**Student Name:**  
Team 6:  
 Rebecca White, Sam Liang, Rajneet Kaur Deol, and Deergha

# Assignment: Project Plan

## Background

Now that you have a viable project idea, it’s time to plan how you will execute on the idea. Follow the instructions below to complete your project plan. Please note this is a live document, and it is expected that you will update this plan throughout the remainder of the course.

## Instructions

1. This is a team submission.
2. You will be provided time in class during week 4 to complete this assignment. However, you will likely need to do work outside of class as well.
3. The submission should include a completed version of the this template, along with a plan for sprint 1 using the provided spreadsheet.
4. All tasks should be specific, measurable, and time-bound (SMART)

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# Overall Timeline

The Execution Phase has a fixed schedule of 9 weeks comprised of three sprints.

| **Phase** | **Dates (2024)** | **Weeks** | **Class hours per week** | **Total Class hours** | **Additional hours expected per week** | **Total Additional hours expected** | **Total hours per student** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sprint 1 | June 3-June 23 | 3 | 5 | 15 | 4-7 | 12-21 | 27-36 |
| Sprint 2 | June 24-July14 | 3 | 5 | 15 | 4-7 | 12-21 | 27-36 |
| Sprint 3 | July 15-Aug 4 | 3 | 5 | 15 | 4-7 | 12-21 | 27-36 |
| **Total** |  |  |  | **45** |  | **36-63** | **81-108** |

# Minimum Viable Product (MVP) Backlog

Listed in the table below are our User Stories that have a Priority of “Must” (not “Should” or “Could”) in our overall Product Backlog (see Business Canvas document).

Collectively, these User Stories constitute the feature set required for a Minimum Viable Product for the solution we are proposing.

*The User Story ID should be CONSISTENT with the numbering used in the Product Backlog.*

| **User Story ID** | **As a…** | **I want to be able to…** | **So that…** |
| --- | --- | --- | --- |
| 1 | User | Easily share files from a Windows machine | I can work efficiently across different operating systems |
| 2 | User | Securely transfer files | I can ensure data integrity and confidentiality |
| 3 | User | Have a user-friendly interface to manage file sharing | I can easily oversee and control the file-sharing process |
| 4 | User | Use a reliable system on different OS | I can collaborate and access resources without technical issues |
| 5 | Admin | Manage storage accounts in Azure | I can host the file sharing platform on the Azure portal |
| 6 | Admin | Access the GitHub repository | I can stay informed about project progress |
| 7 | Admin | View the main website of the file sharing platform | I can stay updated on platform developments |
| 8 | Admin | Understand how to host file sharing platform in Azure portal | I can determine the feasibility of connecting to Azure hosting |
| 9 | Admin | Set up access controls and permissions for users | I can ensure data security and control access |

# Deliverables Outside of Minimum Viable Product

Listed in the table below are deliverables you must complete or update for each sprint. These deliverables are deliberately not included with the Minimum Viable Product Backlog (above) as they do not represent features of the product. When you plan for a sprint, ensure to allocate time to completing these deliverables.

|  |  |  |
| --- | --- | --- |
| **#** | **Deliverable** | **Description** |
| (1) | Updated Documentation | Ongoing updates to the business canvas and project plan |
| (2) | Sprint Progress Report | One progress report per sprint |
| (3) | Solution Showcase | One showcase per sprint |

# Project Management Methodology

Use *Activity - Selecting a Project Management Methodology*, found in Brightspace, to review different project management methodologies.

The course is structured to use an Agile approach. A tracking spreadsheet has been provided for you.

