Name: Eliza Guderian
Date: 10 December 2021

Project Manager Test Task

Task & Goal

Client A

- add an important payment feature and introduce Apple Pay as a way of completing payments

Client B

- wants more filters in the database
- and a new page on the platform
- with a chatbot to inform his customers about the status of their order

Goal

- Deliver all the features in 1 month

Team Member

Role	Team Member
Front End Developer	FE Developer 1
Back End Developer	BE Developer 1
	BE Developer 2
UX/UI Designer	Designer 1
Quality Assurance	Tester 1

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1. Design and present briefly the flow of meetings and day-to-day in order to hit the goal of delivery in 1 month.

Answer: From Monday to Friday for the whole month, the team will work on the client's project.

2. How would you set SCRUM methodology in this case, what else would you propose?

Answer:

SPRINT

- It will be a one-time Sprint for the whole project in one month.
- The sprint will start with the sprint planning on the first day of the project.
- The scrum team will conduct daily scrum during the working days for 15 minutes.
- In the 4th week, as per the project schedule, the sprint review will be conducted where the team and the stakeholders gather to review completed work and determine whether additional changes are needed.
- On the last day of the project, the whole team attends a sprint retrospective to discuss what went well during the previous sprint cycle.

ROLES

- All the team members will be on the scrum team.
- The project manager has to be the Product Owner and the Scrum Master.

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Project Schedule

Overview Schedule					
Week 1	**Mon 03 Jan 2022**	**Tue 04 Jan 2022**	**Wed 04 Jan 2022**	**Thurs 06 Jan 2022**	**Fri 07 Jan 2022**
	Sprint Planning Day 1	Daily Scrum Day 2	Daily Scrum Day 3	Daily Scrum Day 4	Daily Scrum Day 5
Week 2	**Mon 10 Jan 2022**	**Tue 11 Jan 2022**	**Wed 12 Jan 2022**	**Thurs 13 Jan 2022**	**Fri 14 Jan 2022**
	Daily Scrum Day 6	Daily Scrum Day 7	Daily Scrum Day 8	Daily Scrum Day 9	Daily Scrum Day 10
Week 3	**Mon 17 Jan 2022**	**Tue 18 Jan 2022**	**Wed 19 Jan 2022**	**Thurs 20 Jan 2022**	**Fri 21 Jan 2022**
	Daily Scrum Day 11	Daily Scrum Day 12	Daily Scrum Day 13	Daily Scrum Day 14	Daily Scrum Day 15
Week 4	**Mon 24 Jan 2022**	**Tue 25 Jan 2022**	**Wed 26 Jan 2022**	**Thurs 27 Jan 2022**	**Fri 28 Jan 2022**
	Daily Scrum Day 16	Daily Scrum Day 17	Daily Scrum Day 18	Daily Scrum Day 19	Daily Scrum Day 20 Sprint Review
Week 5	**Mon 31 Jan 2022**				
	Sprint Retrospective				

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3. How would you calculate the team's capacity?

Answer: If all the team member's allocation is one hundred percent, then 8 hours are inducted per working day and next, times the days of working throughout the whole month, the outcome will be the total hours of one sprint. The total amounts of the sprint's hour for the entire month need to be subtracted from the hours of the Scrum Ceremonies such as Sprint Planning, Review, Retrospective, and Daily Scrum. The result will be the hours of the team capacity.

1 Sprint = 21 Days

1 Day = 8 Hrs

Total Hours of working day = 8 x 21 = 168 Hrs

Total Hours of the Ceremonies Event: 9.25 Hrs

- Daily Scrum → 15 mins x 1 sprint (21 days) = 300 mins. (5 Hrs)
- Sprint Planning, Review, and Retrospective = 255 mins. (4.25 Hrs)

Total hours of the working day - Total Hours of the ceremonies event = Team Capacity

168 - 9.25 = 158.75 (Team capacity per person)

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Team Capacity

Team member allocation

Role	Team Member	% Allocation	Hours/day	Hours/Sprint
Back End Developer	BE Developer 1	100%	8	168
	BE Developer 2	100%	8	168
Front End Developer	FE Developer 1	100%	8	168
UX/UI Designer	Designer 1	100%	8	168
QA	Tester 1	100%	8	168
Scrum Team →			40 Hrs	840 Hrs

