

TASK 08P

Sprint Planning Meeting

SWE30010 - Managing IT Projects

Class: Fri 08:00 DT7.2 - **Tutor:** Pham Thi Kim Dung

GROUP 1: The Beavers

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A. List of Factors

Business Value:

This factor is crucial as it determines the project's alignment with the business, so understanding the value of the project well could help the team prioritise more essential features that have higher business value. We need to ensure that efforts in the development process are focused on delivering features that provide tangible benefits, such as increased revenue, improved customer experience, or operational efficiency.

Development Effort:

This ensures that our project team has a clear understanding of the workload, allowing for the proper allocation of resources, time, and budget. Understanding the effort required for development is essential since it helps in resource planning, setting realistic timelines, and managing stakeholders' expectations.

Feature Dependency

Identifying dependencies between features helps plan the development roadmap and sequencing tasks effectively. It ensures that the project team knows which features rely on others and the order in which they should be developed to minimise roadblocks and delays.

Timeline / Deadline:

This factor is significant since a clear timeline ensures project milestones are met, keeps the team on track, and allows stakeholders to plan accordingly. Also, it helps manage expectations, set project priorities, and ensure timely delivery of our website to meet business needs.

Risk Analysis:

Identifying and mitigating risks early in the project lifecycle reduces the chances of costly delays or failures. This allows our team to proactively address potential issues that could impact the project's success, such as technical challenges (bugs or errors), resource constraints, or other external factors.

Security Needs:

The security factor is critical for our e-commerce website to protect customer data, transactions, and the business's reputation. Having high ensures compliance with data protection regulations, builds customer trust, and safeguards against cyber threats, which are essential in online retail.

B. Criteria for prioritising the Product Backlog items

No.	Factor	Weighing	Reasoning
1	Development Effort	Low	Prioritising development efforts alone could result in missing out on valuable features that have the potential to influence the product significantly. Therefore, this factor should be assigned a lower weight than other factors.
2	Feature Dependency	Low	Though feature dependency is crucial in project progress, it is not as important as other factors. Therefore, this factor should only be assigned a low weight.
3	Timeline / Deadline	Medium	The timeline of a project is vital because it determines the quality of that project. Not having enough time to conduct it may result in an uncompleted project, while a timeline that is too long may consume more effort and budget than expected. This factor should be weighed as a medium, as long as there are factors that need to be concerned more about than this.
4	Risk Involved	Medium	The risk involved is essential and needs to be considered carefully before and while conducting a project. Correct predictions about the risks involved could prevent misunderstanding and minimise unexpected issues. However, because some factors need more concern, this factor should only be weighed as a medium.
5	Business Value	High	This factor must be weighted the highest of all factors because the success of a project is measured by its business value.
6	Security Needs	High	Security of a project is critical in protecting sensitive data, preventing cyber crimes and ensuring reliability. Therefore, this factor should be weighed as high.

C. Reasoning for the selection of the highest priority item from the Product backlog

Based on the above criteria, we decide that task F4 - Develop admin screens for product, category, and order monitoring - should be the highest priority item from the Product backlog for the following reasons:

1. There may be a moderate amount of development work required for this task. Although this factor should not be disregarded, it has a lesser weight than other criteria. Therefore, a decent development effort would not take precedence over other aspects.
2. This task depends on task F2 - creating modules and setting up the environment (OutSystems). Despite its essentialness, it is less critical than other factors like timeline and risks. Therefore, it's assigned a medium weighting.
3. It is imperative to complete the admin screens for product, category, and order monitoring (F4) in Sprint 1 (February 26–March 11) to satisfy the project's timeframe, considering the sprint timeline and deadlines. Setting F4 as a top priority guarantees that critical administrative features are implemented early in the development phase, which is critical to the project's overall success.
4. Significant concerns, like a lack of visibility into product inventories, order status, and category management, could result from failing to establish admin screens for monitoring. These hazards can negatively affect the e-commerce website's usability and functionality, leading to unhappy customers and declining sales. The project achieves early risk mitigation by prioritising F4.
5. This task has significant business value. These administrative features are essential to effectively handle orders, categories, and goods. They directly support the e-commerce platform's seamless operation, eventually improving user experience and increasing customer happiness. The initiative concentrates on producing noticeable commercial benefits early in development by giving F4 priority.
6. When it comes to sensitive client data, payment information, and order details, an e-commerce website must prioritise security. Product, category, and order monitoring admin panels allow administrators to handle and monitor sensitive data safely, guaranteeing data security. By addressing security requirements early in the development process, prioritising F4 lowers the chance of security breaches and ensures the dependability of the platform.

