

SCRINCH User Manual

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1 Main principles

Mainly inherited from Scrum, here are the main principles you need to understand and follow to use SCRINCH in an efficient way :

1.1 The Team

The team is constituted only with the engineers involved in the daily work.

1.2 The Task

A task is a piece of work that has to be done. It is defined by at least two properties which are : the Business Value (BV) and the Workload (W). Its priority is then defined by dividing the BV by the W (priority = BV/W).

BV is defined by the customer of the project : he is the one who knows whether a task is more important than another one. W is defined by engineers.

BV and W are not exact values, they do not represent hours or days, they are one of 1,2,3,5,8,13,21 (Fibonacci Never Ending Sequence). A bit disturbing at the beginning, but at last so useful ! First, it is actually very difficult to find out an absolute evaluation for a task, so why should we keep on using hours ? Second, it is far more easier to say : "task A is easier than task B, as task B is set with a workload of 5, A will be with a W of 2" . That is how it works. Try it and you will see that it is pretty fine !

NB : very high BV is 21, very heavy workload is 21

1.3 The Project

A project is a group of tasks.

It can either be a never-ending project (we call it a maintenance project) or can have both a starting date and an end date.

1.4 The Sprint

The sprint is an iteration of work. Iterations can last 1, 2, 3 or 4 weeks, depending on the way you work. The principle is to define an amount of work

that you will be able to deliver when the iteration comes to its end. It can contain a mix of tasks coming from different projects. Before defining the content of a sprint, one should select a velocity (daily speed of the team). At the very first sprint, try with a velocity of 10. Adjust this velocity for each new sprint.

1.5 The Scrum Master

It is not mandatory for him to be the project manager as his main tasks will be to play as a refery during the scrum meetings (crouch - touch - Hold - Engage ;-)
He must be careful that scrum meetings timeframes are respected. He also has to be careful that the discussions are not away from the point. He finally has to make sure that everyone has talked.

1.6 The Scrum Planning meeting

The meeting where the team selects the tasks to be achieved during the sprint. In other words, this is the definition of the sprint. It should last around 1h to max 3h (depending on the duration of your sprint)

1.7 The Daily Scrum

Each day, everyone has to say : what he did yesterday, what he will do today, and whether he encountered some troubles.
This should not last more than 15 min.

1.8 The Scrum Review

The meeting takes place at the end of the sprint, just to see what went right and what didn't (not to repeat the errors in the future)
This should not take more than an hour. (could even take just a few minutes if everything was OK)

For more information concerning the Scrum Principles, http://en.wikipedia.org/wiki/Scrum_%28development%29

2 Getting started

Launch SCRINCH and follow the next steps to see how it works.

2.1 *Creating a team*

First, we need to initialize your team. Go to the "Members" tab and create a new member by clicking on the "Add Member" button. You can then customize the member's attributes (leave the checkbox checked otherwise, the member will be inactive)

2.2 *Creating a project*

Then, we can go and fill in some work. Go to the "Projects" tab and create a new project by clicking on the "Add Project" button. You can then customize the project's attributes, especially the border dates of your project. (if it is not a real project, maintenance work for example, you can check the "Maintenance Project" checkbox which will lead to remove the date fields).

2.3 *Creating an item set*

A project can be constituted of several sets of items. You could be only using one. You could also have for example one dedicated to development stuff, another one to documentation. You could also separate the work you have to provide to 2 different customers into 2 different item sets. Let's start with creating one by clicking on the "Add Item Set" button. If you have no idea what name to give it, just call it "Work".

2.4 *Creating a task*

You then can create your tasks ! Click on the "Add" button inside the item set to create a new task. You can then fill in a title, a description, a request type, a work type, a business value (B.V) and an estimated workload (W). We did not set any target yet, so you will not be able to set any. If you are happy with your task definition, you could consider it is ready for implementation (set W to 21 for our example). You would therefore change its status : just click on the Status button.

