

Reporting and Dashboard Service Improvement

Team RDSI

Project Status Report 10

Sprint 5

Period ending: July 20th, 2021

Team Members	Number of Units completed this week
Samara Flueck	18
Sunghwan Park	29

Client: Government of British Columbia, Digital Investment Office

At the end of this week:

Number of units remaining in the project backlog	64
Number of units remaining in the sprint backlog	33
Number of units currently in progress	10
Number of units currently in review	2
Number of units completed this week	47
Number of new units identified (additional scope) this week	19

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

Task	How is this being addressed?
Implement KPI constraints	Continuing work on this task
WF – Update WFS3 screens	Continuing work on this task
WF – Alternate KPI display	Continuing work on this task
WF3-c, WS10-c Review Report - Financials	Continuing work on this task
Sprint 5 Documentation	Continuing work on this task

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

Task	Impact

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

Sprint 5 Pivot (AKA Weekly Check-in)

July 16th, 2021

Are we on track to meet our deliverables?

- Robert and team agree yes.

Meeting take-aways

- Hamburger menu is a high value item that we should implement if we have time
- Think about handover documentation for next sprint
 - Suggestion of docs folder structure: frontend, database, API server, DevOps.
 - We can reference the 2020 Capstone playbook in our documentation.
 - Include high level overview of each section in README
 - Include limitations and considerations
 - Possible enhancements
 - Technologies used
 - Schemas & diagrams
 - How to change, backup, and re-install database
- Delete project feature is in the submitter journey, but will be an admin only feature.
- Think about export to csv. Create a button with an alert to stub out where to place that feature.

Action Items

- Samara to create initial outline for handover docs to share with team for final sprint planning.

1. **Project end date as estimated at the end of last sprint (based on burn-up chart)**
July 20th
2. **Project end date as estimated at the end of this sprint (based on burn-up chart)**
August 4th (This includes estimates for documentation & transition tasks in our backlog)
3. **Estimated unit completion target for this sprint**
92
4. **Achieved unit completion target for this sprint.**
47+

5. **Provide context for any loss or gain in productivity.**

As we get easy at the frameworks, we are completing more tasks.

6. **Estimated unit completion target for next sprint. If different, please explain justification.**

7. **Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.**

Task	State	Resource	Effort Estimate
WS9 – New KPI Form	Done	Sunghwan	3
Create Quarterly Report Form	Done	Samara	3
Quarterly Report Form Submission	Done	Sunghwan	2
Edit Project	Done	Sunghwan	5
API – financial status	Done	Sunghwan	1
WS8 – create a report with milestones and objectives	Done	Sunghwan	3
Report Form – Stepper functionality	Done	Sunghwan	1
Report Form: WS4-b Status Summary	Done	Sunghwan	3
Report Form: WS4-c Financial Information	Done	Sunghwan	1
API – KPI Model	Done	Sunghwan	2
Report Form: WS4-d Business Case Objective Tracking	Done	Sunghwan	1
Report Form: WS4-e Milestone	Done	Sunghwan	1
Report Form: WS4-f KPIs	Done	Sunghwan	1
WS3 – Project Details: Clean Up View	Done	Samara	1

WFS3-a, WS10-a Review Report – Project Info	Done	Samara	1
WFA3-b, WS10-b Review Report – Status Summary	Done	Samara	2
WFA3-d, WS10-e Review Report – Business Case Objectives	Done	Samara	1
WFA3-e, WS10-d Review Report – Milestones	Done	Samara	1
WS3-b List Quarterly Reports	Done	Samara	2
SF – Add tabs for Milestones, KPIs, and Objectives to WS3	Done	Samara	1
WS3-c Project Details: Milestones	Done	Samara	1
WS3-d Project Details: Objectives	Done	Samara	1
WS3-e Project Details: KPIs	Done	Samara	2
WS9, WS5e – create KPIs	Done	Samara	2
WS10 – View Report Details	Done	Samara	1
WF – Report Details Submitter View	Done	Samara	1
Edit Project – Add KPI	Done	Sunghwan	1
Delete Project	Done	Sunghwan	1
Edit Project – Add Milestone	Review	Sunghwan	1
Edit Project – Add Objective	Review	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	396	79	79	311	375
5	457	92	47	358	467
6	457			405	559

