IFB 299: PERSONAL PORTFOLIO

Parking Permits and Violations

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Personal Portfolio

With the completion of the project this portfolio was created to demonstrate what I have done towards the completion of the project. This portfolio includes items from all the sprints and releases leading up to the final product. In this personal portfolio, contains copies of five items that demonstrate the quality of the work I completed during the release 1, and copies of five items that demonstrate the quality of the work completed during the release 2. Below is a list of all the artefacts found in this portfolio:

Release 1 Artefacts		Release 2 Artefacts	
1	Release Plan v1.1	6	Release Plan v1.2
2	Sprint 1 & 2 Plan	7	Sprint 3 & 4 Plan
3	Initial JIRA Scrum organisation (created and organised issues)	8	Compiled Business Letter Draft
4	Created Excel Spreadsheets for Scrum organisation migration	9	Updated Excel Spreadsheets Data to track Sprints and Releases
5	Burndown Charts and Burndown Chart analysis	10	Updated Burndown Charts and Burndown Chart analysis

Release Plan and Sprint 1, 2, 3 & 4 Plan Documents

With the departure of one of our team members, I was delegated the role of scrum master and had to take on the tasks of documenting the teams progress. Included in this portfolio is the second version (v1.1) of our Release plan and Sprint 1 & 2 plan. My personal contribution to these documents was to extract information from our user stories and split the user stories into tasks. As well as creating these tasks, it was also required that I keep these files updated, including communicating with team members to keep the documents updated. It can be seen in these documents, the exact date that I made updates and edits, noting the difference between each updated version.

Scrum

Initially for scrum, this was organised via JIRA and I was able to import all the user stories by creating and organising the issues into JIRA. However, JIRA proved to be a difficult task, as burndown charts were not able to be created through the use of 'Agile' (it was noted during the middle of the semester by a tutor to not use agile for this project). On top of those problems, some things were difficult to do in JIRA without admin rights. With this issue at hand, I was able to create a solution by importing and migrating the scrum to a more convenient method via Excel Spreadsheets. The layout of this spreadsheet was created by me and may require more development in terms of adapting the principals of scrum, however it did the job well of tracking and providing burndown charts.

Burndown Charts

With the spreadsheets, I was able to create burndown charts as seen below each table of the relating sprints; as well as a burndown chart of the releases. Along with these burndown charts, I was also able to create a burndown chart write up, known as the burndown analysis. This write up analyses the progress of the team as well containing a recommendation of work efficiency for better future results.

Business Letter

For the second business letter addressed to Team 113, I was able to take our initial notes of the demonstration and then compile the Business Letter Draft which was then later edited and finalised by Alex G. The document found in this folder is the draft BEFORE being edited and finalised.