2.5 *Managing the status of a task*

Yet, the status is SBY (Standby) which means that it is not ready to be implemented (workload estimation is not satisfying). As we said before, as we

suppose that we are ready for implementation, we should update the status to EVAL (evaluated). (NB : A date and a member have to be associated with a status).

In the future, you will be able to set one of these statuses :

DONE (the work has been done, but not checked by the customer)

OK (the customer agrees with the result)

NOK (the customer does not agree with the result)

CNL (the task has been cancelled)

PP (the task has been postponed)

When the status has been set (should be to EVAL for our example), you can then close the window. The status button is now pink !

2.6 Discovering the Sprint

We can then go to the "Sprints" tab and create a new sprint clicking on the "Add Sprint" button after having chosen the duration of the sprint (set it to 1 week for our example)

The sprint comes with a set of properties :

the starting and end date

the possible velocity which is the velocity (daily speed of the team) set by the Scrum Master less the slow downs (people absence, holidays...)

the resulting velocity which is the result of the work achieved so far in the sprint (it is red when 20% lower than possible velocity, yellow if 20% to 10% lower than possible velocity and green if 10% lower or more than the possible velocity)

the required velocity which is the necessary speed to achieve all selected tasks

the number of working days (week-end days are automatically removed)

the total estimated work (sum of Workload values of all tasks that are in the sprint)

the excess of work allocated to the sprint (green if some work can still be affected to the sprint, red if the sprint is overloaded)

2.7 Setting the sprint properties

You can then click on the "Props" button. A dialog window appears. You can set all sprint parameters in there : the base velocity (which is the amount of work that you think your team will be able to achieve each day) (set it to 5 for our example), the start and end dates, the list of team members (a list of nicknames separated by a coma)

(Excess of work should now be -25F, which means that you can add tasks to the sprint which total workload does not exceed 25)

Managing slow downs

Slow downs are people absence, holidays or any other event that could slow down your normal velocity. For our example, let's say that one member of the team has to reach a 2-days conference : enter his nickname, choose 2 days, and set in a reason and press on the "Add" button. That's it ! The

possible velocity has immediately been impacted. (3 in our example, excess of work should now be -15F)

2.8 Affecting a task to a sprint

Go back to the project you created, check one task's checkbox and click on the "Affect to sprint" button. Choose the created sprint and click on the "OK" button. A label with the sprint name is displayed in the task. Go back to the sprint you created. Your task is there. Now of course, you added to much workload in that sprint (you added a task with a W of 21, while the possible workload of the sprint was 15) Therefore, you can see that the field "Excess of field" is red and displays +6F. (In such a case, you can choose to leave it like that, or to remove some of the tasks in your sprint, or you can increase the velocity)

2.9 Print your sprint

Let's say that your sprint is now set correctly, and that you want to print the task lists and display it on the team's white-board. Then, just uncheck the "Editable view" checkbox : you will then be able to Export all DONE and NOK tasks to a pdf file (which you can easily print). Check the "Editable view" checkbox.

2.10 Finishing a task

Provided you finished that task today, click on the status button of the task and set it to DONE. Resulting velocity turns to green (as in one day, you have achieved a workload of 21, though you initially expected to achieve only 3). You can now click on the "See graph" button that will show you the picture of the situation (a bit more interesting when you have some more tasks in the sprint, of course).

2.11 Adding a target

Of course, you will have planned releases, and you would like to set them ! Go to the "Targets" tab and click on the "Add Target" button. Enter a label (let's say "v1.0"). Go back to the sprint or the project and select the new label in the task. Go to the "Search" tab and, among other possible prepared requests, in the "Search for target" combo box, choose the new target and click on the FIND button. All tasks with this label will be displayed. You can also generate your release notes by clicking on the "Produce release notes" button. (just copy and paste its content to your release-notes file) You're now ready to work with Scrinch. To have a final full picture of Scrinch, you may want to see what it will look like when a lot of tasks are set, then please load the **samples.scrinch** file and play freely with it. (don't forget to check the **"See also old projects and sprints"**) (Of course, you can find the full description of each feature in the user manual part for more details)