Ceremonies Event

Ceremonies	Week 1	Week 2	Week 3	Week 4	Week 5	Total Mins	Total Hrs
Daily Scrum	3-7/1 = 75	10-14/1 = 75	17-21/1 = 75	24-28/1 = 75		300	5
Sprint Planning	3/1 = 90					90	1.5
Sprint Review				28/1 = 90		90	1.5
Sprint Retrospective					31/1 = 75	75	1.25
Total →						**555 mins**	**9.25 Hrs**

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Available team capacity

Hours / Day / Resource										
Team Member	**Hrs/Day**	**Allocation**	**Week 1**	**Week 2**	**Week 3**	**Week 4**	**Week 5**	**Sprint**	**Ceremony Time**	**Available Capacity**
BE Developer 1	8	100%	3-7/1 = 40 Hrs	10-14/1 = 40 Hrs	17-21/1 = 40 Hrs	24-28/1 = 40 Hrs	31/1 = 8 Hrs	168	9.25	158.75
BE Developer 2	8	100%	3-7/1 = 40 Hrs	10-14/1 = 40 Hrs	17-21/1 = 40 Hrs	24-28/1 = 40 Hrs	31/1 = 8 Hrs	168	9.25	158.75
FE Developer 1	8	100%	3-7/1 = 40 Hrs	10-14/1 = 40 Hrs	17-21/1 = 40 Hrs	24-28/1 = 40 Hrs	31/1 = 8 Hrs	168	9.25	158.75
Designer 1	8	100%	3-7/1 = 40 Hrs	10-14/1 = 40 Hrs	17-21/1 = 40 Hrs	24-28/1 = 40 Hrs	31/1 = 8 Hrs	168	9.25	158.75
Tester 1	8	100%	3-7/1 = 40 Hrs	10-14/1 = 40 Hrs	17-21/1 = 40 Hrs	24-28/1 = 40 Hrs	31/1 = 8 Hrs	168	9.25	158.75
							Total →	**840 Hrs**	**46.25 Hrs**	**793.75 Hrs**

4. What are the necessary documents and information you will need before you start?

Answer: Product backlog, estimation number of user stories, and project charter.

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5. Define 3 tasks (user stories)

Answer:

1. Apple Pay → **As** an active user **I want** to be able to click the Apple pay button **so that** I don't have to key in my bank's card info.

Scenario: Active user on the shopping basket page

Given I'm on my shopping basket page
When I click the Apple Pay button
Then the system proceeds to check out and show me the amount that I need to pay and the shipping address.

2. Filter for the database → **As** an active user or visitor **I want** to search the products that I like **so that** I can find them quickly.

Scenario: Active user/visitor using the search function on the website

Given I'm using a search function
When I type in a product name
Then the system will show me the correct products immediately

3. Chatbot → **As** an active user or visitor **I want** to be able to ask questions on the website **so that** I can get a quick response.

Scenario: Active user/visitors on the main website page

Given I'm on the website main page
When I click the Chatbot
Then the chat will open

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User Stories

Client	Task	User Stories	Acceptance Criteria
A	Apple pay	**As** an active user **I want** to be able to click the Apple pay button **So that** I don't have to key in my bank's card info	**Scenario:** Active user on the shopping basket page **Given** I'm on my shopping basket page **When** I click the Apple Pay button **Then** the system proceeds to check out and show me the amount that I need to pay and the shipping address.
B	Website redesigned	**As** an active user or visitor **I want** to see a modern and up to date webpage **So that** I can stay interested	**Scenario:** Active user/visitor on the newly designed homepage **Given** I'm on a newly designed homepage **When** I see the new features **Then** it makes me curious to know more about the website
	Filters for database	**As** an active user or visitor **I want** to search the products that I like **So that** I can find them quickly	**Scenario:** Active user/visitor using the search function on the website **Given** I'm using a search function **When** I type in a product name **Then** the system will show me the correct products immediately
	Chatbot	**As** an active user or visitor **I want** to be able to ask questions on the website **So that** I can get a quick respond	**Scenario:** Active user/visitors on the main website page **Given** I'm on the website main page **When** I click the Chatbot **Then** the chat will open

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6. How would you define task dependencies?

