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**In this lab you will get hands on experience of using Fibery.io project management tool in handling a project using Agile/Scrum development methodology.**

**Guidelines for the lab:**

- Students should form a group of 5-6 members.
- When following the steps ask the students to try each step, but when it comes to **assign the team** ask the group leader to do that by adding other members as a team.
- Then the rest of the members in the team can login to their mails to get access for Fibery.io
- In this lab session, there are two main activities that you must follow
- In first activity, you can experience project management theories and in second activity you can apply some of the theories relevant to agile methodology (SCRUM)

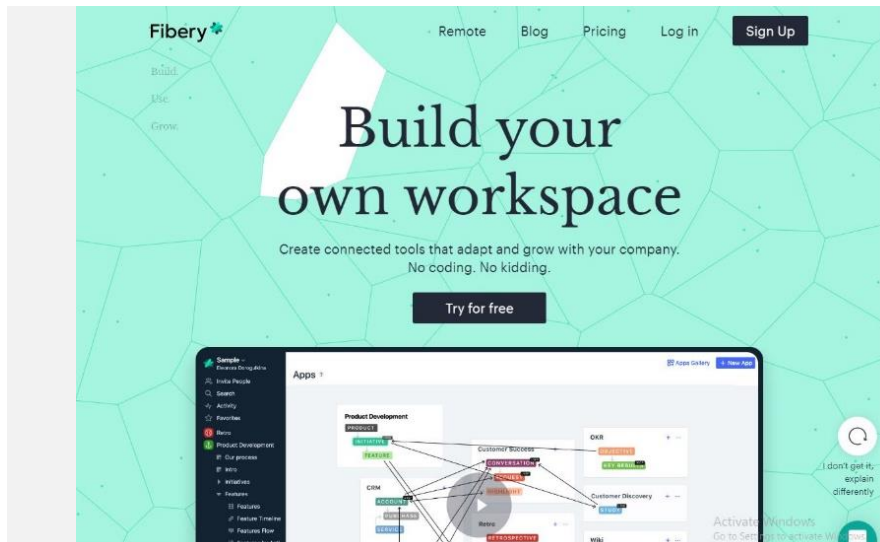
**Instructions for Fibery.io**

- Go to the website using this url, **<https://fibery.io/build>**
- Go to the sign up page and create a new account.

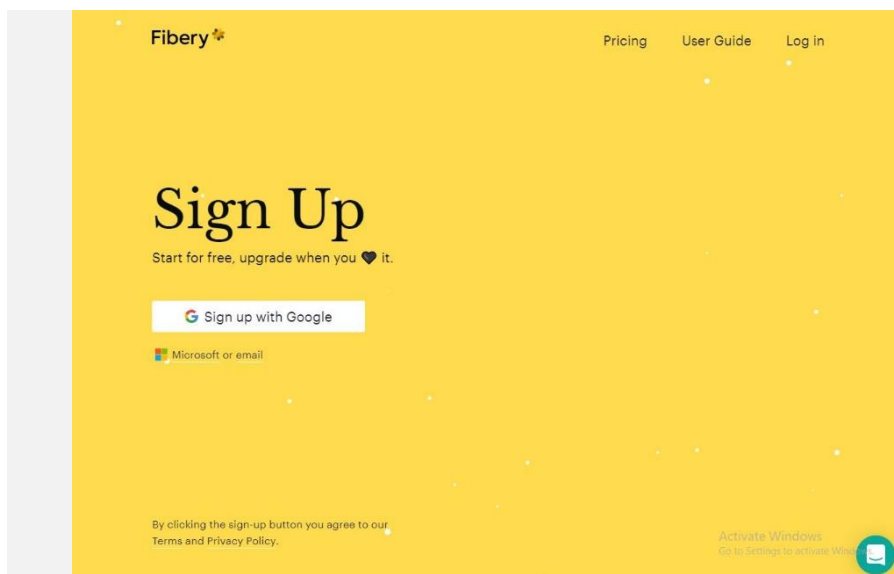
**Activity 01**

**Sign up**

1. Click on ‘Try for free’ which will direct you to the sign-up page. Please note that google account will be required for free sign-up process.

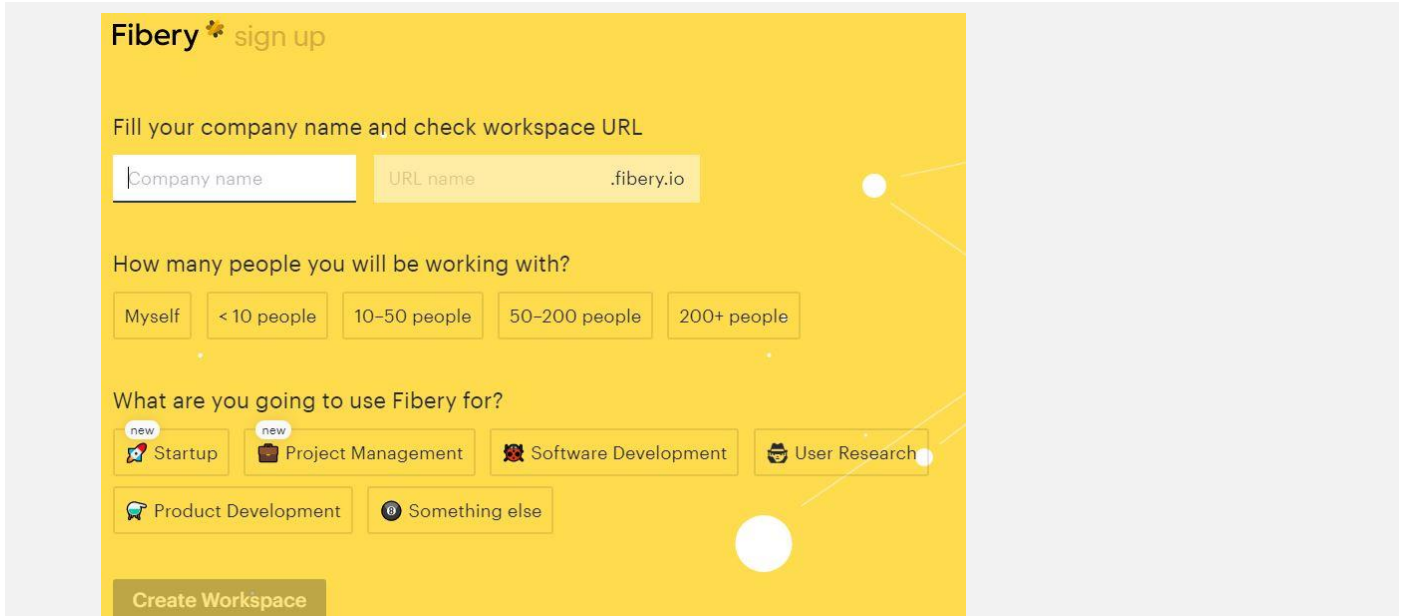


### 2. Sign up with Google account



### 3. Create the workspace and optimize it accordingly.

- Create workspace using unique company name for workspace
- Select number of team members or collaborators in your project
- As the intention is to learn agile theories, select purpose as “Project Management”
- Then Create your workspace