2.12 Using the statistic tools

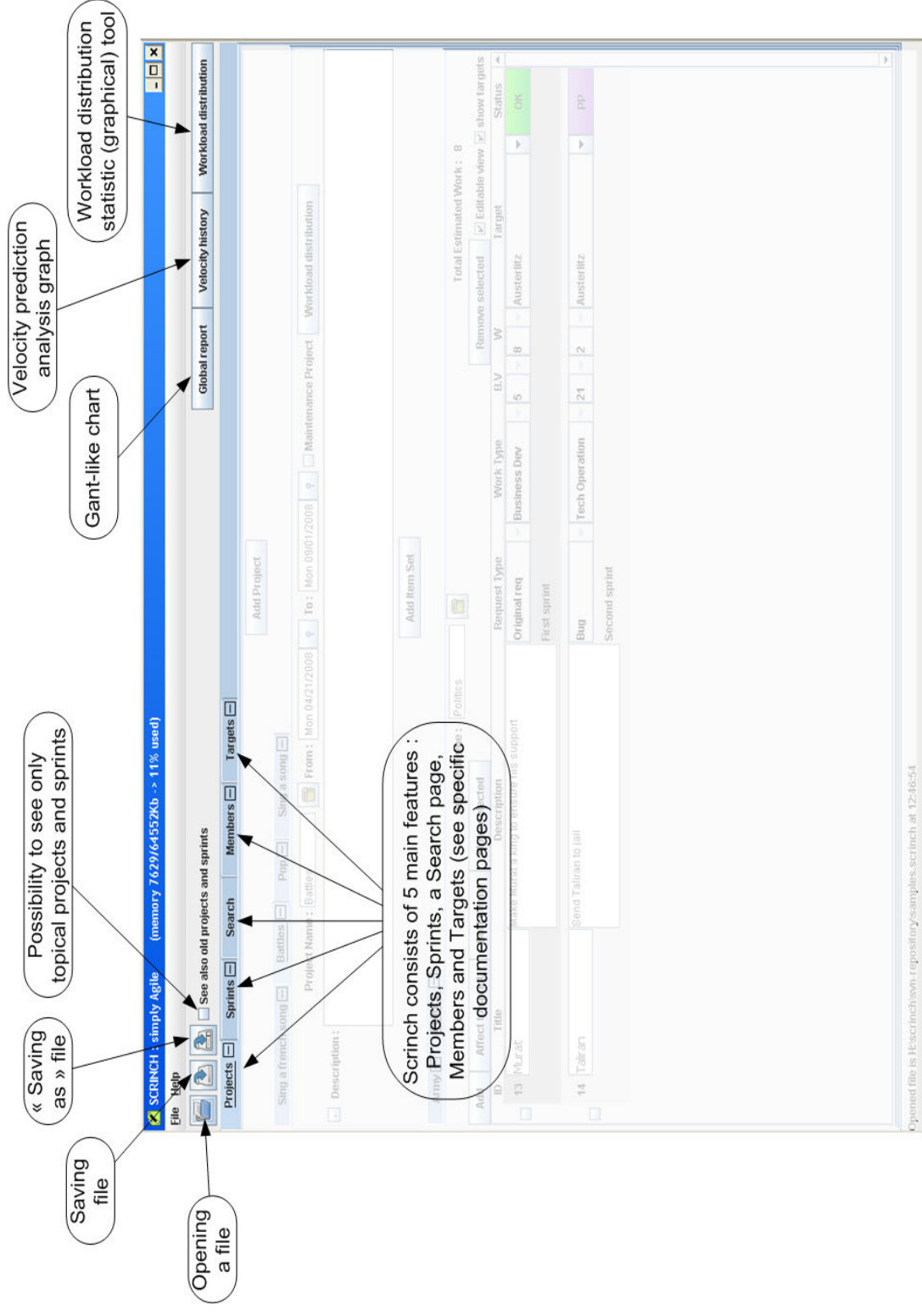
You can find on the main window 3 buttons : the global report (a customized Gant Chart graph), a velocity history graph and a Workload distribution graph.

