CECS 491A - Sec 6 - Sprint Planning Document

Project Name: ArrowNav

Team Longhorn:

Brayan Fuentes

Christian Lucatero

Curtis Nishihira

Miguel Zavala

Spencer Gravel (Team Leader)

October 6, 2021

**Formal Review Process (minimum criterion):**

1. One teammate required to read and leave at least one comment
2. Fix comments and read through document again to look for errors
3. Another teammate required to read and either leave comment or give approval
4. Send to/Visit Client for technical review
   1. (Unapproved) -> make changes based on client remarks then repeat

**Sprint 0**

Sprint Goals:

12 hours

* Draft Proposal
* story points: 12 per person | internal due date: 9/6 | external due date: 10/5 | priority: 1
  + Every Team Member:
    - Research
      * Completion Criteria: Come up with at least two physical examples of projects and pertinent info with said projects
    - Attend Initial In-Person Group Meeting
      * Completion Criteria: Attend meeting for at least 2 hours to go over proposal
    - Idea Pooling
      * Completion Criteria: Come up with at least two ideas for project
    - Select Idea
      * Completion Criteria: Whole team agrees on idea
    - Features
      * Completion Criteria: Come up with at least two features for selected Idea
    - Proposal Review
      * Completion Criteria: Different than formal review because the whole team needs to leave at least one comment before submission

**Sprint 1**

* Proposal Completion (estimated 3 resubmissions)

(story points: 8 | internal due date: 9/20 | external due date: 10/5 | priority: 1)

* + Spencer (Primary)
    - Handles communication with Client
      * Completion Criteria: Email communication and office hours for each proposal submission
    - Convert feedback from team members and apply them to the proposal
      * Completion Criteria: Address all comments and feedback from team and edit document accordingly
    - Final approval before each proposal submission
      * Completion Criteria: Check whole document for grammatical or content issues
* Proposal editing

(story points: 3 per person | internal due date: 9/20 | external due date: 10/5 | priority: 2)

* + Every Team Member:
    - Proposal Review Process (3 times estimated) because of inexperience
      * Completion Criteria: Everyone leaves at least one comment and everyone gives approval before submitting)
    - Provide feedback on aspects of the proposal that need changing or augmenting
      * Completion Criteria: Everyone leaves at least one suggestion for a change
    - Voice concerns with the primary regarding any issues with the proposal
      * Completion Criteria: If pertinent contact the primary of document
* Start BRD

story points: 10 | internal due date: 9/20 | external due date: 10/5 | priority: 3

* + Miguel (Primary):
    - Research BRD
      * Completion Criteria: Read at least three websites on example BRDs
    - Select an outline/format
      * Completion Criteria: outline has been sent and approved by client
    - Draft BRD
      * Filling outline with available information
        + Completion Criteria: Fill outline with all pertinent information from proposal
      * Review Process (1 & 2)
        + Completion Criteria: Steps 1 & 2 completed
* Edit BRD

story points: 5 | internal due date: 9/20 | external due date: 10/5 | priority: 7

* + Spencer (Secondary):
    - Approve of formatting for BRD
      * Completion Criteria: Determining whether the template and/or format of the chosen BRD by the Primary is suitable to use.
    - Reviewing document(s) after Primary has completed their tasks
      * Completion Criteria: Providing feedback and corrections on the submitted document(s) and relaying what can be done to improve said document(s)
    - Give insight/assistance when asked by Primary
      * Completion Criteria: Help Primary in answering questions or concerns regarding BRD.
* Start Tech Spec

story points: 14 | internal due date: 9/20 | external due date: 10/5 | priority: 6

* + Christian (Primary)
    - Research Tech Spec
      * Completion Criteria: Read at least three websites on example Tech Spec templates and formats
    - Select an outline/format
      * Completion Criteria: outline has been sent and approved by client
    - Draft Tech Spec
      * Filling outline with available information
        + Completion Criteria: complete outline with available information dependent on proposal completion
      * Review Process (1 & 2)
        + Completion Criteria: Steps 1 & 2 completed
* Edit Tech Spec

story points: 5 | internal due date: 9/20 | external due date: 10/5 | priority: 10

* + Curtis (Secondary):
    - Approve of formatting for Tech Spec
      * Completion Criteria: Determining whether the template and/or format of the chosen Tech Spec by the Primary is suitable to use.
    - Reviewing document(s) after Primary has completed their tasks
      * Completion Criteria: Providing feedback and corrections on the submitted document(s) and relaying what can be done to improve said document(s)
    - Give insight/assistance when asked by Primary
      * Completion Criteria: Help Primary in answering questions or concerns regarding the Tech Spec.
* Start Site Map

story points: 14 | internal due date: 9/20 | external due date: 10/5 | priority: 5

* + Brayan(Primary)
    - Research Site Map
      * Completion Criteria: Read at least three websites on example Site Maps
    - Select an outline/format
      * Completion Criteria: outline has been sent and approved by client
    - Draft Site Map
      * Filling outline with available information
        + Completion Criteria: complete outline with available information dependent on proposal completion
        + Review Process (1 & 2)