**Fibery** ✨ sign up

Fill your company name and check workspace URL

.fibery.io

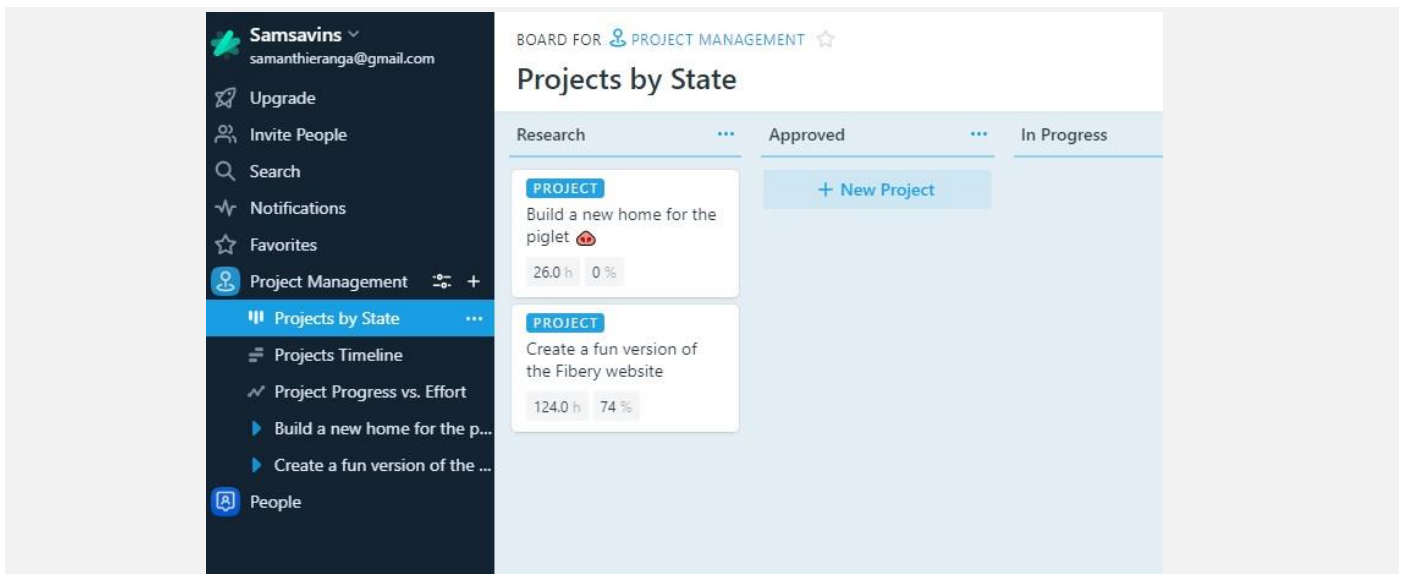
How many people you will be working with?

What are you going to use Fibery for?

[Create Workspace](#)

#### 4. Create a Project

**Go to the Projects by state in the top navigation bar and click on the “+ New Project” button. Only the administrators and people with appropriate permissions can create a project. Please note that creating a project is under project management template. ( template-→ Install Project Management→ Create a Project)**



**Samsavins** ▼  
samanthieranga@gmail.com

- Upgrade
- Invite People
- Search
- Notifications
- Favorites
- Project Management
- Projects by State**
- Projects Timeline
- Project Progress vs. Effort
- Build a new home for the p...
- Create a fun version of the ...
- People

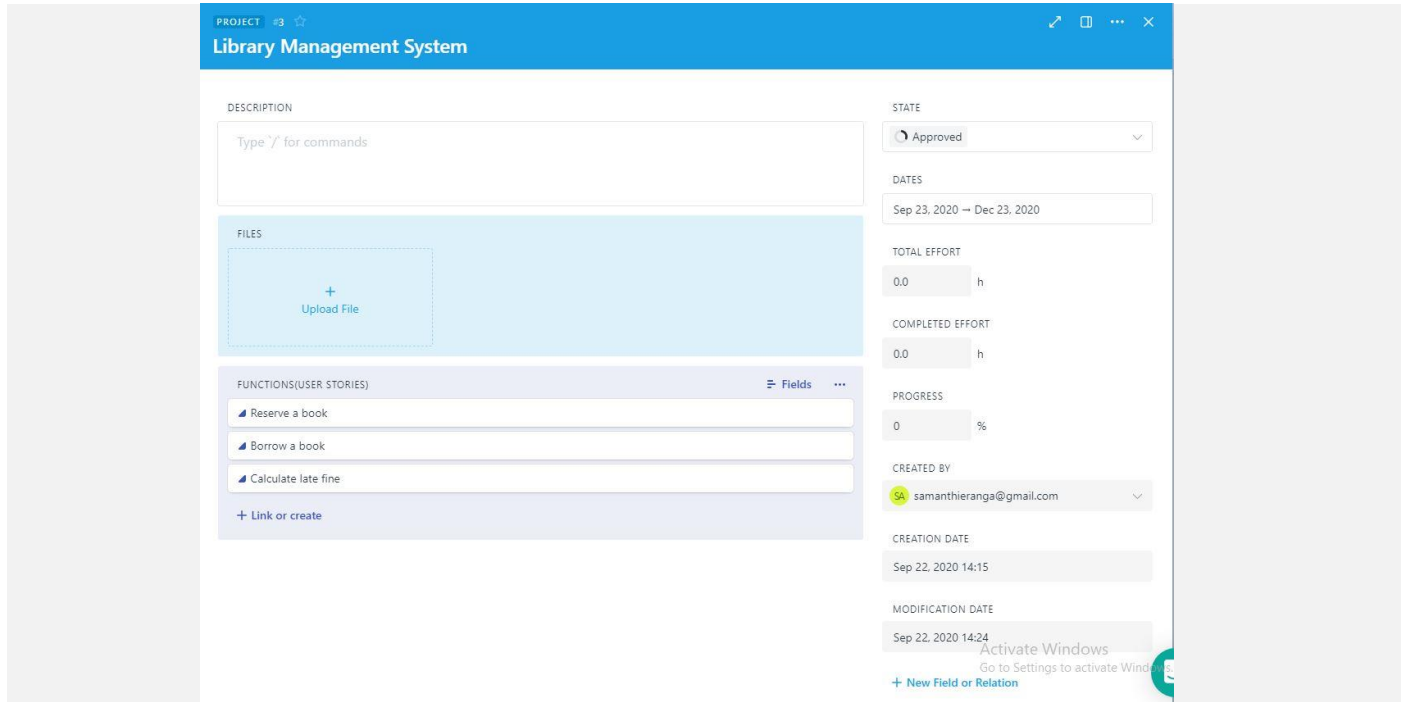
BOARD FOR PROJECT MANAGEMENT ☆

### Projects by State

Research	Approved	In Progress
<p><b>PROJECT</b></p> <p>Build a new home for the piglet 🐷</p> <p>26.0 h 0 %</p>	<p><a href="#">+ New Project</a></p>	
<p><b>PROJECT</b></p> <p>Create a fun version of the Fibery website</p> <p>124.0 h 74 %</p>		

