

PROJECT MANAGEMENT AND SPECS

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PROJECT MANAGEMENT AND SPECS

SPECS

WHAT IS THE PURPOSE OF A PRODUCT SPEC?

SPECS

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- 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
A
PRODUCT SPEC?**

SPECS

KEY PRODUCT SPEC COMPONENTS

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

SPEC

TYPES OF PRODUCT DOCUMENTS

PRODUCT REQUIREMENTS

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

FUNCTIONAL SPEC

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

TECHNICAL SPEC

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

SPEC

KEEP IT SIMPLE.

SPEC

**THE RIGHT
PRODUCT SPEC
DOCUMENT IS THE
ONE THAT WORKS
FOR YOUR
COMPANY.**

PROJECT MANAGEMENT AND SPECS

AGILE

AGILE

WHAT IS AGILE DEVELOPMENT?

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

AGILE

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.

AGILE

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

AGILE

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!"

AGILE

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.

AGILE

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

AGILE

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).

AGILE

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.

AGILE

	OWNER	STATUS	POINTS
As a user, I can reset my password when I forget it.	Tim	In Progress	5
As a user, I can create a new account.	Jan	Done	3

AGILE

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

AGILE

MOST PEOPLE MISUNDERSTAND AGILE...



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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.

PROJECT MANAGEMENT AND SPECS

TOOLS

TOOLS

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

TOOLS

JIRA

The screenshot shows a JIRA issue page for 'Angry Nerds / ANERDS-7'. The issue title is 'Add another super "bug" to the game. This one should give the Dev Manager some useful work to do.' The issue is assigned to Giancarlo Lionetti [Atlassian] and reported by Anton Mazkovi [Atlassian]. The issue is currently 'Open' with a 'Minor' priority. The description states: 'We need to: - Design images for the bug - Ensure this bug is more vulnerable to the Dev Manager's special ability - We can use the existing motion code'. There are two sub-tasks: 1. 'This really needs to be fixed with extra importance.' (Open, Anton Mazkovi) and 2. 'I think you should be removing class fly2 instead of fly 3' (Open, Nicholas Muldoon). The activity log shows a comment from Anton Mazkovi: 'Anton Mazkovi <anton@atlassian.com> submitted changeset 05039d019813846b41e30e08f81ba6715aa9c125 to default in angrynerds (3 files) - 25/May/11 12:03 AM'. The changeset includes files: angrynerds_files/angrynerds.css (+5 -3), angrynerds_files/nerds.html (+14 -3), and images/bug_4.png. The right sidebar shows 'People' (Assignee: Giancarlo Lionetti, Reporter: Anton Mazkovi), 'Dates' (Created: 25/May/11 3:33 AM, Updated: Today 11:21 AM, Last commented: 21 weeks, 6 days ago), 'Time Tracking' (Estimated: Not Specified, Remaining: Not Specified, Logged: 23m), and a 'Drag and Drop' area with a large arrow pointing down and the text 'Drop files here to attach them'.

JIRA Giancarlo Lionetti [Atlassian] Administration Quick Search

Dashboards Projects Issues Agile Create Issue

Angry Nerds / ANERDS-7

Add another super "bug" to the game. This one should give the Dev Manager some useful work to do.

Edit Assign Comment More Actions Select for Development Resolve Workflow Views

Details

Type:	Story	Status:	Open
Priority:	Minor	Resolution:	Unresolved
Affects Version/s:	None	Fix Version/s:	None
Component/s:	Backend, Images		
Labels:	None		

Description

We need to:

- Design images for the bug
- Ensure this bug is more vulnerable to the Dev Manager's special ability
- We can use the existing motion code

Sub-Tasks

1. This really needs to be fixed with extra importance. Open Anton Mazkovi [Atlassian]
2. I think you should be removing class fly2 instead of fly 3 Open Nicholas Muldoon [Atlassian]

Activity

All Comments Work Log History Activity Bitbucket Source Reviews Test Sessions Builds

Create crucible review for this changeset in Angry Nerds Reviews

Anton Mazkovi <anton@atlassian.com> submitted changeset 05039d019813846b41e30e08f81ba6715aa9c125 to default in angrynerds (3 files) - 25/May/11 12:03 AM

CR-ANERDS-5 CR-ANERDS-6 CR-ANERDS-7 CR-ANERDS-8

ANERDS-7: Add another freakingly scary bug to the game. This one should give the useless dev manager a run for his money.

angrynerds_files/angrynerds.css (+5 -3) angrynerds_files/nerds.html (+14 -3) images/bug_4.png

People

Assignee: Giancarlo Lionetti [Atlassian]
Reporter: Anton Mazkovi [Atlassian]
Participants: Anton Mazkovi [Atlassian] ... (Vote (0) Watch (0))

Dates

Created: 25/May/11 3:33 AM
Updated: Today 11:21 AM
Last commented: 21 weeks, 6 days ago

Time Tracking

Estimated: Not Specified
Remaining: Not Specified
Logged: 23m
☒ Include sub-tasks

Drag and Drop

Drop files here to attach them

TOOLS

ASANA

asana:

Search

WORKSPACE OVERVIEW

My Work Tasks

My Home Tasks

My Writing Tasks

My Personal Tasks

WORK

sample project: Amsterdam confere...

annual report 11-12

View all projects, tags, and people >

HOME

View all projects, tags, and people >

WRITING

PZG posts

waiting

View all projects, tags, and people >

PERSONAL PROJECTS

Personal Projects allows you to share single projects and tasks with anyone. No fuss, no muss. [Get Started](#)