D. Work Breakdown Structure

1. Work Breakdown Structure Diagram

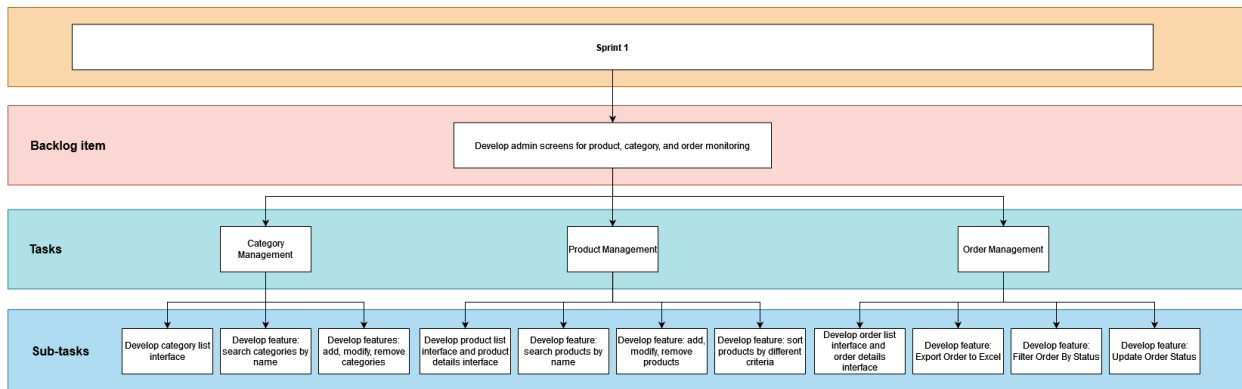


Figure 1: WBS hierarchical relationship

Notation:

1. Gray: Selected backlog item
2. Cyan: Tasks
3. Blue: Sub-tasks
4. Purple: Bottom tasks

2. Work Breakdown Structure Table

Selected backlog item	Tasks	Sub-tasks	Bottom tasks	Assignees	Effort Estimation (hours)
Develop admin screens for product, category, and order monitoring	Category Management	Develop category list interface	Design category list view layout	Tran Dat Dinh	4
			Implement category list view in OutSystems	Trac Duc Anh Luong	4
			Write unit tests for category list functionality and conduct UI testing	Cong Anh Nguyen	3
			Debug and fix issues from testing	Gia Minh Nguyen	2
		Develop feature: search categories by name	Design search functionality	Anh Duc Nguyen	4
			Implement search by name in OutSystems	Minh Nghia Nguyen	4

			Write unit tests for search functionality and conduct UI testing	Tran Dat Dinh	3
			Debug and fix issues from testing	Trac Duc Anh Luong	2
		Develop features: add, modify, remove categories	Design add/modify/remove category functionality	Cong Anh Nguyen	4
			Implement add/modify/remove category logic	Gia Minh Nguyen	4
			Write unit tests for add/modify/remove category functionality and conduct tests	Anh Duc Nguyen	3
			Debug and fix issues from testing	Minh Nghia Nguyen	2
	Product Management	Develop product list interface and product details interface	Design product list and product details views layout	Tran Dat Dinh	4
			Implement product list and product details views in OutSystems	Trac Duc Anh Luong	4
			Write unit tests for product list & details functionality and conduct UI testing	Cong Anh Nguyen	3
			Debug and fix issues from testing	Gia Minh Nguyen	2
		Develop feature: search products by name	Design search functionality	Anh Duc Nguyen	4
			Implement search by name in OutSystems	Minh Nghia Nguyen	4
			Write unit tests for search	Tran Dat Dinh	3

			functionality and conduct tests		
			Debug and fix issues from testing	Trac Duc Anh Luong	2
		Develop feature: add, modify, remove products	Design add/modify/remove products functionality	Cong Anh Nguyen	4
			Implement add/modify/remove products logic	Gia Minh Nguyen	4
			Write unit tests for add/modify/remove category products and conduct tests	Anh Duc Nguyen	3
			Debug and fix issues from testing	Minh Nghia Nguyen	2
		Develop feature: sort products by different criteria	Design sorting functionality	Tran Dat Dinh	4
			Implement sorting logic in OutSystems	Trac Duc Anh Luong	4
			Write unit tests for sorting functionality & Conduct UI testing for sorting	Cong Anh Nguyen	3
			Debug and fix issues from testing	Gia Minh Nguyen	2
	Order Management	Develop order list interface and order details interface	Design order list and order details views layout	Anh Duc Nguyen	4
			Implement order list and order details views in OutSystems	Minh Nghia Nguyen	4
			Write unit tests for order list & details functionality and conduct UI testing	Tran Dat Dinh	3

		Develop feature: Export Order to Excel	Debug and fix issues from testing	Trac Duc Anh Luong	2
			Implement export order to Excel functionality	Cong Anh Nguyen	3
			Write unit tests for exporting functionality and conduct UI testing for exporting	Gia Minh Nguyen	2
			Debug and fix issues from testing	Anh Duc Nguyen	2
		Develop feature: Filter Order By Status	Design filter functionality	Minh Nghia Nguyen	4
			Implement filter by status functionality in OutSystems	Tran Dat Dinh	4
			Write unit tests for filter functionality and conduct UI testing for filtering	Trac Duc Anh Luong	3
			Debug and fix issues from testing	Cong Anh Nguyen	2
		Develop feature: Update Order Status	Design status update mechanism	Gia Minh Nguyen	4
			Implement order status update logic	Anh Duc Nguyen	4
			Write unit tests for update functionality and conduct UI testing for status update	Minh Nghia Nguyen	3
			Debug and fix issues from testing	Tran Dat Dinh	2

Figure 2: WBS detailed breakdown and logical sequences