Agenda Release Planning SMP.next

| **Activity** | **When** | | **What** |
| --- | --- | --- | --- |
| *On the first morning, every member of the SMP committee will be present (Mark, Adam, Matthew) plus the developer team (Guillaume, Dave, Marc-Antoine) in addition to Mark and Hugues.* | | | |
| Introduction | **26 mars** | 9h00 | The purpose of the week.  Review Release Planning Goals  Present the agenda  Explain the flow for the week and short intro to tools we will use. |
| Vision / Mission |  | 9h30 | Review the vision and mission for SMP, and how .next impact it. |
| Business objectives |  | 9h45 | Establish business objectives for .next. Goal |
| BREAK 10h00 – 10h15 | | | |
| Trade-off sliders |  | 10h15 | Identify project dimension that we have control over and those with less control. What we want to privilege. |
| The team |  | 10h30 | Who will work on the project, role and responsibilities?   * Allocated Resources * How to work with the committee people |
| Working agreements |  | 10h45 | Identify how we want to work together. |
| Scope |  | 11h00 | What .next is and is not.   * Present the different potential scenarios to fullfil |
| Risks |  | 11h30 | Identify any risks that may impede the delivery of the solution. |
| LUNCH 12h00 – 13h00 | | | |
| Value Stream Mapping &  Context diagram &  User Story Mapping  examples |  | 13h00 | Present tools that will help us build a common understanding of the current situation and the desired state |
| Value Stream mapping |  | 14h00 | View the current state and discuss |
| Context Diagram |  | 14h30 |  |
|  | | | |
| *From now on, every member of the SMP committee should be present (Mark, Adam, Matthew) plus the developer team (Guillaume, Dave, Marc-Antoine).* | | | |
| Review | **27 mars** | 9h00 | Review Value Stream, Context Diagram and User Story Mapping |
| User Story Mapping building |  | 9h30 | Start building the user story mapping board   * User tasks * Actors * Activities |
| BREAK 10h00 – 10h15 | | | |
| *Cont’d* |  |  |  |
| Definition of Done |  | 11h30 | We now know what we will do, define our Definition of Done to use during this release. |
| LUNCH 12h00 – 13h00 | | | |
| Backlog : user stories |  | 13h00 | Divide activities in User Stories.   * Acceptance criteria |
| Backlog : User Stories estimation |  | 14h00 | Order User Stories and create release |
|  | | | |
| Review | **28 mars** | 9h00 | Review of what was done yesterday |
| Backlog : User Stories ordering |  | 9h15 | This include release plan based on estimated velocity. |
| BREAK 10h00 – 10h15 | | | |
| Review |  | 10h15 | Detailed review and room for any thought that happened during the night ;-)   * Adjust the backlog based on new findings * Non-functional requirements |
| LUNCH 12h00 – 13h00 | | | |
| *Cont’d* |  |  |  |
| Prepare presentation   * Compile the notes * Summarize our findings |  | 13h30 – 15h00 | Make sure everything is ready for the presentation to IT Svc Manager and the SMP Committee including what we learned about the exercise. |
| First Sprint Planning |  | 15h00 – 15h30 | Dev team + Mark MacPherson |
|  | | | |
| Presentation of the results | **29 mars** | 10h00 | To SMC Committee and Maj Gobeil and Maj Coulombe  *Mark Stark may not be here.* |