You can also find a Workload distribution graph on each project.

The best way to test them is to load the **samples.scrinch** file that is already full of data that you can play with. (don't forget to check the "**See also old projects and sprints**")

3 The user interface

3.1 Main menu



3.2 The projects

List of projects

Project properties are : its name, an optional description, a start and end date if not a maintenance project

Creating a new project

Adding a new Item Set to the project

Workload distribution statistic (graphical) tool

Project item sets (see Project Item Set for details)

The screenshot displays the SCRINCH software interface. The main window shows a list of projects under the 'Politics' category. The 'Project Name' field is highlighted, and a callout explains that project properties include its name, an optional description, and start/end dates (unless it's a maintenance project). The 'Add Project' button is also highlighted, with a callout indicating it is used for creating a new project. The 'Add Item Set' button is highlighted, with a callout indicating it is used for adding a new item set to a project. The 'Workload distribution' tab is highlighted, with a callout indicating it is the graphical tool for workload distribution statistics. The interface includes a menu bar (File, Help), a toolbar, and a sidebar with tabs for Projects, Sprints, Members, Targets, and Workload distribution. The main area shows a list of projects with columns for ID, Title, Description, Request Type, Work Type, Business Dev, and Status. The 'Project Name' field is set to 'Sing a french song' and the 'Project Name' field is set to 'Sing a song'. The 'From' date is 'Mon 04/21/2008' and the 'To' date is 'Mon 08/04/2008'. The 'Add Item Set' button is located at the bottom right of the project list.

ID	Title	Description	Request Type	Work Type	Business Dev	Status
13	Murat	Make Murat a king to ensure his support	Original req	Business Dev	5	OK
14	Talran	Send Talran to jail	Bug	Tech Operation	21	pp

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3.4 The item

Request type can be one of :

- Original requirement
- New requirement (which wasn't specified at the beginning)
- Requirement change (which was specified at the beginning, but with a different behaviour)
- Bug
- Tuning (could be a button colour change, blinking that is too quick... any normally unspecified characteristic)

Work type can be one of :

- Technical development (not visible for end-user)
- Business development (visible for end-user)
- Technical operation (installation, configuration work...)
- Analysis
- Documentation (any documentation apart from test and requirement documentation)
- Tests documentation (test report or writing paper test cases)
- Requirements documentation (writing paper requirements)

The Business Value is chosen by the customer in order to emphasise which are the most important tasks. The value has to be chosen among the first numbers of the Fibonacci Never Ending Sequence (see main principles in the Wiki for details). 1 is the lowest and 21 the highest.

Target name : usefull to create release notes (see search tab)

Status of the task. Click on it to manage the statuses.

The Workload is chosen by the engineering team. The value has to be chosen among the first numbers of the Fibonacci Never Ending Sequence (see main principles in the Wiki for details). 1 is the lowest and 21 the highest.

Item Set Name: First sprint

From: 25/04/2019 09:55 To: 25/04/2019 10:00

Working days: 5.0

Request velocity: 10.0

Affect to sprint: First sprint, Second sprint, Third sprint, Future sprint

ID	Title	Description	Request Type	Work Type	B.V.	Target	Status
11	Sun and fog Battles + Army	Find a strategy using the sun and fog properties of the terrain.	New req	Analysis	13	Austerlitz	DELAY
0	Second song	The Way You Make Me Feel	Original req	Business Dev	5	Bad	DELAY
5	Bad clip design Pop + Choreography	Design choreography	Original req	Analysis	8	Pop concert	DONE
8	Solder's count Battles + Army	Count all soldiers	Original req	Doc	8	Austerlitz	DONE
9	Majors Battles + Army	Choose generals and captains	Original req	Tech Operation	5	Austerlitz	DONE
1	First song Pop + Songs	Bad	Original req	Business Dev	13	Bad	OK