**5. Add Functionalities and duration of the project . Consider developing the SLIIT Library system. As you have already identified the functions, estimate the duration for those functions depending on your team talents.**

- **Add Functions and task that are in the project.**
- **You can give a status of the project time duration and any description of the project.**

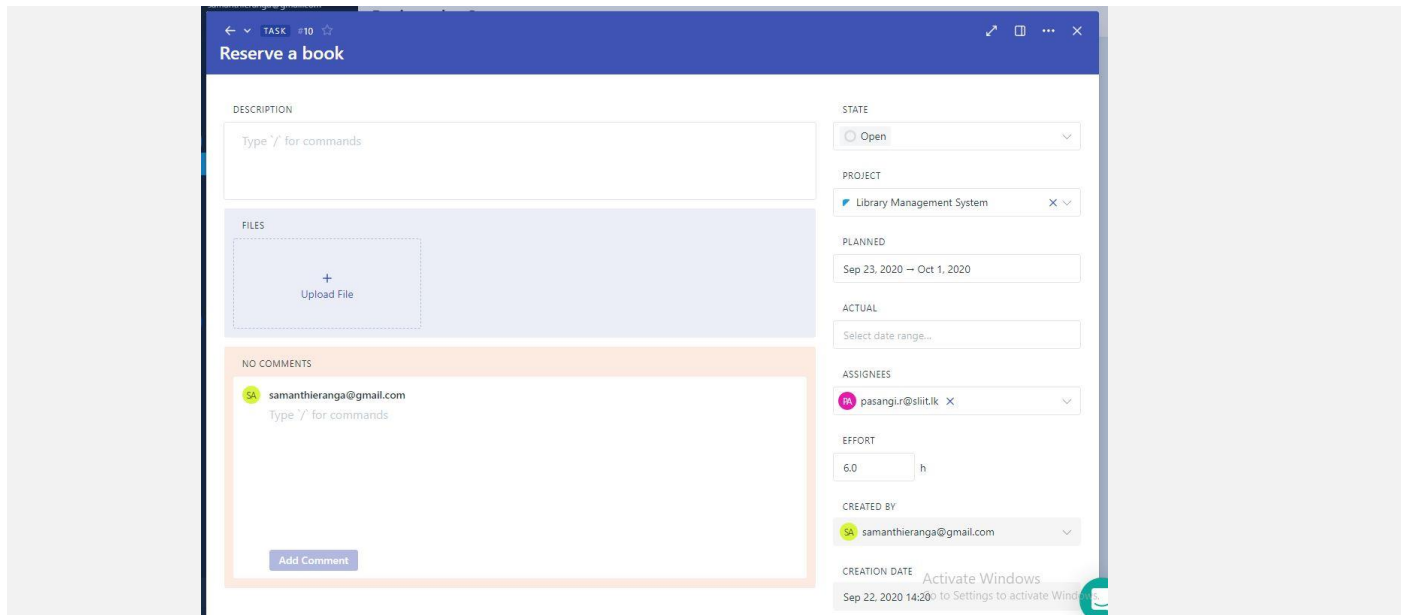


The screenshot shows a web application titled "Library Management System" with a blue header. The main content area is divided into several sections:

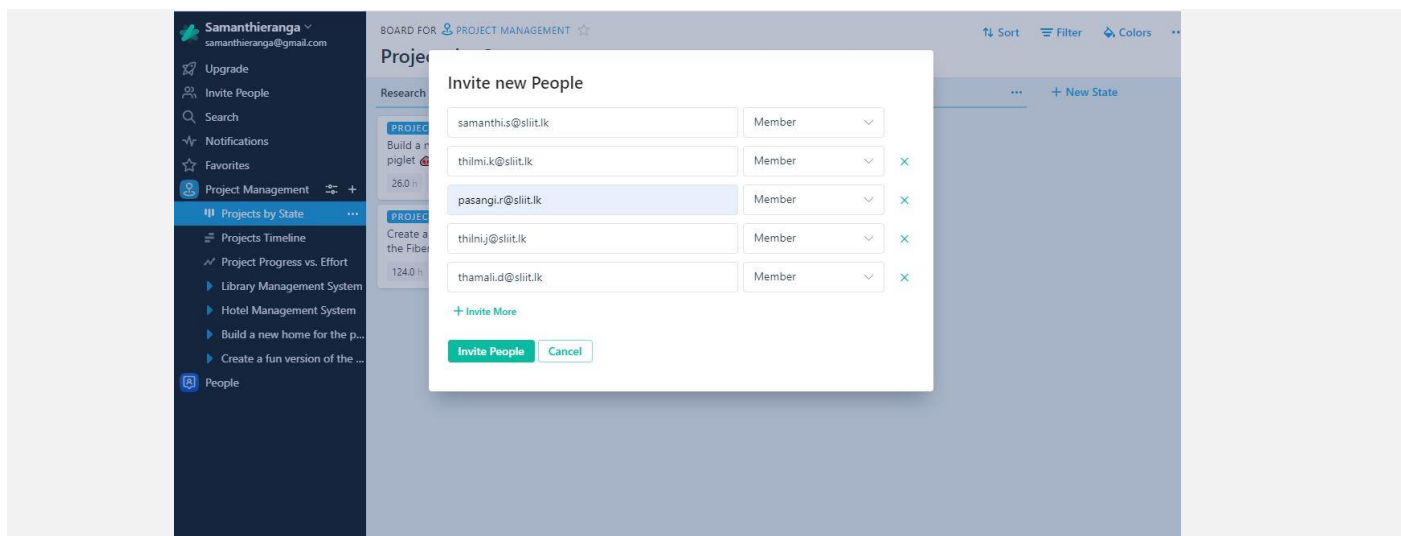
- DESCRIPTION:** A text input field with the placeholder "Type '/' for commands".
- FILES:** A light blue box with a dashed border and a plus icon, labeled "Upload File".
- FUNCTIONS(USER STORIES):** A list of three items: "Reserve a book", "Borrow a book", and "Calculate late fine". Below the list is a link "+ Link or create".
- STATE:** A dropdown menu currently set to "Approved".
- DATES:** A date range selector showing "Sep 23, 2020 – Dec 23, 2020".
- TOTAL EFFORT:** A numeric input field set to "0.0" with a unit "h".
- COMPLETED EFFORT:** A numeric input field set to "0.0" with a unit "h".
- PROGRESS:** A progress bar showing "0" and a percentage sign "%".
- CREATED BY:** A dropdown menu showing "samanthieranga@gmail.com".
- CREATION DATE:** A date field showing "Sep 22, 2020 14:15".
- MODIFICATION DATE:** A date field showing "Sep 22, 2020 14:24".

At the bottom right, there is a "New Field or Relation" link and a Windows watermark.