What additional methodologies and/or tools will you use to manage your project, and why?

|  |
| --- |
| Agile Scrum is chosen for its iterative approach, which allows for regular feedback and adjustments throughout the project. **GitHub** **Purpose**: Version control and collaboration.  **Details**:   * Central repository for code. * Feature branches for stability. * Pull requests for code reviews. * GitHub Actions for continuous integration.  **Azure** **Purpose**: Web app deployment and integration with GitHub.  **Details**:   * Scalable infrastructure for deployment. * Continuous deployment from GitHub. * Monitoring for performance and scaling. * Storage options.  **Excel Spreadsheet** **Purpose**: Time and goal tracking.  **Details**:   * Track tasks, deadlines, and progress. * Document sprint goals and timelines. * Create burndown charts to visualize progress.  **Python** **Purpose**: Website coding.  **Details**:   * Backend development with Flask or Django. * Automate tasks like data migration and testing.  **Microsoft Teams** **Purpose**: Communication and collaboration.  **Details**:   * Organized channels for project aspects. * Regular meetings (stand-ups, sprint planning, retrospectives). * Central repository for documents. |

## Daily/Weekly/Sprintly

Given your methodology and tools, how will members use the above project tools on a daily, weekly, and sprint basis?

|  |
| --- |
| **Daily**:   * **Stand-up Meetings**: Updates on progress and blockers. * **Task Updates**: Update tasks in Excel. * **Code Commits**: Regular commits and code reviews.   **Weekly**:   * **Sprint Planning**: Define goals and tasks. * **Sprint Review**: Demonstrate work and gather feedback. * **Retrospective**: Reflect on improvements.   **Monthly**: Retrospective meetings to evaluate and improve processes.   * **Progress Reports**: Summarize achievements and plans. * **Retrospective Meetings**: Deep reflection and strategic adjustments. * **Milestone Reviews**: Ensure project alignment with goals. |

# Sprint 1 Plan on a Page

## Sprint 1 Goal

**What are we trying to accomplish?**

By the end of Sprint 1, we want to have accomplished these things:

|  |  |
| --- | --- |
|  | **Goal** |
| 1 | Create Azure subscription and users for 4 laptops. |
| 2 | Create and push GitHub repository. |
| 3 | Create code for the main page of website. |
| 4 | Set up initial database structure for file sharing website. |
| 5 | Conduct research on the best and cheapest web hosting programs. |

## Sprint 1 Backlog

**What product backlog stories will we complete?**

To achieve the Sprint Goal, these stories must be completed:

*The User Story ID should be CONSISTENT with the numbering used in the Product Backlog.*

|  |  |  |  |
| --- | --- | --- | --- |
| **User Story ID** | **As a…** | **I want to be able to…** | **So that…** |
| 5 | Admin | How to manage storage accounts in Azure. | I know how to host a file sharing platform in Azure portal. |
| 6 | Admin | Access the GitHub repository. | Stay informed about project progress and upcoming tasks. |
| 7 | Admin | See the main website of the file sharing platform. | Stay updated on platform developments and features. |
| 8 | Admin | Understand how to host file sharing palatiform in Azure portal. | Determine feasibility of connecting the website to Azure hosting. |
| 9 | Admin | Set up access controls and permissions for users on the file sharing platform. | Ensure data security and control access to sensitive information |

## Sprint 1 Resource Plan

**Who will do what to accomplish our goal?**

|  |  |
| --- | --- |
| **Team Member** | **What tasks the Team Member will commit to work on** |
| Rebecca | Build/Research Azure Infrastructure. |
| Sam | Build/Research Azure Infrastructure. |
| Deergha | Build GitHub Infrastructure and get domain name. |
| Rajneet | Build GitHub Infrastructure and get domain name. |

## Sprint 1 Stakeholder Communication Plan

**How will we communicate with our stakeholders?**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Stakeholder** | **What do they need to know** | **Frequency** |
| 1 | Instructor | Sprint progress updates and any issues encountered. | When asked |
| 2 | Team members | The update of each goal accomplishment | Every time we work on it |
| 3 | Team members | Problems or difficulties facing for tasks assigned to each of them | Real time |
| 4 | Communities of Window users | We will post the project in a community and see any feedback. | At the time of sprint 3 is due |
| 5 | Communities of Linux users | We will post the project in a community and see any feedback. | At the time of sprint 3 is due |

