**Team FACEO5**

Aparup Banerjee

Hector Rosas

Laura Glendenning

Mai Nakayama

Nina Patel

|  |
| --- |
|  |
| FACEO5 Iteration Plan |
|  |
| [Elaboration] Phase  Iteration [XX]  [Start Date] – [End Date] |

FACEO5 Iteration Plan

Iteration [XX]

Table of Contents

[2 Milestones 2](#_Toc257322930)

[3 Task Summary 2](#_Toc257322931)

[4 Addressed Risks 2](#_Toc257322932)

[5 Objectives and Evaluation 2](#_Toc257322933)

[5.1 Project Management 2](#_Toc257322934)

[5.2 Risk Management 3](#_Toc257322935)

[5.3 [Topic] 3](#_Toc257322936)

[5.4 Team Morale 3](#_Toc257322937)

[6 Other Concerns 3](#_Toc257322938)

# Milestones

|  |  |  |
| --- | --- | --- |
| Milestone | Date | Achieved? |
| Iteration start |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Iteration end |  |  |
| Iteration reflection |  |  |

# Task Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AVAILABLE | PLANNED (BEGINNING) | PLANNED (END) | ACTUAL | REMAINING |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Three biggest tasks by estimation: | Three biggest tasks by actual: |
|  |  |
| **Three most underestimated tasks:** |  |
|  |  |
| **All tasks with remaining work:** | **All unplanned tasks:** |
|  |  |

# Addressed Risks

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Assigned To | Task(s) | Mitigated? |
|  |  |  |  |

# Objectives and Evaluation

## Project Management

Objective: The project is on track after this iteration has completed.

|  |  |  |
| --- | --- | --- |
| Evaluation Criteria | Achieved? | Comments |
| The project status is green (good) or yellow (okay). |  |  |
| All iteration milestones are achieved. |  |  |
| The estimated and actual values are close. |  |  |
| The remaining value is low (10hrs). |  |  |
| The planned (beginning) and planned (end) values are close (10hrs). |  |  |

## Risk Management

Objective: Risks are being properly managed so that their impact and/or probability can be reduced.

|  |  |  |
| --- | --- | --- |
| Evaluation Criteria | Achieved? | Comments |
| New risks that were identified were analyzed and added to the risk list. |  |  |
| Mitigation plans for this iteration were carried out. |  |  |
| High priority risks had a reduction in probability or severity. |  |  |
| Risks mitigation tasks were added and acted upon. |  |  |

## [Topic]

Objective: [Objective]

|  |  |  |
| --- | --- | --- |
| Evaluation Criteria | Achieved? | Comments |
| [Evaluation Criteria] |  |  |

## Team Morale

Objective: Morale trends are tracked and any concerns are addressed.

|  |  |  |
| --- | --- | --- |
| Evaluation Criteria | Achieved? | Comments |
| Overall morale value is not significantly lower than the trend. |  |  |
| There are no answers that are “1” or “2.” |  |  |

# Other Concerns