**6. Select each function or tasks and add effort for each functions and assign responsibilities .**



**7. Invite team members for the project. Please note that ,team member’s email address will be needed for the process. Each member will be notified that they have joined with this project.**



**8. You can view the task board to analyse the effort and state of the functionality.**

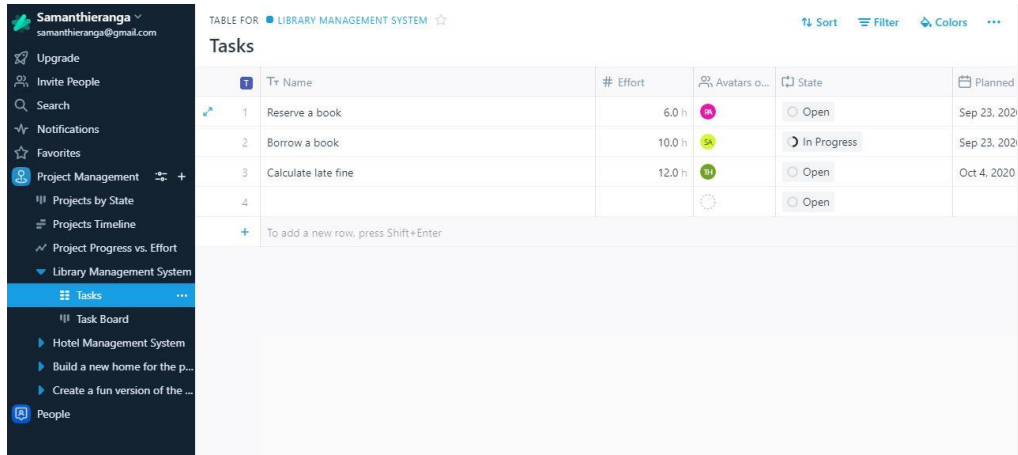


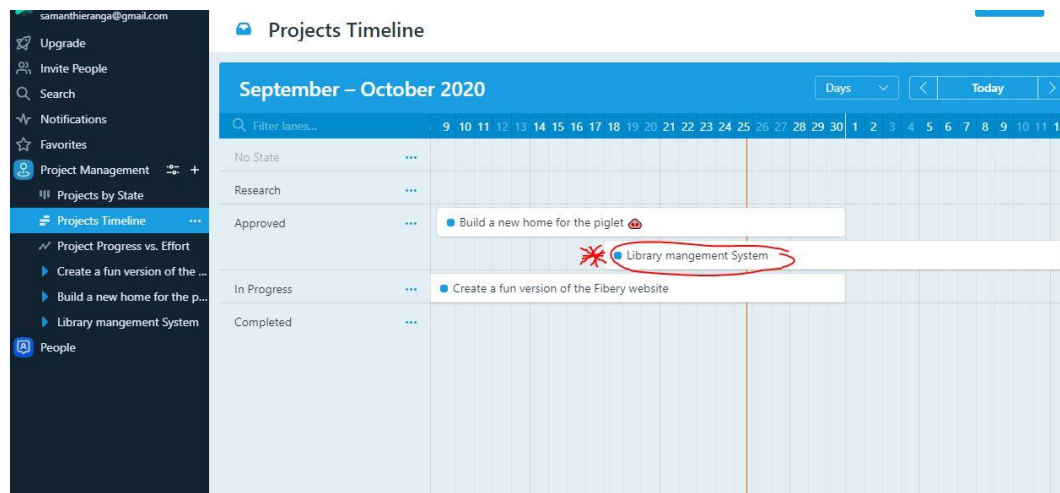
TABLE FOR **LIBRARY MANAGEMENT SYSTEM**

Tasks

T#	T# Name	# Effort	Avatars o...	State	Planned
1	Reserve a book	6.0 h		Open	Sep 23, 2020
2	Borrow a book	10.0 h		In Progress	Sep 23, 2020
3	Calculate late fine	12.0 h		Open	Oct 4, 2020
4				Open	

