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| User Guide  version 3.0 |

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# Introduction

myAgilePomodoro (mAP) is a micro and macro time management software based upon Agile's best practices and the time management technique called the Pomodoro Technique®. Originally called "myPomodoro", Phil Karoo took over the project starting with version 1.0.

# License

mAP is open-source software, licensed under the [GNU General Public License version 3.0](http://www.gnu.org/licenses/gpl-3.0.txt) (GPLv3).  
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Permissions beyond the scope of these licenses may be available at <https://sourceforge.net/projects/mypomodoro/> by contacting Phil Karoo.

# Configuration

mAP is a Java 6/7 standalone application (no installer) that comes in two flavors:

* Local database (SQLite): this is meant to be used by individuals. At first startup, the application will create its own local database file (myagilepomodoro.db).
* Remote database (MySQL): this is meant to be used by co-located small to medium size teams.

## MySQL configuration

In case of remote database, the person in charge of configuring the application must create a text file called "mysql.properties" in the directory where the application is located. That person must have permission to create tables in the database:

|  |
| --- |
| database=<database name>  host=<database server address /IP>:<port > (default port number: 3306)  user=<user name>  password=<password> (may be empty) |

Example:

|  |
| --- |
| database=myagilepomodoro  host=localhost  user=myuser  password=mypassword |

At first startup, the application will create the database tables it needs. To join the party, each team member must also create a properties file with her/his own credentials.

pomodoro16.png It is recommended to grant write, update and delete permissions on table "Preferences" only to the person in charge of configuring the application. Likewise, granting delete permission on table "Activities" to that person only will prevent lost of data.

At first startup, the application will also create an error log file (myagilepomodoro.log). Whenever an error happens, the application will write the trace down into the file.

pomodoro16.png The application must be given the privilege to read and write on the local file system of the Operating System (OS).

## Google Drive configuration

To be able to export data to Google Drive, a text file called "google.properties" must be created in the directory where the application is located:

|  |
| --- |
| clientid=<client ID>  clientsecret=<client secret>  redirecturi=<redirect URI>  (see https://developers.google.com/drive/web/about-auth) |

Example:

|  |
| --- |
| clientid=289346736832-fjowijfiowe09rqwrwyhrduffjsid.apps.googleusercontent.com  clientsecret=mVtt-Bq4y672MCoJk88fB900  redirecturi=urn:ietf:wg:oauth:2.0:oob |

At startup, the application will add the "Google Drive" format to the **File Format** field of the export form.

## myAgilePomodoro configuration

To make the most of mAP it is recommended to have knowledge of the Pomodoro Technique® (v1.3 and above) and Agile’s most common practices and artifacts (backlog management, iteration, story points...). Furthermore, mAP is "Agile methodology agnostic": to a certain extent, Scrum, RUP, XP… and even Kaban projects can be managed with mAP.

However, if the **Pomodoro Mode** is selected in the preferences, only knowledge of the Pomodoro Technique® will be required to properly manage tasks and reports.

pomodoro16.png Terminology: mAP uses the word "task" for all items regardless of their type.

## Preferences

File > Preferences

### How to set the preferences

* Modes:
  + **Agile Mode**: Agile + Pomodoro. The max nb of pomodoros per task (**Max nb pom/task**) is set to be twice the max nb of pomodoros per day (**Max nb pom/day**). It is Agile common practice to set the length of tasks to two days max.
  + **Pomodoro Mode**: Pomodoro only. It is Pomodoro common practice to set the max nb of pomodoros per task (**Max nb pom/task**) to 5 pomodoros of 25 minutes.
* **Pomodoro length**: length of pomodoros (minutes). Used to set the timer.
* **Short break length**: length of short breaks (minutes). Used to set the timer.
* **Long break length**: length of long breaks (minutes). Used to set the timer.
* **Max nb pom/task**: maximum number of pomodoros per task. Used to prevent tasks to have too many pomodoros.
* **Max nb pom/day**: maximum number of pomodoros per day. Used in **Pomodoro** **Mode** to prevent the ToDo list to have too many pomodoros.
* **Nb pom/set**: number of pomodoros per set. Used to set the timer. Long breaks happen every set of pomodoros.
* Sounds:
  + **Ticking**: enable/disable ticking. Used to set the timer. Ticking happens during pomodoros.
  + **Ringing**: enable/disable ringing. Used to set the timer. Ringing happens at the end of pomodoros and breaks.
* **Language**: used to display messages and format dates and time.
  + Date:
  + English (United States): MMM dd yyyy (eg. Sep 06 2011)
  + Others: dd MMM yyyy (eg. 06 Sep 2011)
  + Time:
  + English: hh:mm a (eg. 04:35 PM)
  + Others: HH:mm (eg. 16:35)
* System Tray: (this option appears for OS that support the System Tray feature)
  + **System Tray**: enable/disable system tray icon.
  + **Popup message**: enable/disable system tray popup messages.
* Hours:
  + **Plain Hours**: used to convert estimates (pomodoros + breaks, including last break) into time (hours : minutes or days if hours >= 24h).
    - Example 1:
      * estimate = 2 pomodoros and **Nb pom/set** = 4
        + time = **Pomodoro length** of 2 pomodoros + **Short break length** of 2 short breaks
    - Example 2:
      * estimate = 4 pomodoros and **Nb pom/set** = 4
        + time = **Pomodoro length** of 4 pomodoros + **Short break length** of 3 short breaks + **Long break length** of 1 long break
  + **Effective Hours**: used to convert estimates (pomodoros only) into time (hours : minutes or days if hours >= 24h).
* **Always On Top**: set the application to remain on top of others applications.