# Sprint 2 Plan on a Page

## Sprint 2 Goal

**What are we trying to accomplish?**

By the end of Sprint 2, we want to have accomplished these things:

|  |  |
| --- | --- |
|  | **Goal** |
| 1 | Finalize the platform we use for file sharing |
| 2 | Start building file sharing platform as team decide. |
| 3 | Enable file sharing from both Windows and Linux machines. |
| 4 | Involve online storage account (Azure) into website |
| 5 | Connect our file sharing platform with our website |

## Sprint 2 Backlog

**What product backlog stories will we complete?**

To achieve the Sprint Goal, these stories must be completed to achieve the sprint goal:

*The User Story ID should be CONSISTENT with the numbering used in the Product Backlog.*

|  |  |  |  |
| --- | --- | --- | --- |
| **User Story ID** | **As a…** | **I want to be able to…** | **So that…** |
| 10 | Admin | Access the file sharing platform team designed | I can perform admin tasks |
| 11 | User | Set limits on how many GB’s can be sent in a single file | I can manage and control space on my device |
| 12 | User | Access files from a Linux machine | I can work efficiently across different operating systems |
| 13 | User | Search for files using keywords | I can quickly find the files I need |
| 14 | User | Customize file colors and organization | I can manage my files according to my workflow preferences |
| 15 | User | Share files with a simple drag-and-drop interface | I can share files quickly and easily |
| 16 | Admin | Monitor resource usage and performance metrics on Azure | I can ensure optimal platform performance |

## Sprint 2 Resource Plan

**Who will do what to accomplish our goal?**

|  |  |
| --- | --- |
| **Team Member** | **What tasks the Team Member will commit to work on** |
| Rebecca White | Manage continuous deployment from GitHub. |
| Sam Liang | User authentication from Linux. Manage continuous deployment from GitHub. |
| Rajneet Kaur Deol | Webpage Development: Implement file sharing features, enhance UI for better user interaction. |
| Deergha | Webpage Development: Implement file sharing features, enhance UI for better user interaction. |

## Sprint 2 Stakeholder Communication Plan

**How will we communicate with our stakeholders?**

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **What do they need to know** | **Frequency** |
| Instructor | Sprint progress updates and any issues encountered. | When needed |
| Team members | The update of each goal accomplishment | Every time we work on it |
| Team members | Problems or difficulties facing for tasks assigned to each of them | Real time |
| Communities of Window users | We will post the project in a community and see any feedback. | At the time of sprint 3 is due |
| Communities of Linux users | We will post the project in a community and see any feedback. | At the time of sprint 3 is due |

# Sprint 3 Plan on a Page

## Sprint 3 Goal

**What are we trying to accomplish?**

By the end of Sprint 3 we want to have accomplished these things:

|  |  |
| --- | --- |
|  | **Goal** |
| 1 | Finalize all project deliverables. |
| 2 | Conduct user acceptance testing. |
| 3 | Implement feedback from testing. |
| 4 | Complete final project documentation. |
| 5 | Present the final product. |

## Sprint 3 Backlog

**What product backlog stories will we complete?**

To achieve the Sprint Goal, these stories must be completed to achieve the sprint goal:

*The User Story ID should be CONSISTENT with the numbering used in the Product Backlog.*

|  |  |  |  |
| --- | --- | --- | --- |
| **User Story ID** | **As a…** | **I want to be able to…** | **So that…** |
| *1* | User | Easily share files from a Windows machine | I can work efficiently across different operating systems |
| *2* | User | Securely transfer files | I can ensure data integrity and confidentiality |
| *20* | User | Sync files automatically across devices | I can always have the latest version of my files |
| *24* | User | Use a dark mode theme | I can reduce eye strain during extended use |
| *25* | User | Set file expiration dates | I can automatically limit access to shared files |
| *27* | Admin | Manage user accounts and permissions | I can ensure data integrity and minimize risk |

