ADHD Task Manager

Iteration Plan 2

# 1. Key milestones

[Key dates showing timelines, such as start and end date; intermediate milestones; synchronization points with other teams; demos; and so on for the iteration.]

| **Milestone** | **Date** |
| --- | --- |
| Iteration start | 29/03/2023 |
| Risk List: | 3/04/2023 |
| Technical Competency Demonstrator | 4/04/2023 |
| Master Test Plan | 6/04/2023 |
| Project Plan | 7/04/2023 |
| Inception Phase Project Status Assessment | 8/04/2023 |
| Review | 9/04/2023 |
| Iteration stop | 10/04/2023 |

# 2. Objective’s and Completion Criteria

**Objective 1:** Complete Risk List  
 **Criteria:** Risk List is thoroughly thought through and completed and clearly outlines the risks for the project.

**Objective 2:** Technical Competency Demonstrator  
 **Criteria:** Waiting for word on what this is.

**Objective 3:** Master Test Plan  
 **Criteria:** Using the Risk List, determine the most important factors of the project for testing and create a test plan.

**Objective 4:** Project Plan.  
 **Criteria:** Introduce the team and lay out the practices and procedures to be used in the project before coming up with a development plan and a milestone map of the project.

**Objective 5:** Inception Phase Project Status Assessment.  
 **Criteria:** Completed after the other objectives as they will be needed to complete this item. Objective is complete when the document has finished being updated.

**Objective 6:** Team Review  
 **Criteria:** Team to review all the above documents for any errors or queries. Team Members are to then sign off saying they are okay to proceed.

# 3. Work Item assignments

The following Work Items will be addressed in this iteration:

| **Work Item ID** | **Name or key words of description** | **Outcome** | **State** | **Assigned to (name)** | **Estimated Hours** | **Hours worked** | **Estimate of hours remaining** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1 | Risk List: High-End Risks | Risk List filled with high end risks | Incomplete | Deepak | 2 hours |  |  |
| 1.2 | Risk List: Low-Medium Risks | Risk List is completed and uploaded to repo | Incomplete | Deepak | 2 hours |  |  |
| 2.1 | Technical Competancy Demonstrator |  | Incomplete | Sam | TBD |  |  |
| 3.1 | Master Test Plan Introduction | Introduction is completely filled out | Incomplete | Matt | 0.5 hours |  |  |
| 3.2 | Master Test Plan Documentation | Documentation is listed on the test plan | Incomplete | Matt | 0.5 hours |  |  |
| 3.3 | Master Test Plan Test Strategy | Test Strategy is completed | Incomplete | Matt | 2 hours |  |  |
| 3.4 | Master Test Plan Test Levels | Test Levels are listed in plan | Incomplete | Matt | 2 hours |  |  |
| 4.1 | Project Plan Introduction | Introduction is filled out | Incomplete | Sam | 0.5 hours |  |  |
| 4.2 | Project Plan Project Organization | Project Organization completed | Incomplete | Sam | 0.5 hours |  |  |
| 4.3 | Project Plan Practices and Measurements | Practices and Measurements section completed | Incomplete | Corie | 2 hours |  |  |
| 4.4 | Project Plan Deployment | Deployment section completed | incomplete | Corie | 2 hours |  |  |
| 4.5 | Project Plan Project Milestones and Objectives | Milestones and Objectives Completed | Incomplete | Corie | 2 hours |  |  |
| 5.1 | Inception Phase: Objectives | Completed Part 1 of the Status Report | Incomplete | Sam | 1 Hour |  |  |
| 5.2 | Inception Phase: Deliverables | Part 2 completed | Incomplete | Matt | 0.5 hours |  |  |
| 5.3 | Inception Phase: General Issues | Part 3 completed | Incomplete | Matt | 0.5 hours |  |  |
| 5.4 | Inception Phase: Risks | Part 4 Completed | Incomplete | Deepak | 1 Hour |  |  |
| 5.5 | Inception Phase: Summary | Part 5 Completed | Incomplete | Corie | 1 Hour |  |  |
| 6.1 | Review | Reviewed all documents in iteration. Checked off by each member | Incomplete | All | 1 hour |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# 4. Issues

[List any issues to be solved during the iteration. Update status when new issues are reported during the daily meetings]

| **Issue** | **Status** | **Notes** |
| --- | --- | --- |
|  |  |  |

# 5. Assessment

[Use this section for capturing and communicating results and actions from assessments, which are typically done at the end of each iteration. If you don’t do this, the team may not be able to improve the way they develop software.]

| Assessment target | [This could be the entire iteration or just a specific component] |
| --- | --- |
| Assessment date |  |
| Participants |  |
| Project status | [For example, express as Red, Yellow, or Green.] |

## Assessment against objectives

[Document whether you addressed the objectives as specified in the Iteration Plan.]

## Work Items: Planned compared to actually completed

[Summarize whether all Work Items planned to be addressed in the iteration were addressed, and which Work Items were postponed or added.]

## Assessment against Evaluation Criteria Test results

[Document whether you met the evaluation criteria as specified in the Iteration Plan. This could include information such as “Demo for Department X was well-received, with some concerns raised around usability,” or “495 test cases were automated with a 98% pass rate. 9 test cases were deferred because the corresponding Work Items were postponed.”

The most important guideline here is that although satisfactorily completed items may summarily mentioned, incomplete items require a more comprehensive explanation ]

## Other concerns and deviations

[List other areas that have been evaluated, such as financials, or schedule deviation, as well as Stakeholder feedback not captured elsewhere.]