# Getting Started

mAP makes the management of tasks a simple process . Only timing differs: Agile projects take weeks/months whereas the management of ToDo lists is often a matter of days.

1. Add tasks to the Activity List / Backlog (also known as "Activity Inventory Sheet" in the Pomodoro Technique®).
2. [Order](http://www.scrumalliance.org/community/articles/2011/august/it%E2%80%99s-ordered-%E2%80%94-not-prioritized!) the Activity List / Backlog.
3. Move (>>>) tasks to the ToDo List / Iteration Backlog (also known as "ToDo Today Sheet" in the Pomodoro Technique®).
4. Prioritize the ToDo List / Iteration Backlog. Remove (<<<) tasks considered as out of scope.
5. Work on tasks using (or not using) the timer/the Pomodoro Technique®.
6. Complete / Set as "Done" tasks.
7. Make reports using the Report List / Release Backlog (also known as "Records Sheet" in the Pomodoro Technique®). Reopen tasks considered as not completed / not "Done Done".
8. Issue Burndown/up charts.

## createButton2.pngNew task

File > New Task

### How to create tasks

* Use the Create panel.
* Import data.
  + Import and Export iles have the exact same format.
* Create test data (Data > Generate Test Data).

## createButton2.pngAcitivity List / Backlog

View > Backlog

### How to export data

* **Header**: first row of the file
* **File name**: the name of the export file. This field is mandatory (if this field is left empty, default name "myAgilePomodoro" is used; if this field contains some special characters not supported by the file system of the OS, the export fails).
* **File format**: set of supported file formats. This field is mandatory.
* **Date pattern** (CSV and Google Drive file formats only): sets of patterns for days, months and years. These fields are mandatory.

|  |  |  |
| --- | --- | --- |
| Day | D | 1 |
| Dd | 01 |
| Month | M | 1 |
| MM | 01 |
| MMM | Jan |
| MMM | January |
| Year | Yy | 01 |
| Yyyy | 2001 |

Example: M/dd/yyyy 🡪 1/01/2001

* **Separator** (CSV and Google Drive file formats only): set of pre-defined separators, plus an empty editable field (this must be a character, not a string). This field is mandatory (if this field is left empty or is not a proper character, default separator "Comma" is used).

The application creates a file with name "<*File name*>" and extension ".<*File format*>" in the directory where mAP is located.

## createButton2.pngToDo List / Iteration Backlog

View > Iteration

### How to prioritize tasks

* Drag and drop task(s).

### How to work with the timer

1. Select a task in the ToDo List / Iteration Backlog’s table.
2. Start the timer (Start button).
3. While working on a task, you may select a different task to see its details, add a comment / story or make an overestimation. You may also create an unplanned task to handle interruption.

If the interruption is urgent, stop the timer and process the urgent task 🡪 step 1. Otherwise, wait for the timer to ring.

1. Case 1: number of pomodoros done < or > set of pomodoros (see preferences):

Take a short break. You may select a different task. Wait for the timer to ring 🡪 step 3.

Case 2: number of pomodoros done = set of pomodoros:

Take a long break. You may select a different task. Wait for the timer to ring 🡪 step 3.

Note: the timer stops itself when all pomodoros of the selected task are done.

pomodoro16.png As per the Pomodoro Technique®, icons are used to show pomodoros and interruptions:

* Pomodoro: square (not yet done)
* Real Pomodoro: squareCross (done)
* Internal interruption: quote
* External interruption: dash

Code colors are also used to show the status of the tasks:

* Black: not running
* Red: currently running
* Green: all pomodoros done

## createButton2.pngReport List / Release Backlog

View > Done

Reading reports/ tasks Done

* **Date**: The date of the last finished Pomodoro.
* **Time**: The time of the last finished Pomodoro.
* **Title**: The name of the task.
* **Estimated**: Overall estimation (Estimated + Overestimated)
* **Real**: The number of finished Pomodoros.
* **Diff I**: Difference with initial estimation (Diff I = Real – Estimated)
* **Diff II**: Difference with overall estimation (Diff II = Real – Estimated – Overestimated)
* **Type**: the type of task

The **Accuracy**, which is displayed on top of the Report List, is the global success rate: 100% means that the overall estimated Pomodoros of all the tasks were done (Accuracy = Real / (Estimated + Overestimated)).

## createButton2.pngBurndown Chart

View > Burndown Chart

Preferences : nb pomodoro / per tache deux fois que par day

mettre a jour createby updateby with user name? At least add field in the database

check if merging works even though user has no permission to delete activities in the database.