## Sprint 3 Resource Plan

**Who will do what to accomplish our goal?**

|  |  |
| --- | --- |
| **Team Member** | **Significant tasks Team Member will commit to work on** |
| Sam Liang | Conduct user acceptance testing and implement feedback. |
| Everyone | Help with presentation preparation and final integration. |
| Everyone | Prepare a demo for the project presentation |
| Rebecca White | Oversee final feature integration and testing. |
| Deergha | Review and update code to ensure consistency. |
| Rajneet Kaur Deol | Coordinate user feedback sessions and documentation. |

## Sprint 3 Stakeholder Communication Plan

**How will we communicate with our stakeholders?**

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **What do they need to know** | **Frequency** |
| Instructor | Sprint progress updates and any issues encountered. | When needed |
| Team members | The update of each goal accomplishment | Every time we work on it |
| Team members | Problems or difficulties facing for tasks assigned to each of them | Real time |
| Communities of Window users | We will post the project in a community and see any feedback. | At the time of sprint 3 is due |
| Communities of Linux users | We will post the project in a community and see any feedback. | At the time of sprint 3 is due |

## Sprint 1 Plan

Using the chosen project methodology and any relevant tools, plan out your first sprint.

* Use the spreadsheet provided.
* All team members should have 27-36 hours of tasks planned.
* No task should be longer than 3 hours. If so, break it into sub-tasks.
* Please refer to the rubric for details.
* Each group should also maintain a Research Log and an AI Log throughout the sprint.

