<Project Name>

Iteration Plan

[Note: Text enclosed in square brackets and displayed in blue italics (style=InfoBlue) is included to provide guidance to the author and should be deleted before publishing the document.]

# 1. Key milestones

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Iteration start | 26/03/2018 |
| Oversight meeting | 27/03/2018 |
| Team Meeting #1 | 29/03/2018 |
| Proposed Architecture & Design Documentation and Risk List complete | 01/04/2018 |
| Team Meeting #2 | 05/04/2018 |
| Iteration stop | 09/04/2018 |

# 2. High-level objectives

1. Achieve Life Cycle Objective Milestone (LCOM).

2. Create Proposed Architecture and Design Documentation

3. Complete a Technical Capability Demonstrator

4. Develop a Risk List

5. Create an Initial Master Test Plan

6. Create an Initial Project Plan

# 3. Evaluation criteria

1. Satisfactory Inception Phase Project Status Assessment completed.

2. Documentation created that satisfactorily demonstrates that the team knows how we are going to develop the intended functionality.

3. Capability demonstrated that the team has the technical skills to build the application.

4. Risks are identified and mitigation plans have been made.

5. Initial Master Test Plan is complete and documented as agreed on by all team members.

6. Initial Project Plan is complete and documented as agreed on by all team members.

# 4. Work Item assignments

The following Work Items will be addressed in this iteration:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Item ID** | **Name or key words of description** | **Outcome** | **State** | **Assigned to (name)** | **Estimated Hours** | **Hours worked** | **Estimate of hours remaining** |
| 2.1 | Complete Proposed Architecture document | Document created and committed to Version Control. | Incomplete | Ryan | 8 |  |  |
| 2.2 | Complete Risk List document. | Document created and committed to Version Control. | Incomplete | Jette | 8 |  |  |
| 2.3 | Complete Initial Project Plan. | Document created and committed to Version Control. | Incomplete | Ryan & Jette | 8 |  |  |
| 2.4 | Create Master Test Plan. | Document created and committed to Version Control. | Incomplete | Beau & Lenny | 24 |  |  |
| 2.5 | Complete Technical Capability Demonstrator. | An initial, working version of the software architecture demonstrating the critical core use case has been developed by the team and committed to version control. | Incomplete | Beau, Lenny, Jette, Ryan. | 16 |  |  |

# 5. Issues

[List any issues to be solved during the iteration. Update status when new issues are reported during the daily meetings]

|  |  |  |
| --- | --- | --- |
| **Issue** | **Status** | **Notes** |
|  |  |  |

# 6. Assessment

[Use this section for capturing and communicating results and actions from assessments, which are typically done at the end of each iteration. If you don’t do this, the team may not be able to improve the way they develop software.]

|  |  |
| --- | --- |
| Assessment target | [This could be the entire iteration or just a specific component] |
| Assessment date |  |
| Participants |  |
| Project status | [For example, express as Red, Yellow, or Green.] |

## Assessment against objectives

[Document whether you addressed the objectives as specified in the Iteration Plan.]

## Work Items: Planned compared to actually completed

[Summarize whether all Work Items planned to be addressed in the iteration were addressed, and which Work Items were postponed or added.]

## Assessment against Evaluation Criteria Test results

[Document whether you met the evaluation criteria as specified in the Iteration Plan. This could include information such as “Demo for Department X was well-received, with some concerns raised around usability,” or “495 test cases were automated with a 98% pass rate. 9 test cases were deferred because the corresponding Work Items were postponed.”

The most important guideline here is that although satisfactorily completed items may summarily mentioned, incomplete items require a more comprehensive explanation ]

## Other concerns and deviations

[List other areas that have been evaluated, such as financials, or schedule deviation, as well as Stakeholder feedback not captured elsewhere.]