**Transition iteration** **3**

# 1.  Major milestones

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Start Date** | **End Date** |
| Initiate meeting for final iteration | 28/9 | 28/9 |
| Review of final user acceptance testing deployed. | 29/9 | 30/9 |
| Make presentation of working prototype of the website being deployed in production environment. | 30/9 | 5/10 |
| Review and finalize any updates needed in documentation and application. | 30/9 | 3/10 |
| Record feedback about application after being deployed in environment | 1/10 | 5/10 |
| Maintain and evaluate contingency plan for any uncertainties. | 5/10 | 8/10 |
| Finalize and deliver product release milestone PRM | 7/10 | 10/10 |
| End iteration with final meeting with team. | 10/10 | 11/10 |

# 2.  High-level objectives

1. To understand the aspect of required milestone and primarily involve in achieving those highlighted goals.
2. To achieve required milestone successfully, while maintaining effective meeting and discussion among developers and stakeholders.
3. To review final test results after external user acceptance tests or any other tests occurred.
4. To manage task among team members and work in a collaborative way according to project plan and milestone.
5. To review user as well as programmer documentation and system overview that keeps record of any changes and user manual for user and developers respectively.
6. To maintain effective communication and cooperation within team members.
7. To review final bugs/errors of web for improvements and report if any bug still present.
8. To reevaluate and review contingency plan and point it out in every document for reference during any uncertainties.
9. To obtain approval of final project from stakeholder.
10. To complete project requirement and prepare for project submission.

# 3.  Evaluation criteria

1. Whether allocated milestone is successfully executed with record in documentation.
2. If all required tests are done and retest occurred with satisfied end results.
3. Whether the project's developers and stakeholders are engaged and collaborative in their efforts to improve and complete the project.
4. If project plans are followed while communicating updated and reviewed documents.
5. If final version of project is accomplished after test and bug report are satisfactory and website works as expected.
6. Whether risk is reviewed frequently for any risk mitigation.
7. If project has reached hand-off stage.

# 4.  Work Item assignments

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item ID** | **Work item Description** | **Outcome** | **Status** | **Assigned to (name)** | **Estimated Hours** | **Hours worked** | **Estimate of hours remaining** |
| 1.1 | Initiate meeting for final iteration | During the group discussion, the completed milestone and the next goal were discussed. Tasks, on the other hand, are assigned to members. | Completed | All members | 2.5 | 2.5 | 0 |
| 1.2 | Review of final user acceptance testing deployed. | External user acceptability testing should be completed, and users should be able to express questions and suggestions. Review the input afterwards as a way to improve a suitable working website. | Completed | Jashanpreet and samara | 2 | 2 | 0 |
| 1.3 | Make presentation of working final prototype of the website being deployed in production environment. | Presentation of our project was held in class, and also each function was tested side by side by using the website as if it were a real user. | Completed | Gorakh and Samip | 3 | 3 | 0 |
| 1.4 | Review and finalize any updates needed in documentation and application. | Reviewing final architectural documents and system overview also, reviewing documentation which is readable for beginners and developers or any stakeholders also finalizing programmer documentations. | Completed | Milan and Samip | 4.5 | 4.5 | 0 |
| 1.5 | Record feedback about application after being deployed in environment | After analyzing feedback from user further updates are made which reflects the user friendliness of the website. Final setup of the design was also tested. | Completed | Gorakh and Mahendra | 2.5 | 2.5 | 0 |
| 1.6 | Maintain and evaluate contingency plan for any uncertainties. | Here, evaluation of contingency plan was thoroughly discussed because new type of error may occur at any time. Preparedness is also the key to success. | Completed | Milan and Jashanpreet | 3 | 3 | 0 |
| 1.7 | Finalize and deliver product release milestone PRM | Ensuring project completion, product acceptance after satisfactory UAT and successful stakeholder acceptance of project defines PRM achievement. | All members | All members | 5 | 5 | 0 |
| 1.8 | End iteration with final meeting with team. | In final meeting developers and project member are reminded to submit all the finalized documents. | All members | All members | 1 | 1 | 0 |

# 5.  Issues

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| --- | --- | --- |
| **Issue** | **Status** | **Notes** |
| Time management | Team members faced time management issues which delayed some progress. However, team managed to complete given tasks right on time. | Members must organize their given tasks efficiently to avoid delays in future. |
| Difficulty making decisions | All the team members have great ideas while discussing the project which made it difficult to choose best idea. However, members agreed at one decision at the end. | Different and innovative ideas are always welcomed while discussions as long as members are able to make efficient decision. |
| Lack of critical thinking | Although members presented great ideas during discussions, but they were lagging critical evaluation of those ideas.  At the end, things went well and members fulfilled all the project requirements. | Critical thinking is very essential for team members because it enhance the efficiency and results in innovative ideas. |

# 6.  Assessment

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| --- | --- |
| **Assessment target** | Transition Iteration plan 03 |
| **Assessment date** | 11/10/2021 |
| **Participants** | (Group 2) Jashanpreet, Milan, Samip, Mahendra, Gorakh, Samara |
| **Project status** | Green |

## Assessment against objectives

For obtaining approval of final project, our team has given their best in finalizing and completing website UAT and presentation was also given which eventually had good response. Therefore, the only drawbacks related to our project would be external risk which may cause uncertainties, to which we are prepared with contingency plan.

## Assessment against Evaluation Criteria Test results

So far, our team are focused on delivering final webpage to user client. Risk associated is also within our grasp. Teamwork has made our project progressive and thus, there has been no such assessment against evaluation because our project has reached project sign-off stage.

## Other concerns and deviations

Contingency plan: we have contingency plan is place for any types of risks.

Delivering PRM: final show down of project and demonstration to our stakeholder and client to get sponsor sign-off at final stage of project.

Project submission: project handover to our client with completed sign-off documents.

Presentation: Demonstration of web app and back-end programs, showing how our website works and how to navigate through our website.