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3.5 Status management

The visas need to respect some rules :

- 1/ EVAL can only be set after STBY
- 2/ DONE can only be set after EVAL or NOK
- 3/ OK or NOK can only be set after DONE
- 4/ any new incoming visa cannot be older than former ones

All visas after STBY can be deleted at any time

A task is composed of : a valid status + a member + a date + an optional comment (especially when postponed or cancelled)

The interface is titled 'Status Management' and contains the following elements:

- Status History Table:**

Status	Member	Date	Comment
STBY	TheEmperor	24/04/2008	
EVAL	TheEmperor	24/04/2008	
DONE	TheEmperor	24/04/2008	
OK	TheEmperor	24/04/2008	
- Add New Visa Form:**
 - Buttons: '<< Add' and 'Del. last'
 - Fields: 'Status' (dropdown), 'Date' (calendar), 'Signature' (text area), 'Comment' (text area)
- Close window** button

Possible statuses are :

- STBY : standby
- EVAL : evaluated (ready to be implemented)
- DONE (the work has been done, but not checked by the customer)
- OK (the customer agrees with the result)
- NOK (the customer does not agree with the result)
- CNL (the task has been cancelled)
- PP (the task has been postponed)

NB : if the task has not been achieved in a sprint, and has been affected to a future sprint, it will be marked as DELAY (delayed) in the older sprint.

