What is IPM?

Iteration planning meeting is a meeting held at the beginning of an iteration in an agile software development process. The purpose of the iteration planning meeting is to determine the work that the team will commit to completing in the iteration.

The iteration planning meeting is typically attended by the product owner, the development team, and the scrum master. The product owner presents the work that needs to be done in the iteration, and the development team estimates the amount of work that they can commit to. The scrum master facilitates the meeting and ensures that the meeting stays on track.
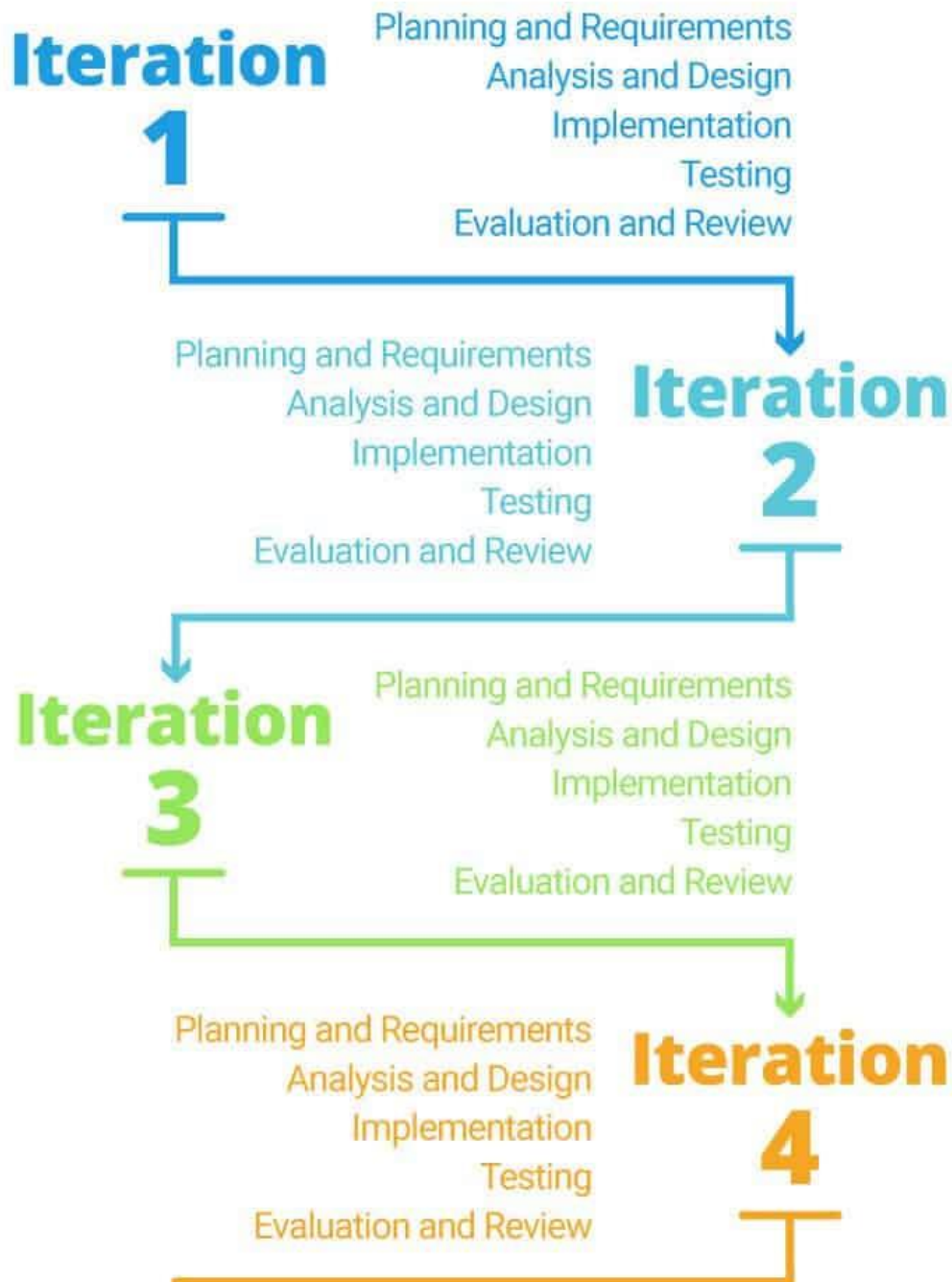
The outcome of the iteration planning meeting is a set of user stories that the development team commits to completing in the iteration. The user stories are prioritized, and the team creates a plan for how they will be implemented.

