Reporting and Dashboard Service Improvement
Team RDSI
Project Status Report 9
Sprint 4

Period ending:	July 6th, 2021

Team Members	Number of Units completed this week
Samara Flueck	24
Sunghwan Park	22

Client:	Government of British Columbia, Digital Investment Office

At the end of this week:

Number of units remaining in the project backlog	89
Number of units remaining in the sprint backlog	23
Number of units currently in progress	2
Number of units currently in review	9
Number of units completed this week	46
Number of new units identified (additional scope) this week	43

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

Task	How is this being addressed?
API - Financial Data	Moved to priority for sprint 5
QR Form Submission	Moved to priority for sprint 5
List Submitted QRs	Moved to priority for sprint 5
Define Financial Fields	Moved to priority for sprint 5
API - ProjectRole Model	Hoping to complete in sprint 5
Sample Data	Currently deciding with sponsors whether this task is still needed now that we can create users and projects.
Master View API	Aiming to complete in sprint 5 even though it will not be implemented in front-end of POC prototype.

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

Task	Impact
WF - Finance Analyst: Dashboard, List Summary, List of QR summaries, Ministry QR Summaries	These are paths we are not pursuing, so the state that the current wireframes are at was agreed to be good enough for our capstone goals by sponsors.
Pre-populate report form	Deemed non-essential to POC prototype. Can instead document which fields should be populated using historical data in code & handover docs.

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

Sprint 4 Review
July 7th, 2021 @ 3:30

Demos
- Front End Prototype: Submitter Journey Progress
  - Submitter can view projects stored in the database
  - Submitter can view project details by selecting a project from the project list
  - Submitter can create a new project
  - Creating a project creates a report 0 which can be used to check for changes against future reports.
  - Working on the ability for a Submitter to fill out and submit a quarterly report.
- Wireframes: Submitter and Finance Analyst
  - Dashboards
  - Project Lists
  - Project and Report forms for Submitter
  - Reviewing mode for Finance Analyst
  - Possible summary views for Finance Analyst
  - Possible KPI card representations

Feedback
- Avoid any sort of color coding for KPIs (we didn't use color coding with them); the goal is to move away from any subjective measurements.
- Think about how we could show KPIs performance over time; execs and analysts would be more interested in how KPIs perform over time, but providing that visualization to the submitters could also have value.
- Sponsor to discuss what to do when KPIs are not met; this is not in our scope.
- Robert noticed latency issues on production; email sent to the team after meeting.
- Focus on further developing KPIs in schematics for sprint 5.
- Singular admin to manage ingress and egress of users is a good idea.
- Demo and presentation went excellent and sponsors are happy with quality of work completed.

Sprint 4 Retro
July 7th, 2021 following sprint review

Unfinished Items?
- Quarterly Report Submission Form
- API - Financial Data
- List Submitted Quarterly Reports
- API - ProjectRole Model
- Master View API
- Create KPIs with new project

Results
- Able to create a user then login as that user
- Able to create a new project
- Able to create Milestones and Objectives with a new project
- Components and inputs set up for Quarterly Report submission

Good
- Pace of development is higher than expected, good job
- Schematics have a high visual quality
- Quality of work - R
- Extremely well done to deliver output this sprint
- Supportive team

Bad
- Nothing "bad" per se - R
- KPI direction from sponsor could be better
- Remaining time for last development sprint will leave a few components out of scope
- It's difficult to maintain the quality of code while being pressed for time

Could Improve/Confusing
- More frequent updates with sponsor team
- Would like to see more daily content submissions into the repo
- When will be the next and final lunch social?

Action Items
- We keep finding new tasks to be done. For the last sprint it would be better to list all tasks to do and finalize them.
- Would like to see the documentation part of the repo used in lieu of a Confluence
- What's reasonable to deliver with quality
- KPI - done and good enough to be defined by Shashank in Sprint 5.0

Sprint 5 Planning Meeting

July 8th, 2021

Close Last Sprint
- Results?
- Unfinished Items?