Research Log:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Member | Topic | Source | URL | Date |
| Rebecca and Sam | Resource Group | Google | [Manage resource groups - Azure portal - Azure Resource Manager | Microsoft Learn](https://learn.microsoft.com/en-us/azure/azure-resource-manager/management/manage-resource-groups-portal) | 2024/06/11 |
| Rebecca | Azure Cloud and Storage Pricing | Azure | [Pricing Overview—How Azure Pricing Works | Microsoft Azure](https://azure.microsoft.com/en-ca/pricing) | 2024/06/19 |
| Sam | Azure File Service (  Practice lab) | Azure | [Practic File Service provided by Azure](https://azure.microsoft.com/en-ca/free/search/?ef_id=_k_CjwKCAjwg8qzBhAoEiwAWagLrK6h3RV3BhhlcPI7cTkJGe2oOMEt6AAzmX0oDjFSmNNplXUfJijWzxoChcMQAvD_BwE_k_&OCID=AIDcmmqz3gd78m_SEM__k_CjwKCAjwg8qzBhAoEiwAWagLrK6h3RV3BhhlcPI7cTkJGe2oOMEt6AAzmX0oDjFSmNNplXUfJijWzxoChcMQAvD_BwE_k_&gad_source=1&gclid=CjwKCAjwg8qzBhAoEiwAWagLrK6h3RV3BhhlcPI7cTkJGe2oOMEt6AAzmX0oDjFSmNNplXUfJijWzxoChcMQAvD_BwE) | 2024/06/19 |
| Sam | Azure File Service | Azure | Ask for opinions with Sarbjeet Kaur (my cloud computing instructor) to see if a solid connection can be made between Azure File service platform and our hosted website. | 2024/06/17 |
| Rebecca | Azure Web Apps | Azure | Linux - [Pricing – App Service for Linux | Microsoft Azure](https://azure.microsoft.com/en-ca/pricing/details/app-service/linux/)  Windows - [App Service Pricing | Microsoft Azure](https://azure.microsoft.com/en-ca/pricing/details/app-service/windows/) | 2024/06/17 |
| Deergha | Domain Registration | Google | [Buy a domain name - Register cheap domain names from $0.99 - Namecheap](https://www.namecheap.com/) | 2024/05/25 |
| Deergha | GitHub domain use | GitHub | [About custom domains and GitHub Pages - GitHub Docs](https://docs.github.com/en/pages/configuring-a-custom-domain-for-your-github-pages-site/about-custom-domains-and-github-pages) | 2024/06/10 |
| Deergha | Hosting Platforms | Google | [The Best Web Hosting Services for 2024 | PCMag](https://www.pcmag.com/picks/the-best-web-hosting-services) | 2024/06/10 |
| Deergha | GitHub Repository | GitHub | [Quickstart for repositories - GitHub Docs](https://docs.github.com/en/repositories/creating-and-managing-repositories/quickstart-for-repositories) | 2024/06/10 |
| Rebecca | Study Azure Monitoring and Alerts | Azure | [Pricing - Azure Monitor | Microsoft Azure](https://azure.microsoft.com/en-ca/pricing/details/monitor/) | 2024/06/18 |
| Rebecca | Evaluate Azure Backup and Restore Solutions | Azure | [Pricing – Azure Back up | Microsoft Azure](https://azure.microsoft.com/en-ca/pricing/details/backup/) | 2024/06/17 |
| Rebecca | Cloud Services for pricing | Azure  AWS Google | Azure - [Azure Cloud Storage Solutions and Services | Microsoft Azure](https://azure.microsoft.com/en-us/products/category/storage) AWS - [AWS Product and Service Pricing | Amazon Web Services](https://aws.amazon.com/pricing/?aws-products-pricing.sort-by=item.additionalFields.productNameLowercase&aws-products-pricing.sort-order=asc&awsf.Free%20Tier%20Type=*all&awsf.tech-category=*all)  Comparing Other Services - [Cloud Computing Costs: Service Breakdown of 2024 (datamation.com)](https://www.datamation.com/cloud/cloud-costs/) | 2024/06/19 |
| Rebecca | Research Azure Blob Storage | Azure | [Azure Blob Storage pricing | Microsoft Azure](https://azure.microsoft.com/en-us/pricing/details/storage/blobs/) | 2024/06/18 |
| Rajneet | Research for the competitor for file sharing platform | google | Basically, it shows the different website links which work similarly as our platform | 2024/05/19 |
| Rajneet | Research for the website design ideas | wix | [Technology & Apps Website Templates | Business | Wix.com - Page 2](https://www.wix.com/website/templates/html/business/technology-apps/2?dashboardFirstMetaSiteId=42707ca7-fb30-4e8f-bc34-d61e17e956b0) | 2024/05/28 |
| Rajneet | Build the logo and the image for the website | smashing logo | [The Logo Maker Built for 1000+ Industries and 20M+ Users (smashinglogo.com)](https://smashinglogo.com/en/logo-maker/#tour-completed) | 2024/05/12 |
| Rajneet | Make the privacy policy for the website | LawDepot | [Website Terms and Conditions Template (Canada) | LawDepot](https://www.lawdepot.ca/contracts/website-terms-and-conditions/preview.aspx?webuser_data_id=182795096) | 2024/06/04 |

AI Log

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | AI Tool | Purpose | Date |
| Rebecca | ChatGPT | Figuring out access control on Azure for user accounts, they have full control, like a domain user. | 2024/06/11 |
| Sam | ChatGPT | Started an initial researching if a solid connection can be made between Azure File service platform and our hosted website. | 2024/06/11 |
| Deergha | ChatGPT | How to build a website? | 2024/06/11 |
| Deergha | ChatGPT | Looking for free alternatives to online hosting platforms for the website. | 2024/06/16 |
| Deergha | ChatGPT | Building initial simple codes for the website. | 2024/06/11 |
| Rebecca | ChatGPT | Asked for Cloud Service options in case it shows me ones I have not seen yet. | 2024/06/19 |
| Rajneet | ChatGPT | Use it basically to write the code for website and make different improvements with the help of it | 2024/06/19 |

## Sprint 2 Plan

Using the chosen project methodology and any relevant tools, plan out your first sprint.