Completion Criteria: Steps 1 & 2 completed

* Edit Site Map

story points: 5 | internal due date: 9/20 | external due date: 10/5 | priority: 9

* + Spencer (Secondary):
    - Approve of formatting for the Site Map
      * Completion Criteria: Determining whether the template and/or format of the chosen Site Map by the Primary is suitable to use.
    - Reviewing document(s) after Primary has completed their tasks
      * Completion Criteria: Providing feedback and corrections on the submitted document(s) and relaying what can be done to improve said document(s)
    - Give insight/assistance when asked by Primary
      * Completion Criteria: Help Primary in answering questions or concerns regarding the Site Map.
* Start HL Design
* story points: 14 | internal due date: 9/20 | external due date: 10/5 | priority: 4
  + Curtis(Primary)
    - Research HL Design
      * Completion Criteria: Read at least three websites on example HL Design
    - Select an outline/format
      * Completion Criteria: outline has been sent and approved by client
    - Draft HL Design
      * Filling outline with available information
        + Completion Criteria: complete outline with available information dependent on proposal completion
        + Review Process (1 & 2)

Completion Criteria: Steps 1 & 2 completed

* Edit HL Design

story points: 3 | internal due date: 9/20 | external due date: 10/5 | priority: 8

* + Brayan (Secondary):
    - Approve of formatting for HL Design
      * Completion Criteria: Determining whether the template and/or format of the chosen HL Design by the Primary is suitable to use.
    - Reviewing document(s) after Primary has completed their tasks
      * Completion Criteria: Providing feedback and corrections on the submitted document(s) and relaying what can be done to improve said document(s)
    - Give insight/assistance when asked by Primary
      * Completion Criteria: Help Primary in answering questions or concerns regarding HL Design.

**Sprint 2** (assumption proposal approved deadline at the end of sprint)

* Completion of Proposal (estimated 1 resubmission)

story points: 5 | internal due date: 9/27 | external due date: 10/5 | priority: 1 (Carried over from Sprint 1)

* Spencer:
  + Communicate with Client
    - Completion Criteria: Handle all emails to client regarding proposal submissions.
  + Edit document
    - Completion Criteria: Address all comments of team and make necessary edits
* Proposal Editing

story points: 1 per person | internal due date: 9/27 | external due date: 10/5 | priority: 2 (Carried over from Sprint 1)

* + Every Team Member:
  + Proposal Review Process (1)
    - * Completion Criteria: Everyone reads the revised proposal, leaves at least one comment, and everyone gives approval before submitting)
* Complete BRD

story points: 26 | internal due date: 10/4 | external due date: 10/6 | priority: 3

* Miguel:
  + - Update document with approved proposal information
      * Completion Criteria: any information not included from proposal has been added to document
    - Review Process (estimated 2 times)
      * Completion Criteria: all four steps of the official document review process
* Edit BRD

story points: 7 | internal due date: 10/4 | external due date: 10/6 | priority: 7

* Spencer (Secondary):
  + - Approve final BRD
      * Completion Criteria: Determining whether the final BRD by the Primary is suitable to use.
  + Reviewing document(s) after Primary has completed their tasks
    - Completion Criteria: Providing feedback and corrections on the submitted document(s) and relaying what can be done to improve said document(s)
  + Give insight/assistance when asked by Primary
    - Completion Criteria: Help Primary in answering questions or concerns regarding BRD.
* Complete Tech Spec

story points: 20 | internal due date: 10/4 | external due date: 10/6 | priority: 6

* Christian:
  + - Update document with approved proposal information
      * Completion Criteria: any information not included from proposal has been added to document
    - Review Process (estimated 2 times)
      * Completion Criteria: all four steps of the official document review process
* Edit Tech Spec

story points: 4 | internal due date: 10/4 | external due date: 10/6 | priority: 10

* + Curtis (Secondary):
    - Approve final Tech Spec
      * Completion Criteria: Determining whether the final Tech Spec by the Primary is suitable to use.
    - Reviewing document(s) after Primary has completed their tasks
      * Completion Criteria: Providing feedback and corrections on the submitted document(s) and relaying what can be done to improve said document(s)
    - Give insight/assistance when asked by Primary
      * Completion Criteria: Help Primary in answering questions or concerns regarding Tech Spec.
* Complete Site Map

story points: 20 | internal due date: 10/4 | external due date: 10/6 | priority: 5

* Brayan (Primary):
  + - Update document with approved proposal information
      * Completion Criteria: any information not included from proposal has been added to document
    - Review Process (estimated 2 times)
      * Completion Criteria: all four steps of the official document review process
* Edit Site Map

story points: 7 | internal due date: 10/4 | external due date: 10/6 | priority: 9