+ To add a new row, press Shift+Enter

9. Also you can view the project timeline to make some decisions



10. Then you can see the tasks allocation to have a clear idea

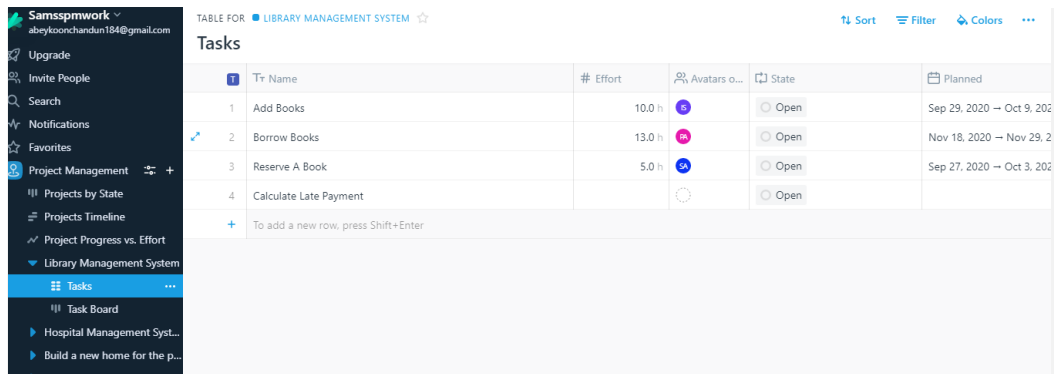


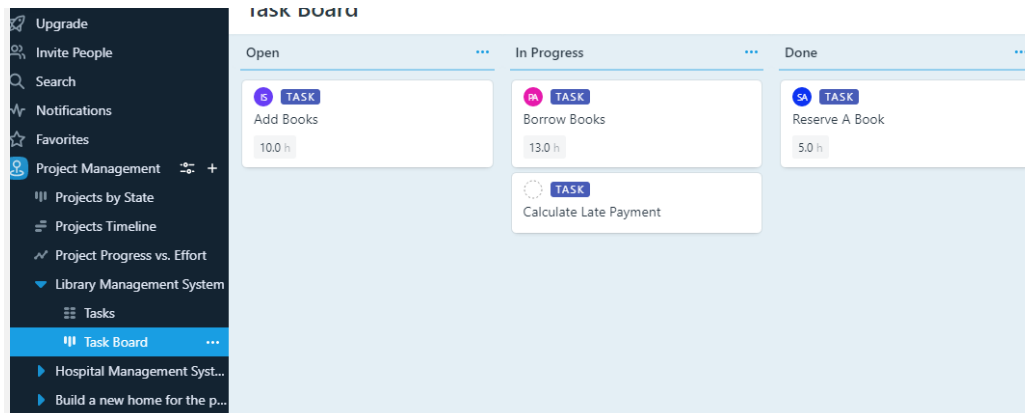
TABLE FOR **LIBRARY MANAGEMENT SYSTEM**

Tasks

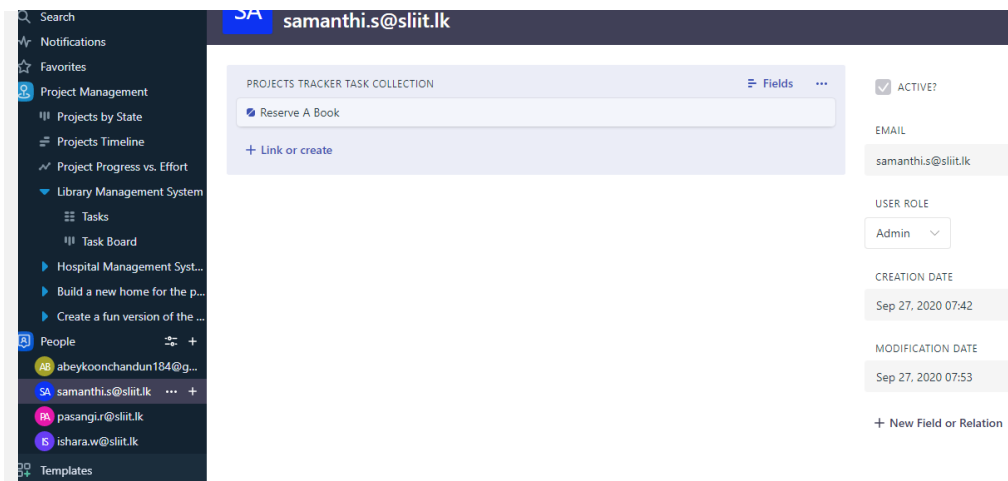
T#	T# Name	# Effort	Avatars o...	State	Planned
1	Add Books	10.0 h		Open	Sep 29, 2020 – Oct 9, 2020
2	Borrow Books	13.0 h		Open	Nov 18, 2020 – Nov 29, 2020
3	Reserve A Book	5.0 h		Open	Sep 27, 2020 – Oct 3, 2020
4	Calculate Late Payment			Open	

+ To add a new row, press Shift+Enter

11. Also you can see clear task board to check the progress of the tasks



12. With users panel , you can update the member profile .



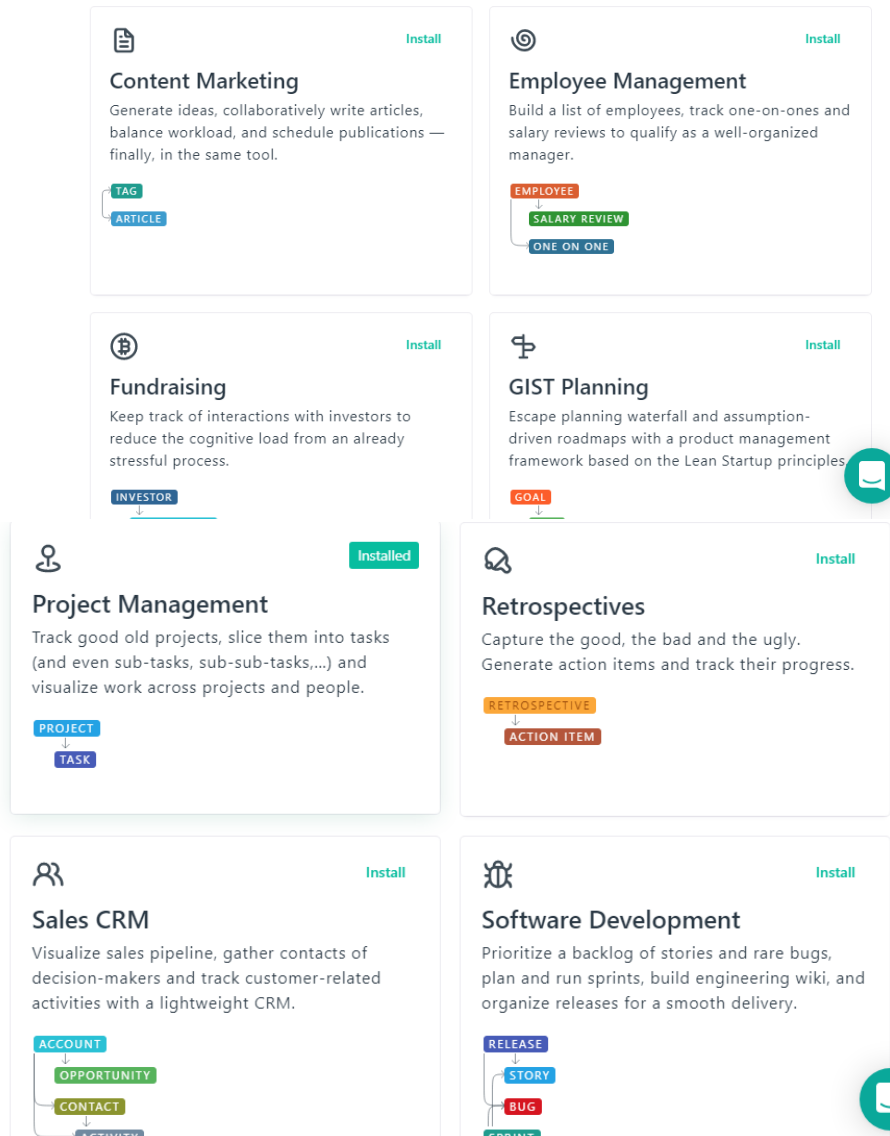
## **Activity 02**

**Select appropriate templates to apply scrum features under agile.**

**01. As a first step, Select appropriate template to apply scrum flavor.**



#### All Templates



**Content Marketing**  
Generate ideas, collaboratively write articles, balance workload, and schedule publications — finally, in the same tool.  
TAG → ARTICLE

**Employee Management**  
Build a list of employees, track one-on-ones and salary reviews to qualify as a well-organized manager.  
EMPLOYEE → SALARY REVIEW → ONE ON ONE

**Fundraising**  
Keep track of interactions with investors to reduce the cognitive load from an already stressful process.  
INVESTOR

**GIST Planning**  
Escape planning waterfall and assumption-driven roadmaps with a product management framework based on the Lean Startup principles.  
GOAL

**Project Management**  
Track good old projects, slice them into tasks (and even sub-tasks, sub-sub-tasks,...) and visualize work across projects and people.  
PROJECT → TASK

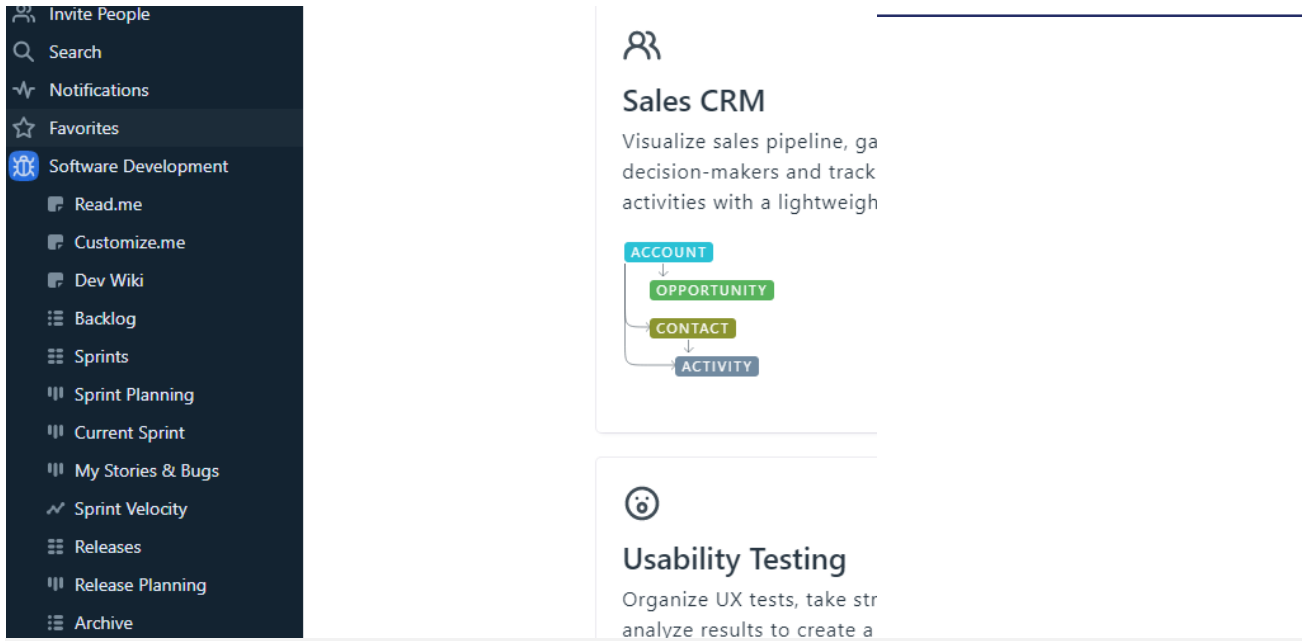
**Retrospectives**  
Capture the good, the bad and the ugly. Generate action items and track their progress.  
RETROSPECTIVE → ACTION ITEM