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

Backlog for This Sprint

- API - financial data
- Define financial fields
- Financial data flow scenario
- Report Form:
    - Stepper Functionality
    - WS4-b Status Summary
    - WS4-c Financial Info
    - WS4-d Business Case Objective Tracking
    - WS4-e Milestones
    - WS4-f KPIs
- Quarterly Report Form Submission
- List Submitted Quarterly Reports
- API - ProjectRole Model
- WF - KPI Summary for a project
- WF - Alternate KPI displays
- WFA2 - List Reports to Review
- WF - Add tabs for Milestones, KPIs, and Objectives to WS3

- WS3- Project Details: Clean Up View
- WS3-b List Quarterly Reports
- WS3-c Project Details: Milestones
- WS3-d Project Details: Objectives
- WS3-e Project Details: KPIs
- Edit Existing Project
- WFA3 - View Report Details
- WF - Update WFA3 Screens
- WFA3-b Review Report - Status Summary
- WFA3-c Review Report - Financials
- WFA3-d Review Report - Business Case Objectives
- WFA3-e Review Report - Milestones
- View Quarterly Report Details
- WFA3 Review Report - Reviewer Panel
- Master View API
- Sample Data
- Sprint 5 Documentation

Pull More Work into Sprint?
- No, we have plenty.

Agree on Sprint Goal
- Focus on KPI design in schematics.
- Complete Submitter's report submission journey.
- Complete simple Finance Analyst's report review journey.

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**
   79

4. **Achieved unit completion target for this sprint.**
   79

5. **Provide context for any loss or gain in productivity.**
   We completed newly discovered high priority tasks and put off low priority tasks in our sprint backlog; even though we had leftover tasks, target unit completion is equal to what we achieved.

6. **Estimated unit completion target for next sprint. If different, please explain justification.**
   65; we erred on the side of caution and wanted to take on a smaller number of tasks to leave room for any surprises. There was a bit of a shift from up top to focus more on KPIs so we adjusted our plan accordingly.

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

Task	State	Resource	Effort Estimate
WF – Quarterly Report Form	Done	Samara	3
WS – New Project Form	Done	Samara	3
API – Financial Data	Done	Sunghwan	2
API – Financial Data Flow Scenario	Done	Sunghwan	1
WS5 – New Project Form: Inputs	Done	Samara	2
WS5 – New Project Form: Stepper	Done	Samara	1
API – Objective Model	Done	Sunghwan	2
API – Report Status	Done	Sunghwan	2
WF – New KPI Form	Done	Samara	3
WF – New Objective Form	Done	Samara	2
WF – New Milestone Form	Done	Samara	2
WF – Submitter Dashboard	Done	Samara	2
WS2 – Get Projects	Done	Sunghwan	3
WS2 – Collapsible Details	Done	Sunghwan	2
Sign-up Page	Done	Sunghwan	3
Secure frontend routes	Done	Sunghwan	1
API – Report Model	Done	Sunghwan	3

API – Define Relations of Collections	Done	Sunghwan	1
API – Milestone Model	Done	Sunghwan	3
WSR 8	Done	Sunghwan	1
WS5 - Create Project	Done	Sunghwan	1
API - initialize a report at project creation	Done	Sunghwan	1
WS8 - New Milestone Form	Done	Sunghwan	3
WS7 - create objective/milestone in the project form	Done	Sunghwan	2
New Objective Form	Done	Sunghwan	3
Send new project data to API from new project form	Done	Sunghwan	2
WS2 - Project List with Collapsible Details	Done	Sunghwan	2
WF - Re-work Header Menu Components	Done	Samara	2
WS4* - Quarterly Report Form	Done	Samara	3
New Project Form - Inputs	Done	Samara	2
Submitter WF revisions	Done	Samara	1
New Project Form (WS5) - Stepper	Done	Samara	1
Create Quarterly Report Form Components	Review	Samara	3
WS8 - Create a report with milestones and objectives	Review	Sunghwan	3
WS9 - New KPI form	Review	Sunghwan	3
Sprint 4 Documentation	Done	Samara	5
WSR 9	Done	Samara	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	438	65		390	440
6	438			469	505

Project Total Units, Cumulative Completed and Estimated Trajectory