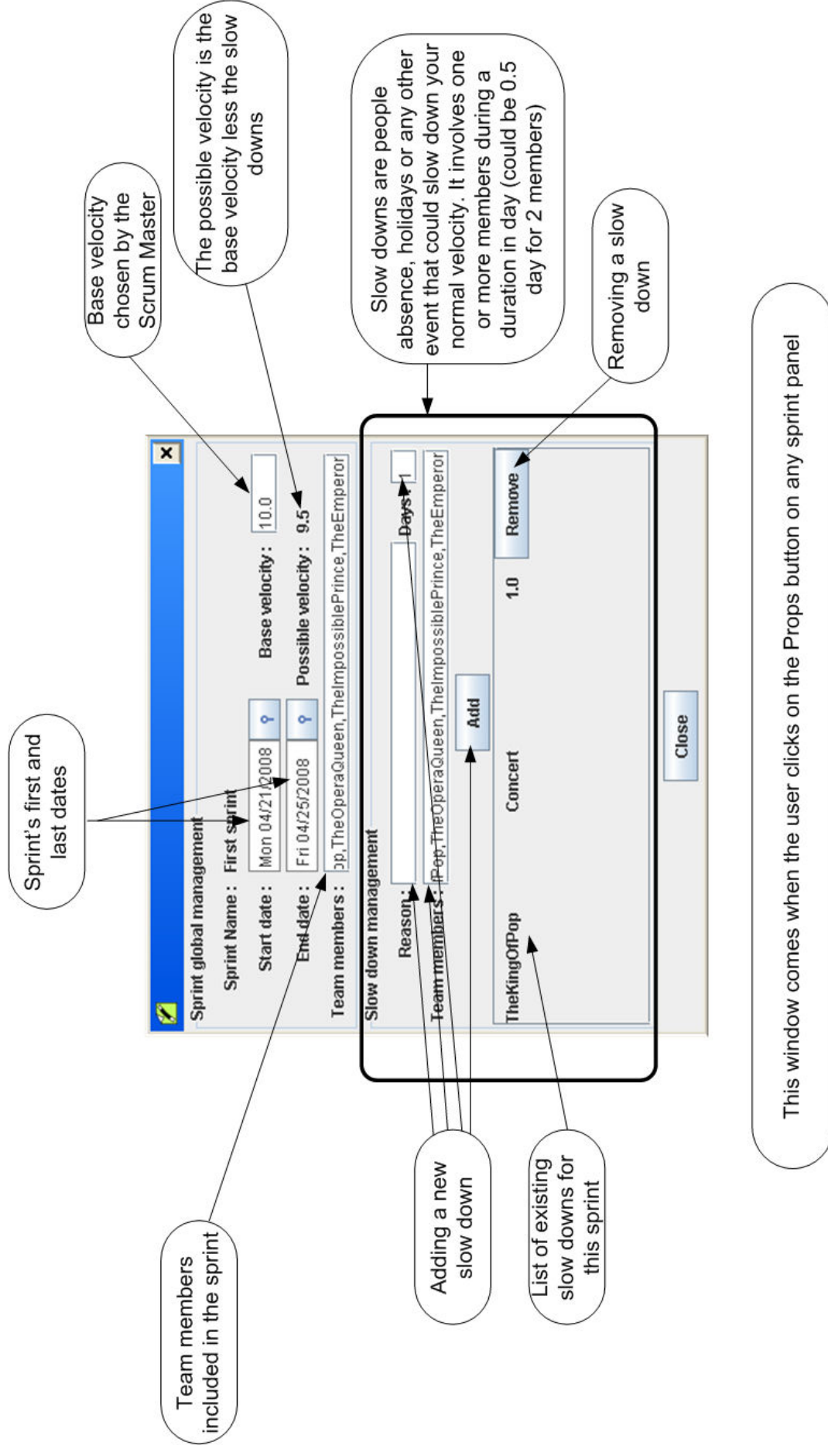
3.6 The Sprint

The screenshot shows the SCRINCH application interface with various tabs and controls. Annotations provide detailed explanations of the sprint management features:

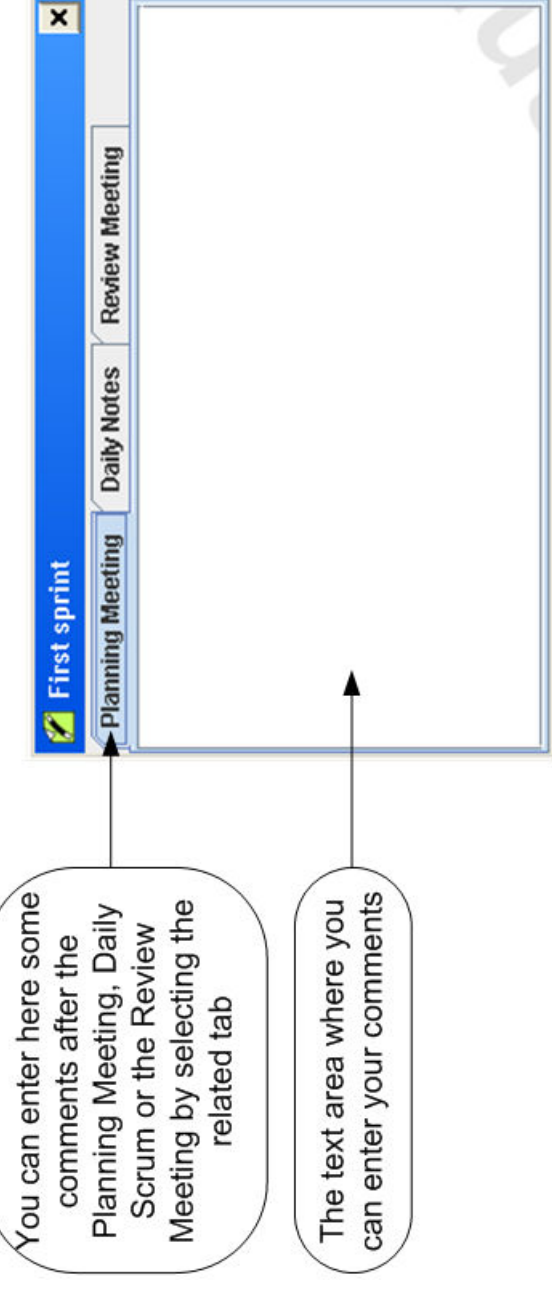
- Creating a new sprint of a specific duration (1, 2 3 or 4 weeks)**: Points to the "Add Sprint" button and the "with a duration of: 1 week" dropdown menu.
- Name of the Item Set (see also only objects and sprints)**: Points to the "Item Set Name" field, which currently contains "First sprint".
- Forcing the items to be sorted (automatic when changing tab)**: Points to the "Sort Items" button.
- List of sprints**: Points to the "First sprint", "Second sprint", and "Third sprint" tabs.
- Sprint duration**: Points to the "From:" and "To:" date fields, which show "24/04/2008" and "25/04/2008" respectively.
- Affecting selected tasks to another specific (not finished) sprint**: Points to the "Affect to sprint" button.
- Sum of W (workload) of all active (SBY, CNL and PP excluded) tasks**: Points to the "Total Estimated Work : 50" field.
- Number of working days in the sprint (week-end excluded)**: Points to the "Working days : 5.0" field.
- Sprint Burn-up chart**: Points to the "See Graph" button.
- Sprint meetings notes (orange if not empty, see sprint comments doc)**: Points to the "Notes" button.
- Sprint properties window (see sprint properties doc)**: Points to the "Props" button.
- Possibility to hide the target field**: Points to the "Target" dropdown menu, which has "Austerlitz" selected.
- Switching from read-only to editable view (EXPORT is only available in read-only mode)**: Points to the "Editable view" checkbox, which is checked.
- Removing selected tasks from current sprint**: Points to the "Remove selected" button.
- the excess of work allocated to the sprint (green if some work can still be affected to the sprint, red if the sprint is overloaded)**: Points to the "Excess of work : 5.0" field.
- 1/ The possible velocity is the daily speed of the team set by the Scrum Master less the slow downs (people absence, holidays...)**: Points to the "Possible velocity : 9.5" field.
- 2/ The resulting velocity is the result of the work achieved so far in the sprint (it is red when 20% lower than possible velocity, yellow if 20% to 10% lower than possible velocity and green if 10% lower or more than the possible velocity)**: Points to the "Resulting velocity : 9.0" field.
- 3/ The required velocity which is the necessary speed to achieve all selected tasks**: Points to the "Required velocity : 10.0" field.

