ABC’s Inventory Management System

Iteration Plan

[Note: Text enclosed in square brackets and displayed in blue italics (style=InfoBlue) is included to provide guidance to the author and should be deleted before publishing the document.]

# 1. Key milestones

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Iteration start | 28/02/2018 |
| Establish Team Charter and Project Proposal | 02/03/2018 |
| Update Team Charter and Project Proposal | 08/03/2018 |
| Establish Feedback Form, Version Control and Communication Plan | 09/03/2018 |
| Establish Iteration Plan and Project Plan | 10/03/2018 |
| Iteration stop | 14/03/2018 |

# 2. High-level objectives

* Define the common purpose and team members are clear about their roles and expectations.
* Show the benefits of the project, the resources required, and the potential issues of the project.
* Identify the purpose of team communication and how the communication will be conducted.
* Fix the problems which are existing in the project through the feedbacks.
* Track the changes and identify when key decisions were made along the way.

# 3. Work Item assignments

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name or key words of description** | **Priority** | **Size estimate (points)** | **State** | **Reference material** | **Target iteration** | **Assigned to (name)** | **Hours worked** | **Estimate of hours remaining** |
| Establish the Team Charter | 3 |  |  |  |  | Hieu Hanh Tran | 17 | 0 |
| Establish the Project Proposal | 3 |  |  |  |  | Shirish Maharjan | 18 | 0 |
| Update the Team Charter | 2 |  |  | Feedback Form |  | Shirish Maharjan | 7 | 0 |
| Update the Project Proposal | 2 |  |  | Feedback Form |  | Shirish Maharjan | 6 | 0 |
| Establish the Feedback Form | 3 |  |  |  |  | Hieu Hanh Tran | 5 | 0 |
| Establish the Version Control | 4 |  |  | Feedback Form  Team Charter  Project Proposal |  | Hieu Hanh Tran | 5 | 0 |
| Establish the Communication Plan | 3 |  |  | Team Charter |  | Shirish Maharjan | 6 | 0 |
| Establish the Iteration Plan | 4 |  |  |  |  | Hieu Hanh Tran | 9 | 0 |
| Establish the Project Plan | 4 |  |  | - Project Proposal  - Team Charter |  | Shirish Maharjan | 7 | 0 |

# 4. Issues

|  |  |  |
| --- | --- | --- |
| **Issue** | **Status** | **Notes** |
| The Team Charter included the Communication Plan. | Fixed | Establish the separate the communication plan instead of including it in Team Charter. |
| The missions, goals and the scopes cover too many functionalities therefore the project could not be finished on time. | Completed | Re-define the missions, goals as well as limit the scopes of the project such as which functionality the product will do, who will using the product, etc. to avoid the complication of the project. |
| The reports were not reality and could not be completed. | Completed | Ensure the base of the project fulfils all the requirements such as the functionality should be priority before making the report. |

# 5. Evaluation criteria

## Walkthrough of iteration build with team members received favorable response.

## Favorable response from the lecturer to the documents.

## End user documentation get favorable acceptance by end users.

# 6. Assessment

|  |  |
| --- | --- |
| Assessment target | Form a team, develop a project proposal, and establish a team charter. Establish a push communication mechanism and a version control repository. |
| Assessment date | 28/02/2018 |
| Participants | Hieu Hanh Tran, Shirish Maharjan, Arik Maharjan |
| Project status | Green |

## Assessment against objectives

After the Team Charter and Project Proposal were finished, all team members have acknowledged about their roles and expectations in the project as well as understood the benefit of the project, the resources required, and the potential issues of the project; hence, all team member have agreed and signed to the documents. Furthermore, the team’s communication plan such as time, location, medium for meetings have been defined which supports to achieve the project’ goals. Besides, the version control repository and feedback form have been established and updated every week will be the key to make a successful project.

## Work Items: Planned compared to actually completed

All the Work Item Assessments have been finished on time and are on the right track to move to the next phase. Although some issues happened during this iteration phase such as the scope of the project was over the ability of the team, the communication was not clear enough and included in the Team Charter but they have been fixed on time.

## Assessment against Evaluation Criteria Test results

## All of the documents and issues finished and fixed, with some concerns raised around the team’s rules and roles.

* All the team members have disscussed, updated as well as fixed the documents and sign off for the them.
* Waiting the lecturer for reviewing and giving the new feedback in the next class.

## Other concerns and deviations

* + Determine the project’s costs such as What were the final cost? Or What will it cost to support the solution in the future?
  + Identify the lessons learned from the project.
  + Review the expected deliverables (including documentation) and ensure either that these have been delivered to an acceptable level pf quality, or that an acceptable substitute is in place.