**Sales CRM**  
Visualize sales pipeline, gather contacts of decision-makers and track customer-related activities with a lightweight CRM.  
ACCOUNT → OPPORTUNITY → CONTACT → ACTIVITY

**Software Development**  
Prioritize a backlog of stories and rare bugs, plan and run sprints, build engineering wiki, and organize releases for a smooth delivery.  
RELEASE → STORY → BUG → CODE

**02. Then install software development and retrospectives for further work**

**03. Then you can see Sprint planning under software development**



The screenshot shows the Jira Software Development sidebar on the left with the following menu items: Invite People, Search, Notifications, Favorites, Software Development (selected), Read.me, Customize.me, Dev Wiki, Backlog, Sprints, Sprint Planning, Current Sprint, My Stories & Bugs, Sprint Velocity, Releases, Release Planning, and Archive. The main content area on the right displays two cards: 'Sales CRM' with a description 'Visualize sales pipeline, ga decision-makers and track activities with a lightweigh' and a flow diagram showing ACCOUNT, OPPORTUNITY, CONTACT, and ACTIVITY; and 'Usability Testing' with a description 'Organize UX tests, take str analyze results to create a'.

**04. As a team , you can plan number of sprints that you need for your project**

TABLE FOR **SOFTWARE DEVELOPMENT** ☆

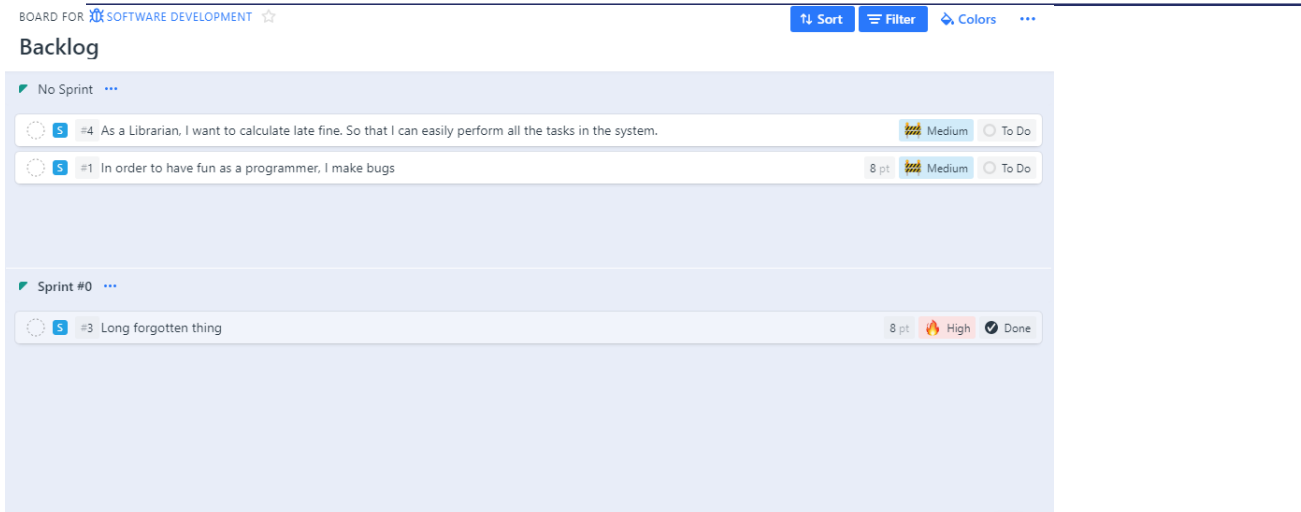
Sort Filter

### Sprints

S	Name	Dates	# Capacity	Σ Total Effort	Σ Completed E...	Σ Progress	+
1	Sprint #0	Sep 27, 2020 → Oct 11, 2020	8 pt	8 pt	8 pt	100.0 %	
2	Sprint #1	Oct 12, 2020 → Oct 31, 2020	16 pt	10 pt	5 pt	50.0 %	
3	Sprint #2	Nov 1, 2020 → Dec 11, 2020	32 pt	0	0	0.0 %	
+	To add a new row, press Shift+Enter						

**05. Then , you can create product backlog .**

- Add some user stories relevant to the project.
- Update details about each user story.



BOARD FOR SOFTWARE DEVELOPMENT

Backlog

No Sprint

- #4 As a Librarian, I want to calculate late fine. So that I can easily perform all the tasks in the system. Medium To Do
- #1 In order to have fun as a programmer, I make bugs 8 pt Medium To Do

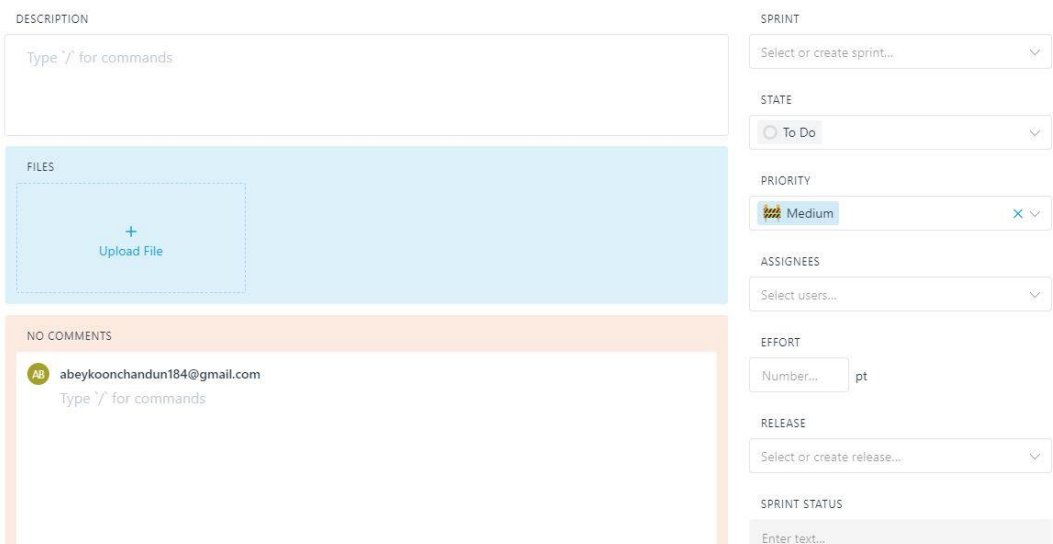
Sprint #0

- #3 Long forgotten thing 8 pt High Done

#### 06. Select your each user story

- Mark priority of the user story
- Assign user story to the specific Sprint
- Assign User Story for team member
- Give Effort for each story.