* Spencer (Secondary):
  + Approve final Site Map
    - Completion Criteria: Determining whether the final Site Map by the Primary is suitable to use.
  + Reviewing document(s) after Primary has completed their tasks
    - Completion Criteria: Providing feedback and corrections on the submitted document(s) and relaying what can be done to improve said document(s)
  + Give insight/assistance when asked by Primary
    - Completion Criteria: Help Primary in answering questions or concerns regarding Site Map.
* Complete HL Design

story points: 20 | internal due date: 10/4 | external due date: 10/6 | priority: 4

* Curtis:
  + - Update document with approved proposal information
      * Completion Criteria: any information not included from proposal has been added to document
    - Review Process (estimated 2 times)
      * Completion Criteria: all four steps of the official document review process
* Edit HL Design

story points: 5 | internal due date: 10/4 | external due date: 10/6 | priority: 8

* Brayan (Secondary):
  + Approve of formatting for HL Design
    - Completion Criteria: Determining whether the template and/or format of the chosen HL Design by the Primary is suitable to use.
  + Reviewing document(s) after Primary has completed their tasks
    - Completion Criteria: Providing feedback and corrections on the submitted document(s) and relaying what can be done to improve said document(s)
  + Give insight/assistance when asked by Primary
    - Completion Criteria: Help Primary in answering questions or concerns regarding HL Design.
* Retro Preparation

story points: 7 | internal due date: 10/4 | external due date: 10/6 | priority: 8

* Spencer:
  + Draft retrospective documents
    - Completion Criteria: Finish the scrum metric charts
  + Approve all milestone 1 documents
    - Completion Criteria Read and make any necessary edits on all documents as final last check

**Sprint 3** 10/6 -10/14

* Start Project Plan

story points: 5 per person | internal due date: 10/14 | external due date: 10/26 | priority: 1

* Brayan (Primary) & Curtis (Secondary):
  + Gather Research
    - Completion criteria: Both partners must read and take notes on at least 3 resources or websites
  + Select a format or outline
    - Completion Criteria: Both partners have researched possible outlines and have agreed to select one
  + Begin formatting the project plan.
    - Completion Criteria: Utilize sufficient information on how to correctly create a project plan to create a skeleton document
  + Draft the project plan.
    - Completion Criteria: Both partners will contribute to a document with the foundational information necessary for the project plan
* Start Test Plan

story points: 5 per person | internal due date: 10/14 | external due date: 10/26 | priority: 2

* Miguel (Primary) and Christian (Secondary)
* Gather Research
  + Completion criteria: Both partners must read and take notes on at least 3 resources or websites
* Select a format or outline
  + Completion Criteria: Both partners have researched possible outlines and have agreed to select one
* Begin formatting the test plan.
  + Completion Criteria: Utilize sufficient information on how to correctly create a test plan to create a skeleton document
* Draft the test plan.
  + Completion Criteria: Both partners will contribute to a document with the foundational information necessary for the test plan
* Start Network Diagram

story points: 5 | internal due date: 10/14 | external due date: 10/26 | priority: 3

* Spencer:
  + Gather Research
    - Completion Criteria: Understand what makes a good network diagram and what information is necessary.
  + Begin formatting the network diagram
    - Completion Criteria: Gather sufficient information on how to correctly create a network diagram.
  + Draft the network diagram
    - Completion Criteria: Have a document with the foundational information necessary for the network diagram.

Product Backlog

(story points tbd during sprint planning)

(priority resets after each sprint)

* Edit Project Plan
  + story points: tbd | internal due date: 10/14 | external due date: 10/26 | priority: 1
* Edit Test Plan
  + story points: tbd | internal due date: 10/14 | external due date: 10/26 | priority: 2
* Edit Network Diagram
  + story points: tbd | internal due date: 10/14 | external due date: 10/26 | priority: 3
* Complete Project Plan
  + story points: tbd | internal due date: 10/26 | external due date: 10/27 | priority: 4
* Complete Test Plan
  + story points: tbd | internal due date: 10/26 | external due date: 10/27 | priority: 5
* Complete Network Diagram
  + story points: tbd | internal due date: 10/26 | external due date: 10/27 | priority: 6
* Start Low Level Design
  + story points: tbd | internal due date: 11/17 | external due date: 12/7 | priority: 7
* Start UM
  + story points: tbd | internal due date: 11/17 | external due date: 12/7 | priority: 8
* Start Logging
  + story points: tbd | internal due date: 11/17 | external due date: 12/7 | priority: 9
* Edit Low Level Design
  + story points: tbd | internal due date: 11/17 | external due date: 12/7 | priority: 10
* Edit UM
  + story points: tbd | internal due date: 11/17 | external due date: 12/7 | priority: 11
* Edit Logging
  + story points: tbd | internal due date: 11/17 | external due date: 12/7 | priority: 12
* Complete Low Level Design
  + story points: tbd | internal due date: 12/7 | external due date: 12/8 | priority: 13
* Complete UM
  + story points: tbd | internal due date: 12/7 | external due date: 12/8 | priority: 14
* Complete Logging
  + story points: tbd | internal due date: 12/7 | external due date: 12/8 | priority: 15