Answer: The task dependencies will be defined according to the epic of the task. For example, the epic will be apple pay, filter for the database, and chatbot. All user stories will be arranged according to their epic.

Task Dependencies

Apple Pay	Website Redesign	Filters for Database	ChatBot
Allow apple pay IP addresses - *BE Dev 1*	Create design pattern - *UX/UI Designer 1*	Write the query - *BE Dev 2*	Customized your bot profile - *BE Dev 2*
Configure merchant ID certificate - *BE Dev 1*	Design the Chatbot - *UX/UI Designer 1*	Write the API endpoint to connect to the frontend - *BE Dev 2*	Build your bot flow - *BE Dev 2*
Domain registration and verification - *BE Dev 1*	Build the navigation - *FE Dev 1*	Build the search input - *FE Dev 1*	Develop the bot's sentiment analysis feature - *BE Dev 2*
Creating API endpoints - *FE Dev 1*	Build the footer - *FE Dev 1*	Write the API endpoint to connect to the backend - *FE Dev 1*	Write the logic - *FE Dev 1*
Build interface - *FE Dev 1*			Style the bot - *FE Dev 1*

7. After the grooming meeting you get the dev team estimations.

a. Task 1 - apple pay > 1 month of work, 50% backend work 50% front end

b. Task 2 - website redesign > 2 weeks front end work

c. Task 3 - new filters > 2 weeks back end work, 3 days front end

d. Task 4 - chatbot > 2 weeks back end work, 1-week front end

- **How do you allocate resources to ensure the delivery of full tasks?**

Answer: Assign each team member to the task that fits their skills. Arranged them to work according to their capacity and estimation.

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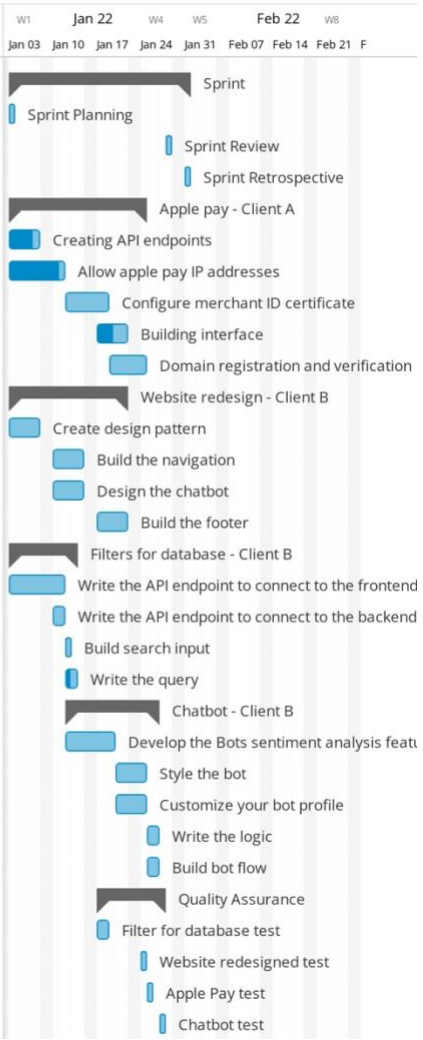
- **Define dependencies and create a gantt chart**

Answer:

