**Transition iteration** **2**

# Major milestones

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| --- | --- | --- |
| **Milestone** | **Start Date** | **End Date** |
| 1. Initiate meeting for 2nd iteration | 15/9 | 15/9 |
| 1. Deploy final external user acceptance testing in production environment | 16/9 | 20/9 |
| 1. Resolve and review any issues/errors occurred after final external user acceptance testing of deployed application | 16/9 | 26/9 |
| 1. Manage and maintain contingency plan in risk list | 17/9 | 20/9 |
| 1. Lookout for any uncertainties and try to resolve as soon as possible | 20/9 | 23/9 |
| 1. Review and update final architectural documents, user documentation, system overview and programmers’ documentation | 23/9 | 26/9 |
| 1. Record reviews/feedback about identified errors and issues occurred after website is deployed | 22/9 | 26/9 |
| 1. Finalize second transition iteration and prepare for final transition iteration | 26/9 | 27/9 |

# 2.  High-level objectives

1. To achieve required milestone successfully, while maintaining effective communication among developers and stakeholders.
2. To record user acceptance test results and resolve any issues/errors for making application as much user friendly as possible.
3. To review risks associated with application and updates on contingency plan.
4. To understand the aspect of required milestone and primarily involve in achieving those highlighted goals.
5. To divide task within developers and team members and work as a team in completing those required task.
6. To maintain user documentation and system overview that keeps record of any changes made and also generate programmer documentation.
7. To report and review any bugs/errors within the web for improvements and future reference as well.

# 3.  Evaluation criteria

1. Whether highlighted milestone was meet according to plan.
2. If UAT and other required tests were performed on regular basis or not.
3. Whether the project's developers and stakeholders are interactive in collaborating and completing project as planned.
4. If project plans are followed while communicating updated and reviewed documents.
5. If beta ready version of project is accomplished after test and error being finalized and corrected.
6. Whether risks are reviewed and contingency plan being reviewed as well.

# 4.  Work Item assignments

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item ID** | **Work item Description** | **Outcome** | **Status** | **Assigned to (name)** | **Estimated Hours** | **Hours worked** | **Estimate of hours remaining** |
| 1.1 | Initiate meeting for 2nd iteration | In group meeting, major milestone is highlighted and allocated among team members also, all of the members are reminded to prepare for presentation. | Completed | All members | 3 | 3 | 0 |
| 1.2 | Deploy final external user acceptance testing in production environment | Tests are continuously held after every bug/error report. Test are also conducted in production environment to get real results from user side until the test results meet user satisfaction. | Completed | Jashanpreet and samara | 3.5 | 3.5 | 0 |
| 1.3 | Resolve and review any issues/errors occurred after final external user acceptance testing of deployed application | After Final external user acceptance tests any issues/errors are reported, which later on are resolved by developers by continuous testing process. Later, review user feedback as a solution to improving satisfactory end results. | Completed | Gorakh | 3 | 3 | 0 |
| 1.4 | Manage and maintain contingency plan in risk list | Risk should always be analyzed so, preparing and managing how to handle any risk, contingency plan is created and explained in group meeting for reminder. | Completed | Milan | 4 | 4 | 0 |
| 1.5 | Lookout for any uncertainties and try to resolve as soon as possible | In this stage we resolve issues reported as soon as possible and website in deployed for user interaction where user feedback can be received so that further required changes can be made according to feedback from users. Also, any we look out for any uncertainties. | Completed | Samip | 3.5 | 3.5 | 0 |
| 1.6 | Review and update final architectural documents, user documentation, system overview and programmers’ documentation | Reviewing final architectural documents and user documentation also, creating programmers’ documentation. programmer documentation which is readable for any programmers and developers or any stakeholders for future reference and updates. | Completed | Mahendra and Gorakh  Samip | 5 | 5 | 0 |
| 1.7 | Record reviews/feedback about identified errors and issues occurred after website is deployed | In production environment website is run on trial and any bugs/errors are recorded and later submitted to developers for improvements and reference. And again, they are reviewed before making any presentation. | Completed | Milan | 3 | 3 | 0 |
| 1.8 | Finalize second iteration and prepare for final transition iteration | Ending second iteration while reviewing achieved milestone so far and preparing for final iteration where a presentation is involved. | Completed | All members | 5 | 5 | 0 |

# 5.  Issues

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| --- | --- | --- |
| **Issue** | **Status** | **Notes** |
| Underinvesting in team building | The opportunity for individuals to learn and improve remains an important aspect of software development. Improving the happiness, productivity, and cohesion of any team is still a constant effort and requires regular adjustment. To build high-performing software delivery team, investing in methods that provide regular feedback loops to help refine your regular improvements. | Motivating ourself and members involved by involving in content creation and helping each other by sharing our thoughts about the project. |
| Lack of communication | Lack of communication among members delayed the processes, however, members worked really hard to complete their tasks. | The key to successful team work is communication. It is important to share problems as well as progress. |
| Different ideologies | Team members seemed to have different perspective regarding the fulfilment of the project goals. However, this issue was resolved while group discussions. | It is important for the team to share their opinions as long as everybody have same team goals. |
| Rescheduling meetings due to different availabilities of members | This was an issue within the team because every member had different available times. However, team managed to discuss major ideas as well issues. | It is common among teams to have different availabilities when they are working in different departments. However, it is important to manage required time to fulfil project goals. |
| Lack of alignment around goals | At first, members were on different page in discussion. However, everyone was able to understand the main idea and goal of project in later discussions. | It is important for the team members to have one clear idea about the project. |

# 6.  Assessment

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| --- | --- |
| **Assessment target** | Transition Iteration plan 02 |
| **Assessment date** | 27/09/2021 |
| **Participants** | (Group 2) Jashanpreet, Milan, Samip, Mahendra, Gorakh, Samara |
| **Project status** | Green |

## Assessment against objectives

So far, errors report is almost over but, retest of the website after improvements are as much important as achieving expected outcomes. Reviewing risks which is an important task is being highlighted and contingency plan is explained to everyone in meeting. Effective collaboration and working as planned is the key to project completion therefore, developers and all other stakeholders are following project plan to achieve and complete milestone allocated.

## Work Items: Planned compared to actually completed

Other than retests and further improvements and then updating website functionality according to bug/errors report, no other work items are remained to be addressed.

## Assessment against Evaluation Criteria Test results

Our team have delivered working website to user community for testing, user feedback. Risk associated are consciously being monitored. Satisfactory teamwork has made our project achieve milestone efficiently and so far, there has been no such assessment against evaluation because group 3 members are collaborating and improving XpressLy website to be released in working environment.

## Other concerns and deviations