How to do IPM

1. **Prepare for the meeting.** The product owner should prepare a list of the work that needs to be done in the iteration. The development team should estimate the amount of work that they can commit to.
2. **Start the meeting.** The scrum master should start the meeting by welcoming everyone and explaining the purpose of the meeting.
3. **Present the work.** The product owner should present the work that needs to be done in the iteration.
4. **Estimate the work.** The development team should estimate the amount of work that they can commit to.
5. **Prioritize the work.** The team should prioritize the user stories.
6. **Create a plan.** The team should create a plan for how they will implement the user stories.
7. **Get agreement.** The team should get agreement on the plan.
8. **End the meeting.** The scrum master should end the meeting by summarizing the key points and thanking everyone for their participation.

Iterative Process

These five steps can be repreated as many times as needed.

Iteration 1

Planning and Requirements
Analysis and Design
Implementation
Testing
Evaluation and Review

Planning and Requirements
Analysis and Design
Implementation
Testing
Evaluation and Review

Iteration 2

Iteration 3

Planning and Requirements
Analysis and Design
Implementation
Testing
Evaluation and Review

Planning and Requirements
Analysis and Design
Implementation
Testing
Evaluation and Review

Iteration 4

What is Kick off?

A kick-off meeting is a meeting held at the beginning of a project to formally launch the project and get everyone on the same page. The kick-off meeting typically includes an overview of the project, the project plan, and the roles and responsibilities of the project team members.

The kick-off meeting is typically attended by the project manager, project team members, and stakeholders. The purpose of the kick-off meeting is to:

- Get everyone on the same page about the project.
- Build excitement and enthusiasm for the project.
- Establish a clear understanding of the project goals and objectives.
- Define the roles and responsibilities of the project team members.
- Identify any potential risks or challenges to the project.
- Create a plan for how the project will be managed.

The kick-off meeting is an important part of the project planning process. By taking the time to get everyone on the same page and establish a clear understanding of the project goals and objectives, the project manager can help to ensure that the project is successful.

How to conduct an effective kick-off meeting:

- Be prepared. The project manager should come to the kick-off meeting prepared to present the project overview, the project plan, and the roles and responsibilities of the project team members.
- Be inclusive. The kick-off meeting should be attended by all of the project team members and stakeholders who will be involved in the project.
- Be clear and concise. The project manager should be clear and concise when presenting the project information.
- Be interactive. The project manager should encourage discussion and questions from the project team members and stakeholders.
- Get agreement. The goal of the kick-off meeting is to get agreement on the project goals and objectives.

By following these tips, the project manager can conduct an effective kick-off meeting that will help to ensure the success of the project.
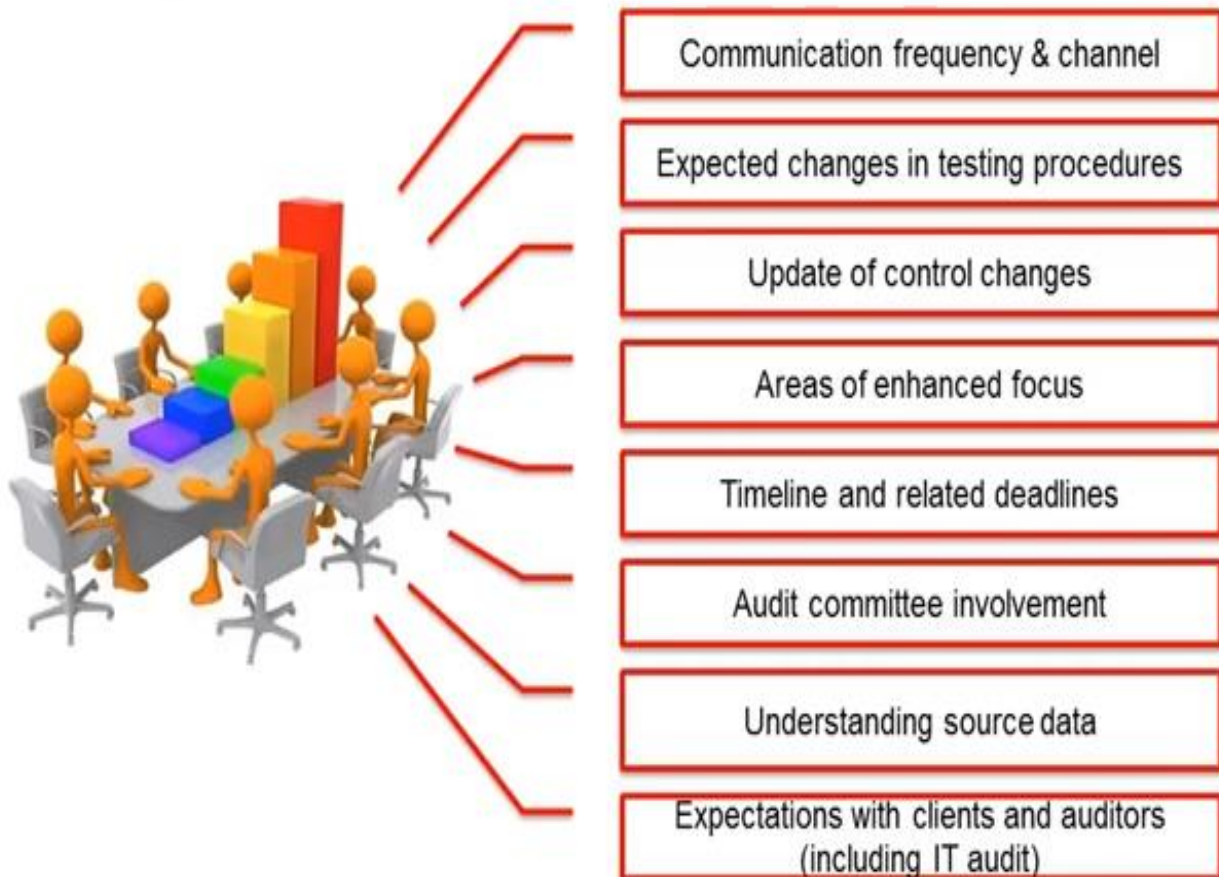
Some additional tips for conducting an effective kick-off meeting:

