NorthArk Investment Bank - Project Forecast Communication Plan

==Northark Project Note: The communication plan will be adjusted based on when your team decides to conduct daily standup meetings but this document will serve as a baseline so everyone is on the same page in terms of how often/what kind of communication is necessary==

Document Purpose:

The purpose of this Communication Plan is to identify how communications will occur. Many of the needed information is conveyed during the various meetings that will occur in this project.

Release Planning Meeting

At the beginning of the project, the team will have a Release Planning Meeting. The team will review the prioritized backlog stories User Stories and align User Stories to Sprints based on highest priority/business value and a review of the ability to complete the tasks needed within the time available for the Sprint. The Product Owner will provide any clarification needed for the requirements. The team will communicate the Release Schedule to the Product owner who will provide input and consent.

==Northark Project Note: - The release planning meeting will be your first call/communication with your team members- This is the time to collaborate and ensure you understand each other's strengths, roles, as well as the project at hand==

Sprint Planning Meeting (1 hour)

At the beginning of each sprint the team will have a Sprint Planning Meeting. The team members will collaborate to identify the User Stories to be included in the Sprint, determine all the tasks needed to complete the requirements, and assign the tasks to specific members of the team. In reviewing User Stories, the team will consider those not yet initiated and those that were ==begun but not completed*. The chosen set of User Stories should be able to provide business value when delivered.==

The Product Owner will provide any clarification needed for the requirements. The team will communicate the Sprint contents to the Product owner who will provide input and consent.

==s where you will== *An in progress User Story means it was part of an earlier sprint but the Product Owner decided to pull it out due to issues such as time or requirement changes. The Sprint should provide value even with the removed component.

Scrum Board

The items to be completed in the Sprint are to be listed on the Scrum Board. The scrum board is to be updated in real time as items are completed.

==Northark Project Note: *Utilize GitHub as an operating Scrum Board or feel free to make your own using excel or another program*==

Communication of Issues/Roadblocks

While issues and roadblocks will be discussed at the Daily Standup Meeting any issue slows progress is to be raised to the Scrum Master's attention immediately. The Scrum Master will work with any needed party to resolve the issue.

> Northark Project Note: You will be in communication with your team on a daily basis but in case something comes up, create a group chat to communicate quickly with the team

Daily Standup Meeting (15 min)

At the start of each day the team will meet for a Daily StandUp Meeting. The Scrum Master will lead the meeting and act as Scribe. Each person will answer three questions.

- What did I complete yesterday?
- What will I Complete today?
- What impediments or obstacles, if any, am I currently facing?

Sprint Review Meeting (1 hour)

At the conclusion of each sprint the team will have a Sprint Review Meeting. The team will demonstrate the working functionality to the Product Owner. If the functionality meets the stated acceptance criteria, it will be accepted. If not accepted, the user story will be moved back into the backlog and reprioritized. Documentation included in the Acceptance Plan document will be completed at this time.

Sprint Retrospective Meeting (30 min)

At the conclusion of each sprint and after the Sprint review meeting, the team will have a Sprint Retrospective Meeting. A scribe will be selected to take notes. The team will discuss what worked well and what can be improved. These findings are to be implemented in future sprints.