Project 1 Client A&B

Read-only view, generated on 10 Dec 2021

	ACTIVITIES	ASSIGNEE	START	WD	DUE	%
	Sprint		**03/Jan**	**21d**	**31/Jan**	**0%**
1	Sprint Planning	VU: Team A	03/Jan	1d	03/Jan	0%
2	Sprint Review	VU: Team A	28/Jan	1d	28/Jan	0%
3	Sprint Retrospective	VU: Team A	31/Jan	1d	31/Jan	0%
	Apple pay - Client A		**03/Jan**	**16d**	**24/Jan**	**49%**
5	Creating API endpoints	VU: FE Developer 1	03/Jan	5d	07/Jan	80%
6	Allow apple pay IP addresses	VU: BE Developer 1	03/Jan	7d	11/Jan	90%
7	Configure merchant ID certificate	VU: BE Developer 1	12/Jan	5d	18/Jan	0%
8	Building interface	VU: FE Developer 1	17/Jan	5d	21/Jan	50%
9	Domain registration and verification	VU: BE Developer 1	19/Jan	4d	24/Jan	0%
	Website redesign - Client B		**03/Jan**	**15d**	**21/Jan**	**0%**
11	Create design pattern	VU: UX/UI Designer 1	03/Jan	5d	07/Jan	0%
12	Build the navigation	VU: FE Developer 1	10/Jan	5d	14/Jan	0%
13	Design the chatbot	VU: UX/UI Designer 1	10/Jan	5d	14/Jan	0%
14	Build the footer	VU: FE Developer 1	17/Jan	5d	21/Jan	0%
	Filters for database - Client B		**03/Jan**	**9d**	**13/Jan**	**8%**
16	Write the API endpoint to connect to the frontend	VU: BE Developer 2	03/Jan	7d	11/Jan	0%
17	Write the API endpoint to connect to the backend	VU: FE Developer 1	10/Jan	2d	11/Jan	0%
18	Build search input	VU: FE Developer 1	12/Jan	1d	12/Jan	15%
19	Write the query	VU: BE Developer 2	12/Jan	2d	13/Jan	40%
	Chatbot - Client B		**12/Jan**	**11d**	**26/Jan**	**0%**
21	Develop the Bots sentiment analysis feature	VU: BE Developer 2	12/Jan	6d	19/Jan	0%
22	Style the bot	VU: FE Developer 1	20/Jan	3d	24/Jan	0%
23	Customize your bot profile	VU: BE Developer 2	20/Jan	3d	24/Jan	0%
24	Write the logic	VU: FE Developer 1	25/Jan	2d	26/Jan	0%
25	Build bot flow	VU: BE Developer 2	25/Jan	2d	26/Jan	0%
	Quality Assurance		**17/Jan**	**9d**	**27/Jan**	**0%**
27	Filter for database test	VU: Tester 1	17/Jan	2d	18/Jan	0%
28	Website redesigned test	VU: Tester 1	24/Jan	1d	24/Jan	0%
29	Apple Pay test	VU: Tester 1	25/Jan	1d	25/Jan	0%
30	Chatbot test	VU: Tester 1	27/Jan	1d	27/Jan	0%



- **Any red flags to the CEO?**

Answer:

Apple Pay → Configure Merchant ID Certificate

- The process can take up to more than five days which can cause the project not to be delivered on time.

The Overall Project for Client A&B

- There is a possibility the clients might not be satisfied with our outcome task due to lack of workforce and time given. When that happens, we might lose our active clients.

8. You are 2 weeks into the sprint when the front-end developers start implementation of Apple Pay, you realize you don't have an apple phone.

1. What do you do? **Answer:** Request the company to provide a new or used iPhone.
2. After solving a. You realise that you don't have access to Apple Pay in Serbia as

   you are not a verified country. How do you solve this problem? **Answer:** Use third-party software to get around the restriction.

3. 2 days in you realise that all the technical blockings will delay your task for 1

   week, how do you reallocate resources? **Answer:** Reallocate the resources to start the task a week later.

Issues Report

No.	Problem	Solution
1	FE Developer 1 implemented Apple Pay. iPhone was not available, and ultimately, we could not test it.	Request company to provide a new or used iPhone for testing.
2	There is no access to Apple Pay in Serbia because it's listed as a not verified country.	Bypass the Apple Pay restriction with Monese.
3	2nd day of the sprint, the task was delayed for a week due to technical blockings.	Reallocate resources to begin the project a week later.

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9. You employed an intern for front-end development. Intern is half-time employed and his productivity is 50% as he is just learning, however, he is decreasing the productivity of your main front-end dev to 80%, do capacity planning again and make another delivery roadmap with the new updated resources.