- Start the meeting on time.
- Keep the meeting on track.
- Be positive and enthusiastic.
- Answer questions clearly and concisely.
- Summarize the key points at the end of the meeting.
- Follow up with the meeting notes.

Agenda Items for Kick-off Meetings

- ❖ Purpose: get alignment with auditors and management
- ❖ Proactively discuss the following topics

Communication frequency & channel

Expected changes in testing procedures

Update of control changes

Areas of enhanced focus

Timeline and related deadlines

Audit committee involvement

Understanding source data

Expectations with clients and auditors (including IT audit)

What is Desk Check?

A desk check is a review of a document or project plan to ensure that it is accurate and complete. The desk check is typically performed by a project manager or other experienced professional.

The desk check can be conducted on any type of document or project plan, but it is most used for software development projects. The desk check can be used to:

- Identify errors in logic.
- Verify that the requirements are met.
- Ensure that the project plan is feasible.
- Identify potential risks.

The desk check is a valuable tool for ensuring the quality of a project plan. It can help to identify errors early in the project, which can save time and money in the long run.

How to conduct a desk check:

1. **Read the document or project plan carefully.** This is the most important step in the desk check. The reviewer should carefully read the document or project plan to identify any potential errors or omissions.
2. **Identify the purpose of the document or project plan.** What is the document or project plan trying to achieve? Once the purpose is understood, the reviewer can better identify any areas that need to be improved.
3. **Check the accuracy of the information.** The reviewer should check to make sure that the information in the document or project plan is accurate. This includes checking the numbers, dates, and other facts.
4. **Verify that the requirements are met.** The reviewer should verify that the requirements of the project are met. This includes checking the functionality, performance, and usability requirements.
5. **Ensure that the project plan is feasible.** The reviewer should ensure that the project plan is feasible. This includes checking the budget, schedule, and resources.
6. **Identify potential risks.** The reviewer should identify any potential risks to the project. This includes risks to the schedule, budget, and scope.

Tips for conducting an effective desk check:

- Be familiar with the project and its goals.
- Be thorough and meticulous.
- Be objective and unbiased.
- Be willing to ask questions.
- Be respectful of the author's work.

DESK CHECK LIST

DID WE RECHECK THESE?

ACCEPTANCE CRITERIA SATISFIED?

TESTS IN LOWEST LEVELS POSSIBLE IMPLEMENTED?

CONTRACT TESTS INTEGRATED?

LOGS/METRICS/ALERTS ADDED & DASHBOARDS UPDATED?

MANUAL WALKTHROUGH DONE?

VALIDATION REQUIREMENTS MET?

READ.ME UPDATED?