Instructions for CSC 4790 Burndown Charts

Initial Setup

1. Copy the example chart to make your own

Choose *Make a Copy...* from the *File* menu at the top of the page. Feel free to overwrite any of the data I have in there; it's just example stuff. However, don't edit anything in cells that aren't light blue except for anything you're explicitly instructed to do below and the rank column.

2. Name your chart properly

As you can see from the example, the chart should be named based on the semester and your team member names. The example name is:

CSC4790F15-EdwardKim-RobertBeck-DanielJoyce

You should follow the same naming convention for your files.

3. Enter your project title (cell B1) and your names (E1) 4. Enter the names of your team members (B6-10) & their initials (C6-10)

5. Categorize and list all the features you can think of (B15-103)

Important: *Don't cut and paste any cells when you're doing this. Copy and paste are fine.* Cutting and pasting will move around cell references and can break the chart.

6. Estimate the number of hours you think each features will take (D15-103)

7. Rank the features 1-3 (A15-103)

8. Assign features to people by entering their initials (C15-103)

You can use cell C3 to switch between seeing features by rank or by person in the graph to the right. Set it to P to help you balance the amount of work that is assigned to each person. Set it to R to see how the different ranks stack up (though there's no reason to balance the ranks).

9. IMPORTANT: Share your document with me (edwardkim.ek@gmail.com) by choosing *Share…* from the *File* menu at the top of the page. You should probably give me write access.

Using the Burndown Chart

Each time you work on a feature, record the number of hours remaining in the blue column for the current date. If you look at row 14, you can see that the background of the cell is darker for dates that have already passed. You should always be changing data in the blue cells below the first light-colored date. I played Super Mario Bros. for research (in the example), and I think I am about half way done doing so. so I set cell I19 to 1 (which means I've completed half of the 2-hour task). I also learned about 1⁄4 of the Unity I need to learn for this project, so I burned down 1⁄4 of the 4 hours of Learn Unity time in cell I17.

You can now choose whether to use the burndown chart that counts down hours.

When you're working with the burndown chart **only ever change data in cells that are light blue**. Everything else should update automatically.