Updated capacity planning (Purple color words stands for updated)

Hours / Day / Resource										
Team Member	**Hrs/Day**	**Allocation**	**Week 1**	**Week 2**	**Week 3**	**Week 4**	**Week 5**	**Sprint**	**Ceremony Time**	**Available Capacity**
BE Developer 1	8	100%	3-7/1 = 40 Hrs	10-14/1 = 40 Hrs	17-21/1 = 40 Hrs	24-28/1 = 40 Hrs	31/1 = 8 Hrs	168	9.25	158.75
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FE Developer 1	6.4	80%	3-7/1 = 32 Hrs	10-14/1 = 32 Hrs	17-21/1 = 32 Hrs	24-28/1 = 32 Hrs	31/1 = 6.4 Hrs	134.4	9.25	125.15
Intern FE Developer 2	4	50%	3-7/1 = 20 Hrs	10-14/1 = 20 Hrs	17-21/1 = 20 Hrs	24-28/1 = 20 Hrs	31/1 = 4 Hrs	84	9.25	74.75
Designer 1	8	100%	3-7/1 = 40 Hrs	10-14/1 = 40 Hrs	17-21/1 = 40 Hrs	24-28/1 = 40 Hrs	31/1 = 8 Hrs	168	9.25	158.75
Tester 1	8	100%	3-7/1 = 40 Hrs	10-14/1 = 40 Hrs	17-21/1 = 40 Hrs	24-28/1 = 40 Hrs	31/1 = 8 Hrs	168	9.25	158.75
							Total →	**898.4 Hrs**	**46.25 Hrs**	**834.9 Hrs**

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Updated Gannt Chart

Project 1 Client A&B

Read-only view, generated on 10 Dec 2021

	ACTIVITIES	ASSIGNEE	START	WD	DUE	%
	Sprint		03/Jan	21d	31/Jan	0%
1	Sprint Planning	VU: Team A	03/Jan	1d	03/Jan	0%
2	Sprint Review	VU: Team A	28/Jan	1d	28/Jan	0%
3	Sprint Retrospective	VU: Team A	31/Jan	1d	31/Jan	0%
	Apple pay - Client A		10/Jan	14d	27/Jan	48%
5	Allow apple pay IP addresses	VU: BE Developer 1	10/Jan	5d	14/Jan	90%
6	Creating API endpoints	VU: FE Developer 1	13/Jan	5d	19/Jan	80%
7	Configure merchant ID certificate	VU: BE Developer 1	17/Jan	5d	21/Jan	0%
8	Building interface	VU: FE Developer 1	20/Jan	6d	27/Jan	50%
9	Domain registration and verification	VU: BE Developer 1	24/Jan	3d	26/Jan	0%
	Website redesign - Client B		10/Jan	10d	21/Jan	0%
11	Build the navigation	VU: IFE Developer 2	10/Jan	5d	14/Jan	0%
12	Create design pattern	VU: UX/UI Designer 1	10/Jan	5d	14/Jan	0%
13	Build the footer	VU: IFE Developer 2	17/Jan	5d	21/Jan	0%
14	Design the chatbot	VU: UX/UI Designer 1	17/Jan	5d	21/Jan	0%
	Filters for database - Client B		13/Jan	8d	24/Jan	5%
16	Write the API endpoint to connect to the frontend	VU: BE Developer 2	13/Jan	7d	21/Jan	0%
17	Write the API endpoint to connect to the backend	VU: FE Developer 1	14/Jan	4d	19/Jan	0%
18	Build search input	VU: IFE Developer 2	20/Jan	2d	21/Jan	15%
19	Write the query	VU: BE Developer 2	23/Jan	1d	24/Jan	40%
	Chatbot - Client B		12/Jan	11d	26/Jan	0%
21	Develop the Bots sentiment analysis feature	VU: BE Developer 2	12/Jan	6d	19/Jan	0%
22	Style the bot	VU: IFE Developer 2	17/Jan	5d	21/Jan	0%
23	Customize your bot profile	VU: BE Developer 2	20/Jan	3d	24/Jan	0%
24	Write the logic	VU: FE Developer 1	24/Jan	2d	25/Jan	0%
25	Build bot flow	VU: BE Developer 2	25/Jan	2d	26/Jan	0%
	Quality Assurance		24/Jan	4d	27/Jan	0%
27	Website redesigned test	VU: Tester 1	24/Jan	1d	24/Jan	0%
28	Filter for database test	VU: Tester 1	25/Jan	1d	25/Jan	0%
29	Chatbot test	VU: Tester 1	26/Jan	1d	26/Jan	0%
30	Apple Pay test	VU: Tester 1	27/Jan	1d	27/Jan	0%