* Use the spreadsheet provided.
* All team members should have 27-36 hours of tasks planned.
* No task should be longer than 3 hours. If so, break it into sub-tasks.
* Please refer to the rubric for details.
* Each group should also maintain a Research Log and an AI Log throughout the sprint.

Research Log:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Member | Topic | Source | URL | Date |
| Rebecca | Website - Login | Google | <https://auth0.com/pricing> | 2024/07/12 |
| Rebecca | Email – How to send email to recipients from website | Google | https://www.smashingmagazine.com/2017/01/introduction-building-sending-html-email-for-web-developers/ | 2024/07/13 |
| Deergha | Setup and Configuration: Initialize Node.js project, install packages | Google | [Index | Node.js v22.4.1 Documentation (nodejs.org)](https://nodejs.org/docs/latest/api/) | 6/25/2024 |
| Deergha | Server Setup: Create Express server, setup middleware | Google | [Installing Express (expressjs.com)](https://expressjs.com/en/starter/installing.html) | 7/1/2024 |
| Deergha | Database Integration: Set up database connection, create schema/models | Google | [Getting Started | Sequelize](https://sequelize.org/docs/v6/getting-started/) | 7/10/2024 |
| Rajneet | Get the ideaand design from online to make the pricing plan for the website | google | https://www.wix.com/website-template | 7/4/2024 |
| Rajneet | How to keep the record of the signup and login up of the user on the website | Google | [How to Create a Responsive Login/Signup Form Using HTML and CSS - DEV Community](https://dev.to/payne_001/how-to-create-a-responsive-loginsignup-form-using-html-and-css-5bip) | 7/11/2024 |

AI Log

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | AI Tool | Purpose | Date |
| Rebecca | ChatGPT | Understanding flask and installing flask dependencies as needed | 2024/07/12 |
| Sam | ChatGPT | Research what authentication method is suitable for our website user's login | 2024/06/15 |
| Sam | ChatGPT | Getting guiding steps to install github and related packages in local Linux | 2024/07/6 |
| Sam | ChatGPT | Clone public repository to local testing environment (Linux vm) | 2024/07/7 |
| Sam | ChatGPT | Getting guiding steps to install mysql database and create table for users | 2024/07/8 |
| Sam | ChatGPT | Getting guiding how to connect mysql database info to our main website’s user login | 2024/07/8 |
| Rebecca | ChatGPT | Research how to implement User Authentication on Windows. | 2024/07/13 |
| Deergha | ChatGPT | Assist with project management documentation and coding queries | 6/25/2024 |
| Deergha | ChatGPT | Analyze project requirements and suggest AI integration strategies | 7/10/2024 |
| Rajneet | ChatGPT | convert the privacy policy into the html code and successfully complete the about webpage of the website by adding the privacy policy in it | 6/21/2024 |
| Rajneet | ChatGPT | Complete the code for the website plan page make it appear on the site design | 6/30/2024 |
| rajneet | ChatGPT | Complete the signup webpage code |  |
| rajneet | ChatGPT | Complete the login webpage code |  |

**Sprint 3 Plan**

**Research Log:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Member | Topic | Source | URL | Date |
| Rajneet Deol | Azure WordPress Code Design | microsoft | [Quickstart: Create a WordPress site - Azure App Service | Microsoft Learn](https://learn.microsoft.com/en-us/azure/app-service/quickstart-wordpress) | 08/01/2024 |
|  | SyncShare Platform about | Shopify | [18 Great About Us Page Examples That Drive Results (2024) - Shopify](https://www.shopify.com/blog/how-to-write-an-about-us-page) | 08/02/2024 |
|  | SQL for Login and Sign-Up Pages | Republic | [Creating a User Login System with PHP and MySQL - Tutorial Republic](https://www.tutorialrepublic.com/php-tutorial/php-mysql-login-system.php) | 07/28/2024 |
| Deergha | Researched MySQL database setup and security practices. | Google | [MySQL :: MySQL Documentation](https://dev.mysql.com/doc/) | 07/31/2024 |
| Deergha | Researched secure methods for user authentication, including password hashing and input validation techniques. | Google | [OWASP Foundation, the Open Source Foundation for Application Security | OWASP Foundation](https://owasp.org/) | 08/01/2024 |
| Deergha | Explored methods to optimize file download processes and user experience. | Google | [<a>: The Anchor element - HTML: HyperText Markup Language | MDN (mozilla.org)](https://developer.mozilla.org/en-US/docs/Web/HTML/Element/a) | 07/30/2024 |