The interface also displays a list of tasks with columns for Title, Request Type, Work Type, and Target. The tasks are sorted by title, and the "First sprint" tab is selected.

3.7 Sprint properties



3.8 The sprint meetings notes



You can enter here some comments after the Planning Meeting, Daily Scrum or the Review Meeting by selecting the related tab

The text area where you can enter your comments

This window comes when the user clicks on the Notes button on any sprint panel

NB : when any of the 3 text areas contains some text, the « Notes » button on the Sprint panel turns to orange

3.9 Exporting and printing

The screenshot shows the SCRINCH application interface. At the top, there's a menu bar with 'File', 'Help', and 'memory 1016764552Kb -> 15% used'. Below the menu bar, there's a toolbar with icons for 'Projects', 'Sprints', 'Search', 'Members', 'Targets', 'Add Sprint', 'with a duration of: 1 week', 'Global report', 'Velocity history', and 'Workload distribution'. The main area is divided into several sections: 'First sprint', 'Second sprint', 'Third sprint', and 'Future sprint'. Each section contains a list of tasks with their status and progress. The tasks are color-coded: blue for 'In Progress', green for 'Done', and grey for 'Read-only'. The tasks are also grouped by sprint. The 'EXPORT' button is highlighted in the top right corner. Annotations explain the 'EXPORT' feature, read-only tasks, and task status background colors.

EXPORT feature: This EXPORT feature can be accessed from the search tab as well as the sprints and the projects tabs. User only needs to be in read-only mode to access the EXPORT feature.

Read-only task: Exporting read-only task list as a PDF file (only tasks not done - EVAL and NOK - will be exported). The main underlying need is to print all tasks undone and display them on a board.

Task status background color: Read-only view of a task. The background colour depends on the status of the task.

