a one week sprint of 25 story points.

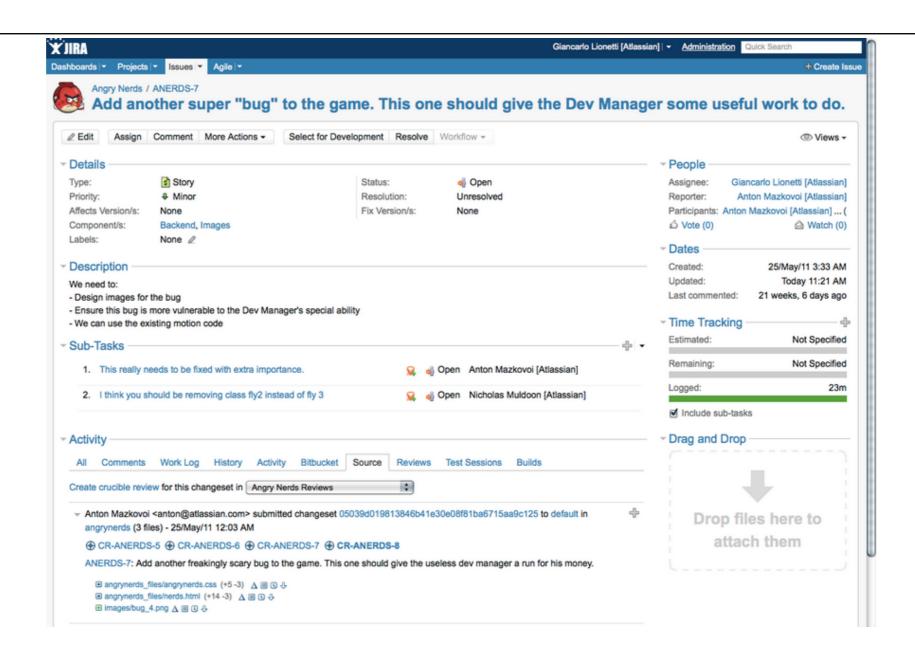
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## TOOLS

## HOW DO WE MANAGE STORIES AND WORK ON A DAILY BASIS?

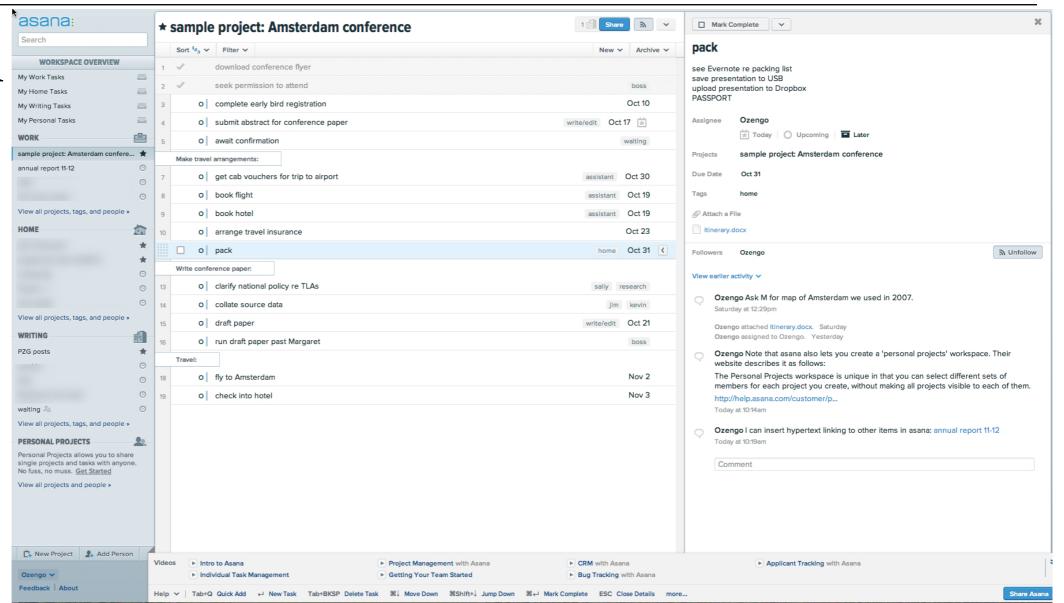
#### **TOOLS**

#### **JIRA**



#### **TOOLS**

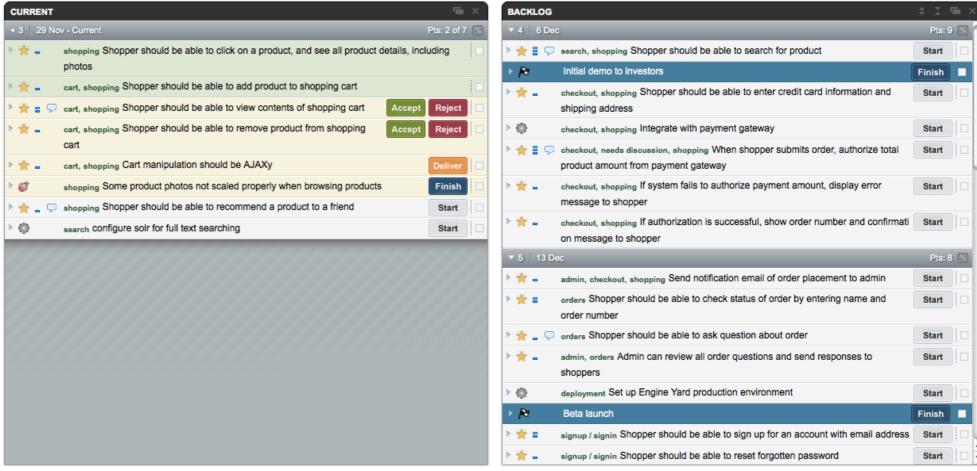
#### **ASANA**



#### **TOOLS**

#### PIVOTAL TRACKER





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## Q&A

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