**AI Log**

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | AI Tool | Purpose | Date |
| Sam | ChatGPT | Research how to host website locally in Linux | 08/06/2024 |
| Rebecca | ChatGPT | How to upload files | 08/06/2024 |
| Rajneet Deol | ChatGPT | 'Contact Us' Form Integration | 08/01/2024 |
| Rajneet Deol | ChatGPT | SyncShare Platform about (info) page | 08/03/2024 |
| Deergha | ChatGPT | Secure login and registration implementation, password hashing, input validation | 08/03/2024 |
| Deergha | ChatGPT | UI design for file management, user-friendly file management systems | 08/01/2024 |
| Deergha | ChatGPT | Optimizing file download processes, adding progress indicators | 07/25/2024 |

# Marking Criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **4** | **3** | **2** | **0** |
| Minimum Viable Product | The stories chosen from the product backlog form a clear minimum viable product that solves a compelling problem. Enough stories are chosen for adequate complexity, however few enough that the goal is clear. | The stories chosen from the product backlog form a minimum viable product that solves a problem. Enough stories are chosen for adequate complexity, however few enough that the goal is reasonably clear. | The stories chosen from the product backlog could form a minimum viable product that solves a problem. | There is no minimum viable product, or the stories chosen could not form a minimum viable product. |
| Project Management Methodology | Adequate research was put into choosing the project methodology, and there are clear expectations set for how procedures will be managed on a daily, weekly, and monthly basis. | Adequate research was put into choosing the project methodology, and there are expectations set for how procedures will be managed on a daily, weekly, and monthly basis. | A project methodology was chosen, and how the project will be managed is described, although clarification may be required. | A project methodology was not chosen, or it is unclear how the project will be managed. |
| **Criteria** | **3** | **2.25** | **1.75** | **0** |
| Sprint Plans | There is clear thought behind the stories the team intends to complete each sprint, and a mixture of must do and should do items for each sprint. Each team member has a number of key objectives. It is very clear who the stakeholders involved with each sprint are and how they will be communicated with. | There is thought behind the stories the team intends to complete each sprint, and a mixture of must do and should do items for each sprint. Each team member has a number of key objectives. It is clear who the stakeholders involved with each sprint are and how they will be communicated with. | There is thought behind the stories the team intends to complete each sprint. Most team members have a number of key objectives. Most stakeholders involved with each sprint are listed. | The sprint planning is unclear, not all members have stories assigned, or stakeholders are not correctly identified. |
| **Criteria** | **6** | **4.5** | **3** | **0** |
| Plan for Upcoming Sprint | Using the proposed project methodology, the team has planned tasks that will ensure each team member has at least 30 hours of work for the next sprint. Tasks are written in a SMART format. Larger tasks are broken down into smaller sub-tasks. It is clear what members plan to do on a week by week basis. | Using the proposed project methodology, the team has planned tasks that will ensure each team member has at least 25 hours of work for the sprint ahead. Tasks are written in a SMART format. Larger tasks are broken down into smaller sub-tasks. It is clear what members plan to do during the next sprint. | Using the proposed project methodology, the team has planned tasks that will ensure each team member has at least 20 hours of work for the next sprint. | A plan was not completing using the chosen methodology, or there is less than 20 hours per team member for the next sprint. |