3.10 Searching items

Produces the release notes related to the selected target in a popup window (just copy and paste its content to your release-notes file)

Items to be reaffected are items with a EVAL or NOK status and which are not yet affected to a topical sprint : useful to set future sprints

Orphan items are items affected to a sprint but which no longer belong to a project

Search by criterion

Search results

The screenshot displays the SCRINCH software interface. At the top, a menu bar includes 'File', 'Help', and a status bar showing 'memory 11730/64552Kb -> 18% used'. Below the menu bar is a toolbar with icons for 'Projects', 'Sprints', 'Search', 'Members', 'Targets', and 'Release notes'. The main window is divided into several sections. On the left, there is a 'Search for status: STBY' and 'Search for target: Pop concert' section. Below this is a 'Move selected' section with a 'Produce release notes' button. The central part of the window shows a table of search results. The table has columns for 'ID', 'Title', 'Description', 'Request type', 'Work type', 'W', 'D', 'V', 'W', 'Target', and 'Status'. The results are grouped by 'Pop' and 'Choreography'. The first group (ID 7) includes 'Bad clip design time' and 'Clip is too long'. The second group (ID 5) includes 'Bad clip design' and 'Design choreography'. The third group (ID 6) includes 'Dancers selection' and 'Select dancers'. The fourth group (ID 17) includes 'Song' and 'Sing a french song'. The status of each item is shown in a colored box: EVAL (pink), NOK (orange), and DONE (blue). The 'Produce release notes' button is highlighted with a red box. The 'Search by criterion' and 'Search results' labels are pointing to the search criteria and the search results table respectively.

ID	Title	Description	Request type	Work type	W	D	V	W	Target	Status
7	Bad clip design time	Clip is too long	Tuning	Analysis	5	3			Pop concert	EVAL
	Pop									
	+ Choreography									
5	Bad clip design	Design choreography	Original req	Analysis	8	5			Pop concert	NOK
	Pop									
	+ Choreography									
6	Dancers selection	Select dancers	Original req	Tech Operation	5	8			Pop concert	EVAL
	Pop									
	+ Choreography									
17	Song	Choose a nice children's music and put some...	Original req	Business Dev	1	3			Pop concert	DONE
	Sing a french song	random phrases on it								
	+ TV									

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3.11 Members

SCRINCH : simply Agile (memory 12666/64552Kb -> 19% used)

File Help

Projects Sprints Search Members Targets

Global report Velocity history Workload distribution

Creating a new member

Add Member

NickName	FullName	Internal Phone	Mobile Phone
<input checked="" type="checkbox"/> TheKingOfPop	Jackson Michael		
<input checked="" type="checkbox"/> TheOperaQueen	Florence Foster Jenkins		
<input checked="" type="checkbox"/> TheImpossiblePrince	Pascal Obispo		
<input checked="" type="checkbox"/> TheEmperor	Napoleon Bonaparte		
<input type="checkbox"/> TheUselessOne	Big Lebowski		

Properties of the member

If selected, member is active (accessible in sprint properties and the status panel)

Deleting a member (only if not used in any sprint not in any task visa)

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3.12 Targets

NB : Targets are sorted by Deadline (active first)

Creating a new target

Setting up the deadline date

Deleting a target (only if not used in any task)

Properties of the targets

If selected, target is active. Not active tab could be targets that will come in the future or targets out of date.

If active : targets are accessible in drop down list of tasks

If not active : if a task is set with that target, it is not possible to change it

Both active and not active targets are available in the drop down list of the search tab

Label	Description	Deadline
<input checked="" type="checkbox"/> Austerlitz		Fri 12/02/2005
<input checked="" type="checkbox"/> Thriller		Thu 04/24/2008
<input checked="" type="checkbox"/> Never		Fri 04/25/2008
<input checked="" type="checkbox"/> Pop concert		Thu 07/10/2008
<input checked="" type="checkbox"/> Bad		Wed 10/08/2008
<input checked="" type="checkbox"/> Concert		Thu 01/01/2009
<input type="checkbox"/> Waterloo		Thu 04/24/2008

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