Reporting and Dashboard Service Improvement
Team RDSI
Project Status Report 3
Sprint 1

Period ending:	May 26th, 2021

Team Members	Number of Units completed this week
Samara Flueck	21
Sunghwan Park	18
Skylar Kramer	19
All	5

Client:	Government of British Columbia, Digital Investment Office

At the end of this week:

Number of units remaining in the project backlog	191
Number of units remaining in the sprint backlog	8
Number of units currently in progress	25
Number of units currently in review	0
Number of units completed this week	63
Number of new units identified (additional scope) this week	7*

* Additional scope includes some documentation tasks and deployment hygiene tasks.

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

Task	How is this being addressed?
Research SQL Options	Moved to priority for Sprint 2 so that we can decide on our database architecture.
Research NoSQL Options	Moved to priority for Sprint 2 so that we can decide on our database architecture.
Business Problem Definition	Initial document is up on GitHub, however it needs to be adjusted based on Sponsor feedback. This is a fairly low priority task due to other Camosun requirements such as the project charter serving as a part of the business problem definition.
Automate Build Process	Build process automation was in review by the end of the sprint but is done by the time this report is written. Testing was deemed to be larger in scope than anticipated so it was

	broken off into a new task for the upcoming sprint.

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.

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)**
   June 8th
2. **Project end date as estimated at the end of this sprint (based on burn-up chart)**
   June 22nd
3. **Estimated unit completion target for this sprint**
   75
4. **Achieved unit completion target for this sprint.**
   77
5. **Provide context for any loss or gain in productivity.**
   Team was slow to start personas, user journeys, and wireframes due to being unfamiliar with process and difficulty accessing stakeholders. Sponsor held workshop to assist in this area. Productivity sped up quite a bit after this and we were able to meet our sprint 1 goals. A few more tasks made it into the pipeline for this sprint regarding OCP and setting up our development pipeline.
6. **Estimated unit completion target for next sprint. If different, please explain justification.**
   128 units; this has increased due to better identification of tasks and meetings. Last sprint most of our meeting prep (including stakeholder engagement) was not tracked but took a non-negligible amount of effort to prepare for and conduct.
7. **Attach a list of tasks addressed in the current sprint and their current state, assigned resource and estimate.**

Task	State	Resource	Effort Estimate
Team Contract	Done	Samara	8
Create Capstone Service Acct	Done	Skylar	1
Schematics for current reporting process	Done	Sunghwan	5
Set up architectural decision log	Done	Samara	1
UX/UI Discussions	Done	All	5
WSR 2	Done	Sunghwan	1
OCP Learning (Sprint 1)	Done	Sunghwan	5
Wireframes (Initial set)	Done	Samara & Skylar	13
User Stories (Initial set)	Done	Samara & Skylar	13
Personas (Initial set)	Done	All	13
Sprint 1 Documentation	Done	Samara	1
Initial Data Model	Done	Sunghwan	8
Add Jenkins Pipeline	Done	Sunghwan	3
Research SQL Options	In Progress	Sunghwan	5
Research NoSQL Options	In Progress	Skylar	5
Docs: Business Problem Definition	In Progress	Samara	2
Automate Build Process	In Review	Sunghwan	13

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