Agile Definitions

# Product Backlog Grooming - Continual Process (max 1hr a week)

* Review Current items in backlog
  + Prioritise backlog issues
  + Identify items that need updating
  + Identify issues that are not longer required
  + Make sure issue meet the definition of ready

## Definition of Ready

* Business - High Level
  + Priority Set
  + Business Value Defined
* Business - Low Level
  + User Story in standard format
  + Acceptance Criteria (Business Rules)
  + User Interactions (UI)
  + User Facing Metadata
  + User Interface Designs
* Technical Level
  + High Level Design Pattern to be implemented
  + High Level Infrastructure to be implemented
  + Recognition of any application re-architecture
  + Data Model
  + High Level Testing Plan
  + High level time estimation of Tasks including Testing
* User Story meets the INVEST principle
* The scope of the User story has been tailored to be delivered in a few days as agreed by Product Owner, Solution Architect, Tech Lead, IT Infrastructure Architect
* The story should have enough detail so that the Dev Team knows how to implement the solution at the start of the sprint and estimate confidently.

# At the start of the Sprint - Sprint Planning What Session (2hrs per week of sprint)

* Define Sprint Goal
* User Stories have Priority set by Product Owner
* Development Team select User Stories that fit into one Sprint
* User stories can be tailored to meet can be negotiated between Product Owner and Team to meet resources and keep them in a duration of a few days. *Short stories are easier to deliver and help maintain momentum (i.e. velocity)*
* Team Breaks down any Sub-tasks that are going to be done by separate Team Members
* Assign Sub tasks to team members
* Allocate Subtasks to the team members so they match each team member's skills and time availability i.e. the estimate totals allocate to each resources should not exceed the timebox *The Velocity should be in line with the current velocity*

# Commitment at the Start of the Sprint

* We confident we can meet the Sprint Goal
* We will do everything in our power to deliver the Sprint goal and issues in the sprint
* We will inform the Product Owner immediately if there is anything that will jeopardise the delivery of the issue
* If we fall behind we will remove the lowest priority issues first
* If we get ahead we will add the highest priority issues from the backlog
* We will keep our issues status up to date

# At the end of the Sprint - Sprint Review (max 1 hr per week of Sprint)

* Confirm the User Stories that meet the Definition of Done

## Definition of Done

* Business Level
  + Shippable product
  + Accepted by Product Owner
  + Tested including: Unit, Integration, System and User
* Technical Level
  + No introduced Tech Debt *Or Tech Debt is accepted by Solution Architect and Tech Lead*
  + No Introduced Bugs *or Introduced Bugs are approved by Product Owner*
  + Release Notes
  + Code Comments
  + Issue Comments
  + Infrastructure in place to deploy
  + Architecture Documents Updated

# Appendix

## **INVEST** Principle:

**I**ndependent - not affected by other functionality

**N**egotiable - The solution can be defined anyway that meets the customer needs

**V**aluable - Something the customer wants and has a value to the business in supplying it

**E**stimable - defined enough boundary that estimating is not guessing

**S**mall - small enough to developed quickly and (this will align with Estimable)

**T**estable - it is clear how the solution meets the user story

## User Story Evolution to Ready

* Customer supplies a Simple Statement *“As a <user> I* ***want*** *<function> so that<value>”.* ***Want can be replaced with Need for Must have and would love for a Delighter***
* Product Owner defines Business Value, Priority and Acceptance Criteria
* Analyst defines User actions, User facing data and Business Rules (Analyst would usually be the Product Owner)
* Design provides Prototype or UI
* Solution Architect defines high level architecture
* Tech Lead defines high level code modules
* User Story has high level estimate
* Story has been divided as required to fit into Sprint Timebox

## Development Task Estimation

### Story Points (Days):

|  |  |
| --- | --- |
| Story Points (Days) | Applicable Issue Type |
| 0 | User Story |
| 0.5 | User Story |
| 1 | User Story |
| 2 | User Story |
| 3 | User Story |
| 5 | User Story |
| 8 | User Story |
| 13 | Epic |
| 21 | Epic |
| 34 | Epic |
| 55 | Epic |
| 89 | Multiple Epics |
| Infinite | NA (Way too big) |
| ? | NA (Way too big) |

## Sprint Time

Daily Standup 15m x Team members x Sprint Days

Product Backlog Grooming 1h x Sprint Weeks

Sprint Planning 2h x Sprint Weeks

Sprint Review 1hr per Sprint

Sprint Retrospective 30m per Sprint