View all projects and people >

New Project

Add Person

Ozengo

Feedback | About

★ sample project: Amsterdam conference

Sort 1-3

Filter

New

Archive

1 ✓ download conference flyer

2 ✓ seek permission to attend boss

3 o complete early bird registration Oct 10

4 o submit abstract for conference paper write/edit Oct 17

5 o await confirmation waiting

Make travel arrangements:

7 o get cab vouchers for trip to airport assistant Oct 30

8 o book flight assistant Oct 19

9 o book hotel assistant Oct 19

10 o arrange travel insurance Oct 23

o pack home Oct 31

Write conference paper:

13 o clarify national policy re TLAs sally research

14 o collate source data jim kevin

15 o draft paper write/edit Oct 21

16 o run draft paper past Margaret boss

Travel:

18 o fly to Amsterdam Nov 2

19 o check into hotel Nov 3

Mark Complete

pack

see Evernote re packing list
save presentation to USB
upload presentation to Dropbox
PASSPORT

Assignee Ozengo

Today Upcoming Later

Projects sample project: Amsterdam conference

Due Date Oct 31

Tags home

Attach a File

Itinerary.docx

Followers Ozengo

Unfollow

View earlier activity

Ozengo Ask M for map of Amsterdam we used in 2007.
Saturday at 12:29pm
Ozengo attached Itinerary.docx. Saturday
Ozengo assigned to Ozengo. Yesterday

Ozengo Note that asana also lets you create a 'personal projects' workspace. Their website describes it as follows:
The Personal Projects workspace is unique in that you can select different sets of members for each project you create, without making all projects visible to each of them.
<http://help.asana.com/customer/p...>
Today at 10:14am

Ozengo I can insert hypertext linking to other items in asana: [annual report 11-12](#)
Today at 10:19am

Comment

Videos

Intro to Asana

Individual Task Management

Project Management with Asana

Getting Your Team Started

CRM with Asana

Bug Tracking with Asana

Applicant Tracking with Asana

Help

Tab+Q Quick Add

New Task

Tab+BKSP Delete Task

Move Down

Shift+ Jump Down

Mark Complete

ESC Close Details

more...

Share Asana

TOOLS

PIVOTAL TRACKER

The screenshot displays the Pivotal Tracker interface for a project named "My Demo Project". The top navigation bar includes links for PROJECTS, DASHBOARD, REPORTS, MY PROFILE, MY ACCOUNT, HELP, and SIGN OUT, along with a user greeting "Welcome, Dan Test1001". The project header shows the name "My Demo Project" and a velocity of 8. Below the header, there are tabs for CURRENT, BACKLOG, ICEBOX, DONE, and MORE, as well as PROJECT and STORIES dropdowns. An "ADD STORY +" button and a search bar are also present.

The main content area is divided into two columns: CURRENT and BACKLOG.

CURRENT Column: This column shows 3 items for the date 29 Nov - Current, with a total of 2 points out of 7. The items are:

- shopping: Shopper should be able to click on a product, and see all product details, including photos (pts: 1)
- cart, shopping: Shopper should be able to add product to shopping cart (pts: 1)
- cart, shopping: Shopper should be able to view contents of shopping cart (pts: 1) - Action buttons: Accept, Reject
- cart, shopping: Shopper should be able to remove product from shopping cart (pts: 1) - Action buttons: Accept, Reject
- cart, shopping: Cart manipulation should be AJAXy (pts: 1) - Action button: Deliver
- shopping: Some product photos not scaled properly when browsing products (pts: 1) - Action button: Finish
- shopping: Shopper should be able to recommend a product to a friend (pts: 1) - Action button: Start
- search: configure solr for full text searching (pts: 1) - Action button: Start

BACKLOG Column: This column shows 4 items for the date 6 Dec, with a total of 9 points. The items are:

- search, shopping: Shopper should be able to search for product (pts: 1) - Action button: Start
- Initial demo to investors (pts: 1) - Action button: Finish
- checkout, shopping: Shopper should be able to enter credit card information and shipping address (pts: 1) - Action button: Start
- checkout, shopping: Integrate with payment gateway (pts: 1) - Action button: Start
- checkout, needs discussion, shopping: When shopper submits order, authorize total product amount from payment gateway (pts: 1) - Action button: Start
- checkout, shopping: If system fails to authorize payment amount, display error message to shopper (pts: 1) - Action button: Start
- checkout, shopping: If authorization is successful, show order number and confirmation message to shopper (pts: 1) - Action button: Start

Below the 6 Dec section, there is another section for 13 Dec with 5 items and 8 points:

- admin, checkout, shopping: Send notification email of order placement to admin (pts: 1) - Action button: Start
- orders: Shopper should be able to check status of order by entering name and order number (pts: 1) - Action button: Start
- orders: Shopper should be able to ask question about order (pts: 1) - Action button: Start
- admin, orders: Admin can review all order questions and send responses to shoppers (pts: 1) - Action button: Start
- deployment: Set up Engine Yard production environment (pts: 1) - Action button: Start
- Beta launch (pts: 1) - Action button: Finish
- signup / signin: Shopper should be able to sign up for an account with email address (pts: 1) - Action button: Start
- signup / signin: Shopper should be able to reset forgotten password (pts: 1) - Action button: Start

PROJECT MANAGEMENT AND SPECS

Q&A

PROJECT MANAGEMENT AND SPECS

EXIT TICKETS

[HTTP://GA.CO/PDMTICKET](http://ga.co/pdmticket)