As a Librarian, I want to calculate late fine. So that I can easily perform all the tasks in the system.



DESCRIPTION

Type `/` for commands

FILES

+ Upload File

NO COMMENTS

abeykoonchandun184@gmail.com

Type `/` for commands

SPRINT

Select or create sprint...

STATE

To Do

PRIORITY

Medium

ASSIGNEES

Select users...

EFFORT

Number... pt

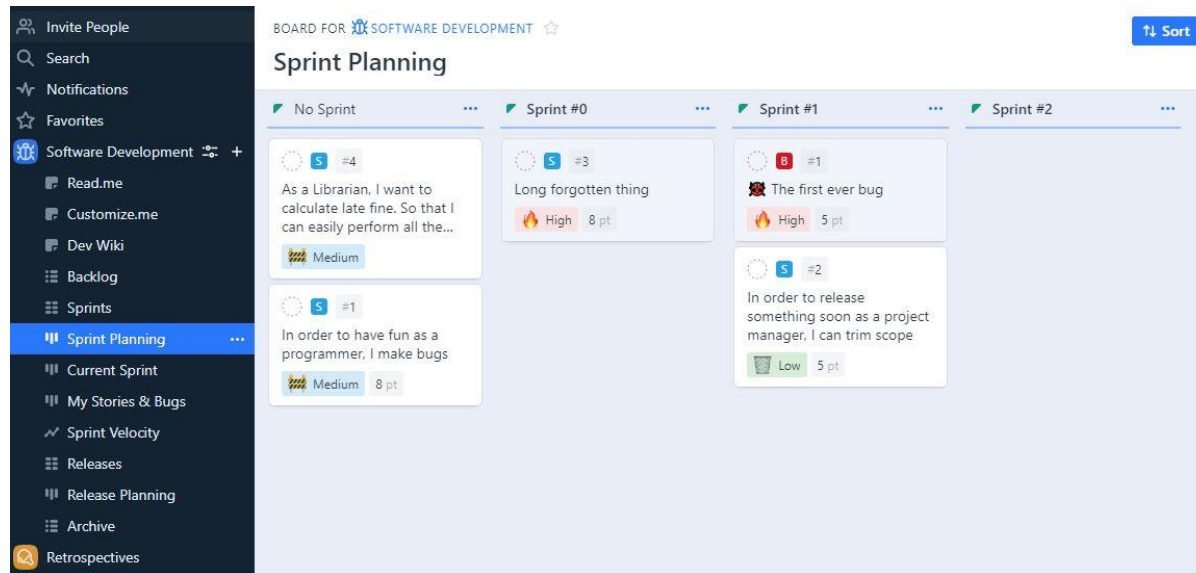
RELEASE

Select or create release...

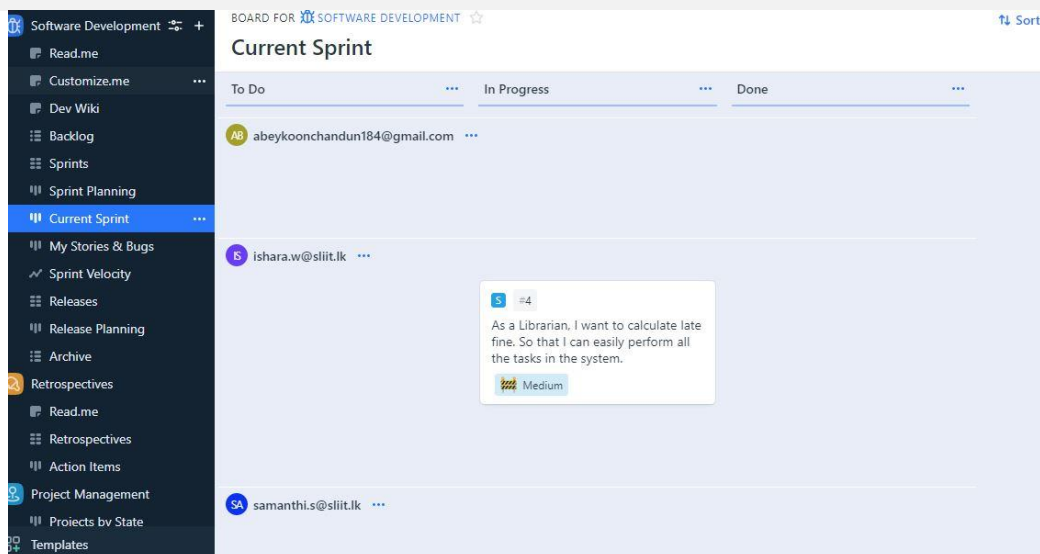
SPRINT STATUS

Enter text...

#### 07. Select the sprint planning board to assign set of stories to a specific sprint.

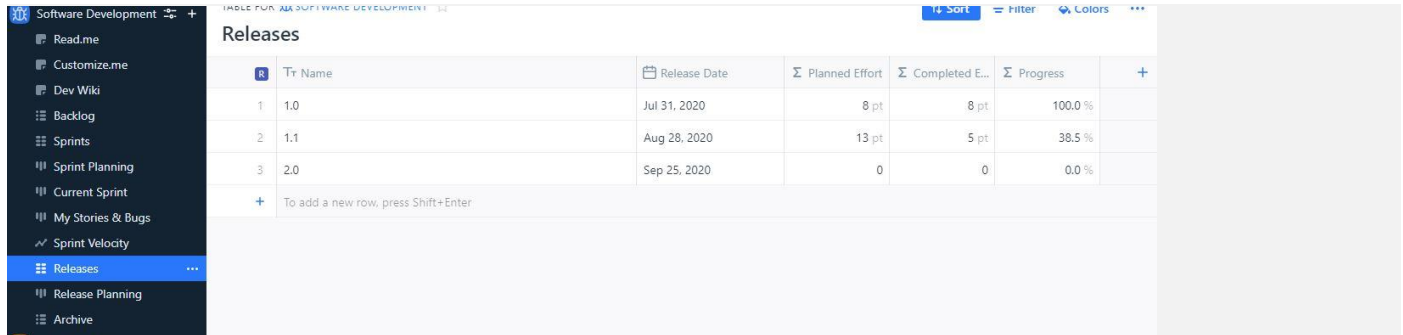


**08. Select Current Sprint for view the tasks which are in progress .Also you can view the team members and their task allocation.**



