ENGG2800 - Initial Group Plan - Semester 2, 2015

Due: 8pm Wednesday 19 August 2015

One submission is expected per team, i.e. only one member should submit the plan. Submission must be via the Turnitin link on Blackboard.

Terminology

In an effort to reflect what you see in JIRA there is some Agile specific terminology used in this document. Descriptions for these items are presented here. More information on all of these can be found at: https://www.atlassian.com/agile.

Sprint - A period of work, typically 2 weeks in which the team focuses on stories/tasks assigned to that sprint

Backlog - A list of all stories/tasks not currently assigned to a sprint

Story - A feature to be implemented, most of your backlog should be stories. As an example "Pitch Shift Block" or "Voltage Controlled Filter Schematic" are good stories. As a general rule try keep your stories such that they can be completed in one two week sprint. If they are longer, break them up.

Story Points - An estimate of story complexity. You assign these to each story so you can decide how many of the backlog items to assign to the next sprint and still be within your personal workload.

Report Sections

Each team is to submit a report which describes the plan for the development of their product over the semester. The report should have the following sections.

Team Design Overview (2 pages maximum)

This section details the key aspects of your team's design for the product. Key design decisions that have been made and are still to be made should be identified. It is expected that many key design decisions will have been made. The topics discussed in this section should include, but are not limited to: scope of the project (advanced features), programming language and environment, decision criteria for microcontroller/s, communication protocols between key components, approach to power management.

Project Backlog & Initial Sprint Plan - detail completed in JIRA, summarised by table in this report

Now that you have your design overview you need to break the design project into a set of tasks (called stories in JIRA - which may have subtasks). This section should contain a list of planned stories, who they are assigned to and how many story points you are assigning to them. The story points and assignment may change as you get a better idea of the complexity of tasks as time goes on. Stories should be grouped based on who they are assigned to. You should also indicate a total number of story points per team member. It is expected that stories captured here are also listed in the team's JIRA project.

Given your team's Backlog, you should plan where work will be done throughout the semester. You should develop in JIRA an initial plan for 5 two week sprints during semester. Keep in mind which assessment items fall at which point during the semester. Preparation for these tasks should be in both the plan and the backlog. For each sprint you should also provide a total story points for each user and the team. Keep in mind that some tasks are dependant on one another and this should be reflected in the plan.

Table summary of JIRA Project

For both of the above sections, present summary tables in the submitted document which, for the Backlog, accurately summarises the planned stories with a single word or phrase, respective points and assignees.Your Initial Sprint Plan should also be presented as a table showing tasks, timing and points.

Team Management & Communication Strategy (2 pages maximum)

Communication will be key to the success of your team. How will the team communicate? How often and where do you expect to meet? How and when will you conduct sprint review meetings? Who will take and distribute minutes? What are the expectations on each team member with regard to communicating and meeting attendance? How will you deal with disagreements between team members? Detail how your team will manage its design files, including software. What coding style guide(s) will be used? A reference to a chosen coding style (or styles) must be provided, or, if the team has created its own (not recommended) then this must be included as an appendix. Component and PCB ordering processes within your team should be clear. Will one person be responsible, or will there be distributed roles? Likewise, how will budgeting be managed and monitored over the semester?

Format

- Submit a single PDF.
- Include figures/diagrams as appropriate. Figures must add value to the text, must be numbered and captioned, and must be explicitly referred to in the text. (Page counts above include figures.)
- This report must conform to engineering report standards, including referencing and must use clear and concise English. You are not required to produce a contents page or an executive summary for this report.
- Page format must be A4, single line spacing, all margins 1.5 cm, Times New Roman font 12pt.
- Team number and names of all members should be included before the Team Design Overview section

Marking Criteria (20 marks total)

Section	Marks	Satisfactory Standard (50%)	Excellent Standard (100%)
Team Design Overview	5	Most aspects of the product design are covered in sufficient detail. Most key design decisions are identified and many of those decisions have been made and made appropriately. The proposed design could result in a product that meets the specification and budget.	All key aspects of the product design are covered in sufficient detail. All key design decisions have been identified and many of the decisions have been made and made appropriately. The proposed design approach leaves no doubt in the reader's mind that the design should result in a product that meets the specification and budget.
Project Backlog	5	Product backlog appears detailed and mostly complete - all stories have a story point estimate and a roughly even allocation of stories to team members is presented. The team's JIRA project includes all stories presented here.	Product backlog appears detailed and complete (no obvious omissions) - all stories have a story point estimate and an appropriate and roughly even allocation of stories to team members is presented. The team's JIRA project includes all stories presented here.
Initial Sprint Plan	5	Feasible plans are presented for most of the five sprints. Story points are allocated across each sprint. Dependent tasks are reflected in the plan.	Feasible plans are presented for each of the five sprints. Story points across each sprint are approximately equal. Dependent tasks are reflected in the plan.
Communication Strategy	5	Communication strategy is mostly complete and reasonably answers most of the questions posed above. There may be some ambiguity or omissions in the description but it is mostly complete.	Communication strategy is complete, clear and concise and appropriately answers all of the questions posed above. There is no ambiguity as to the communication strategy and/or coding style(s).

Penalties will apply as follows:

- Presentation: up to - 4 marks if the report does not conform to the standards of an engineering report
- Late penalty: 20% of the marks earned per day late or part thereof