

Reporting and Dashboard Service Improvement  
Team RDSI  
Project Status Report 7  
Sprint 3

<b>Period ending:</b>	June 23rd, 2021
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Team Members	Number of Units completed this week
Samara Flueck	17
Sunghwan Park	18

<b>Client:</b>	Government of British Columbia, Digital Investment Office
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**At the end of this week:**

Number of units remaining in the project backlog	<b>68</b>
Number of units remaining in the sprint backlog	<b>79</b>
Number of units currently in progress	<b>0</b>
Number of units currently in review	<b>0</b>
Number of units completed this week	<b>35</b>
Number of new units identified (additional scope) this week	<b>-61</b>

**Describe any tasks that could not be completed this week and how are these being addressed:**

Task	How is this being addressed?
Connect project details view to API	We had major scope adjustments with the recent changes. Changes in expectations have been clarified and this task has been moved to sprint 4.
WF - New KPI Form	
WF - New Objective Form	

WF - New Milestone Form	
Create New Project Form	
Send new project data to API from new project form	
New objective form	
New milestone form	
New KPI form	
Testing process	
API - decide project and objective relation	
API - Objective model	
API - Milestone model	
Sample Data	
Master View API	
WF - Finance Analyst: View Ministry Summary for specified reporting period	
WF - Finance Analyst: List of Quarterly Report Summaries	
WF - Finance Analyst: List Summary for specified reporting period	
WF - Finance Analyst: Home Page/Dashboard	
Improve Pipeline Automation	Decided it was not of high priority for this project, so it was moved to the back burner.

**Describe any long term (more than 1 sprint) tasks that cannot be completed and their impact:**

Task	Impact
Any tasks regarding Executive, Admin, and Data Analyst/Auditor journeys have been removed from scope.	Sponsor received approval from Director to remove these journeys from scope. This will result in fewer features in our proof of

	concept. Cutting these journeys from scope allows us to better meet the initial goals of the project to demonstrate how a web application can be used to improve quarterly reporting methods.

**Provide a schedule of this week's meetings and a summary. Include agenda, minutes.**

Daily Stand-Up		
Day	Samara	Sunghwan
Monday, June 21st	#120 - Project Detail View completed  #112 - WF - Form to Create New Project started  Camosun TECN Committee Work	Fix login form issues  #145 write and share schema
Tuesday, June 22nd	Classes  Meetings & emails  #152 - WF - KPI Info Component ( <i>started but did not finish</i> )	#89 create sample project data  #139 Clean-up frontend project
Wednesday, June 23rd	#152 - WF - KPI Info Component  #153 - KPI Component	#139 Clean-up frontend project
Thursday, June 24th	#112 - WF - Form to Create New Project  English deliverables progress  Light research on UI and form frameworks	#165 Sign-up Page

## Sprint 3 Review

June 24th, 2021

### Demos

- Front End Prototype: First iteration
  - Login
  - Routing
  - Project Detail Components
  - KPI components
- Wireframes
  - Submitter: Create new project
  - Finance Analyst: Review submitted report

### Feedback

- Sponsors noted excellent progress on prototype
- Sponsors happy with design work so far
  - Samara to send PDFs of wireframes to Shashank to share with team for detailed feedback
- CPS identifier is meant to be a primary key; however, some projects share the same CPS identifier so it is in fact **not a primary key** in practice.
- Sponsor discussions on milestones vs KPIs being used in projects depending on agile or waterfall. Will get back to us with more details.
- With recent changes, focus on Submitter and Finance Analyst journeys and we can work on Executive journeys if time permits.

# Sprint 4 Planning Meeting

June 25th, 2021

## Close Last Sprint

- Results?
- Unfinished Items?

## Team Availability

- Any scheduling conflicts coming up this sprint?
  - N/A

## Housekeeping

- Samara to forward wireframes to Robert
- Decide if react UI tests are something we want to incorporate into our workflow for learning purposes. Not critical to project since we are delivering a POC
- Lenore to join sprint review for Sprint 4
- Think about importing existing spreadsheet data to DB & exporting data from DB
- Don't lose sight of handover documentation. Robert will assist in authoring this.
- 1 pg of all API actions by July 21st. This includes APIs we can and cannot implement in this project.

## Backlog for This Sprint

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|--|---|
| ● Connect project details view to API                | ● API - decide project and objective relation |
| ● WF - Submitter Dashboard                           | ● API - Project Role Model                    |
| ● WF - New KPI Form                                  | ● API - Objective model                       |
| ● WF - New Objective Form                            | ● API - Milestone Model                       |
| ● WF - New Milestone Form                            | ● Sample Data                                 |
| ● New project form                                   | ● Report Model API                            |
| ● Send new project data to API from new project form | ● Master View API                             |
| ● New objective form                                 | ● List Submitted Quarterly Reports            |
| ● New milestone form                                 | ● Quarterly Report Form Submission            |
| ● New KPI form                                       | ● Create Quarterly Report Form Components     |
| ● Define financial fields                            | ● Rework Header Menu Components               |
| ● Testing Process                                    | ● WF - Quarterly Report Form                  |
|  | ● Quarterly Report Form View                  |

## Pull More Work into Sprint?

- No, we have plenty.
- Will schedule a sprint review meeting midway through the sprint to see if this sprint should be adjusted.

## Agree on Sprint Goal

- Have all screens for basic submitter journey prototyped and deployed on OpenShift

**At the end of each sprint (even numbered weeks), include everything above and the following:**

- 1. Project end date as estimated at the end of last sprint (based on burn-up chart)**  
Aug 4th
- 2. Project end date as estimated at the end of this sprint (based on burn-up chart)**  
July 20th
- 3. Estimated unit completion target for this sprint**  
79
- 4. Achieved unit completion target for this sprint.**  
41
- 5. Provide context for any loss or gain in productivity.**  
We had a major shift in team dynamics this week and resolved issues that took most of the team's focus away from working on deliverables.
- 6. Estimated unit completion target for next sprint. If different, please explain justification.**  
79. We are being ambitious this sprint since we need to make up for lost time.
- 7. Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.**

Task	State	Resource	Effort Estimate
Sprint 3 Documentation	Done	Samara	5
WF - Project View	Done	Samara	3
Create Component(s) to display project identity information	Done	Samara	3
WF - KPI Info Component	Done	Samara	1
Project Details View	Done	Samara	2
Create KPI Component	Done	Samara	1
WF - Form to create new project	Done	Samara	2
Fix login page	Done	Sunghwan	1
Clean up frontend	Done	Sunghwan	5
Define User Registration Process	Done	Sunghwan	1
Data Model Documentation	Done	Sunghwan	1
GitHub-Discord Webhook	Done	Sunghwan	1
Deploy web as the static resource of api server	Done	Sunghwan	3
API - project general info	Done	Sunghwan	5

Initialize frontend project	Done	Sunghwan	5
UI Tweaks	Done	Sunghwan	1

## 8. Attach a picture of your completed burn up chart.

Sprint	Project Total Units	Estimated Units This Sprint	Completed This Sprint	Cumulative Completed	Estimated Trajectory
0	230	25	25	25	0
1	321	75	77	102	75
2	354	128	89	191	203
3	412	93	41	232	296
4	386	79		273	375
5	386			314	454
6	386			355	533