**09. In each end of the sprint, Sprint velocity will be calculated.**

**10. Select release to define the number of releases in your project**



Software Development

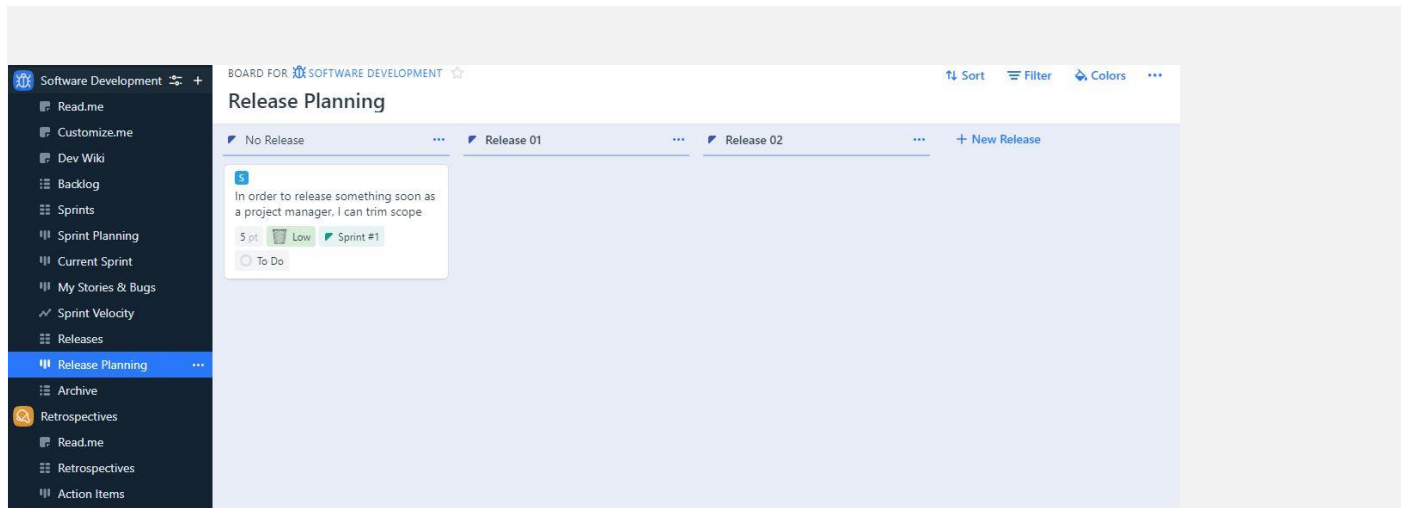
Read.me  
Customize.me  
Dev Wiki  
Backlog  
Sprints  
Sprint Planning  
Current Sprint  
My Stories & Bugs  
Sprint Velocity  
**Releases**  
Release Planning  
Archive

TABLE FOR JIRA SOFTWARE DEVELOPMENT

### Releases

	Tr Name	Release Date	Σ Planned Effort	Σ Completed E...	Σ Progress	
1	1.0	Jul 31, 2020	8 pt	8 pt	100.0 %	
2	1.1	Aug 28, 2020	13 pt	5 pt	38.5 %	
3	2.0	Sep 25, 2020	0	0	0.0 %	
+	To add a new row, press Shift+Enter					

**11. Select the releases planning for define which task ,team members have to finish in each release.**



Software Development

Read.me  
Customize.me  
Dev Wiki  
Backlog  
Sprints  
Sprint Planning  
Current Sprint  
My Stories & Bugs  
Sprint Velocity  
**Releases**  
**Release Planning**  
Archive  
Retrospectives  
Read.me  
Retrospectives  
Action Items

BOARD FOR JIRA SOFTWARE DEVELOPMENT

### Release Planning

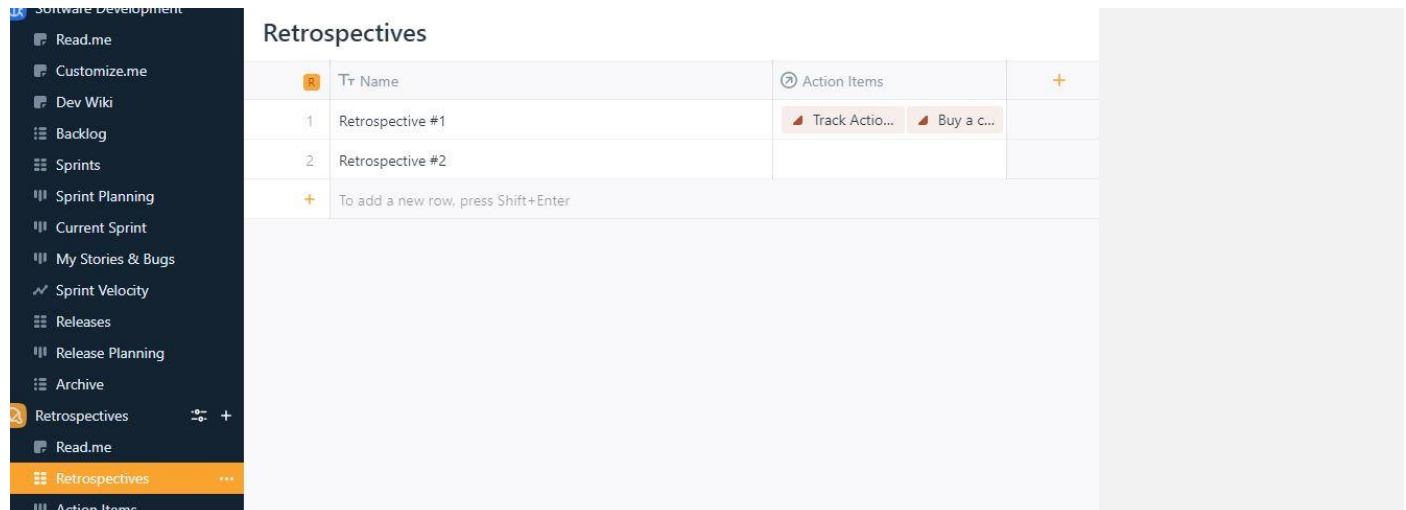
No Release ... Release 01 ... Release 02 ... + New Release

In order to release something soon as a project manager, I can trim scope.

5 pt Low Sprint #1

To Do

**12. Also end of the process, team members can conduct retrospectives for identify issues and good things that arised in each sprint.Please note that restrospectives are under retrospective template.**



The screenshot shows the Jira Retrospectives interface. On the left is a sidebar with navigation options: Read.me, Customize.me, Dev Wiki, Backlog, Sprints, Sprint Planning, Current Sprint, My Stories & Bugs, Sprint Velocity, Releases, Release Planning, Archive, Retrospectives (selected), and Action Items. The main area is titled 'Retrospectives' and contains a table with two columns: 'Name' and 'Action Items'. The table has two rows: 'Retrospective #1' and 'Retrospective #2'. The 'Action Items' column for 'Retrospective #1' contains two items: 'Track Actio...' and 'Buy a c...'. Below the table is a message: 'To add a new row, press Shift+Enter'.

	Name	Action Items
1	Retrospective #1	Track Actio... Buy a c...
2	Retrospective #2	

To add a new row, press Shift+Enter

-----The End -----