

Iteration Plan Template

eCoaching Log M1

Revision History

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| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 5/16/2016 | 0.1 | Initial Draft | Mike Ingram |
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# Introduction

The purpose of this document is to collect, analyze, and define high-level needs and features of the eCoaching Log. It focuses on the capabilities needed by the stakeholders and the target users, and why these needs exist. The details of how the eCoaching Log fulfills these needs are detailed in the use-case and supplementary specifications.

# Key milestones

[Key dates showing timelines, such as start and end date; intermediate milestones; synchronization points with other teams; demos; and so on for the iteration.]

| **Milestone** | **Date** |
| --- | --- |
| Iteration start | June 1, 2016 |
| * Identify and Refine Requirements |  |
| * Plan for Security Management |  |
| * Plan Configuration Management |  |
| * Process Residual Risk Letter |  |
| * Project plan |  |
| * Decision Analysis and Resolution |  |
| * Develop Solution Increment |  |
| * Test Solution |  |
| * Assess Results |  |
| Iteration stop | August 16, 2016 |

# High-level objectives

[List the key objectives for the iteration, typically one to five. Examples follow.]

* *Address usability issues raised by Department X.*
* *Deliver key scenarios that showcase meaningful integration with System Y.*
* *Present a technical demonstration (demo).*

# Work Item assignments

[This section should reference **either** the Work Items List, which provides information about what Work Items are to be addressed in which iteration by whom, **or** specifically call out the Work Items Lists to address in this iteration. The preferred solution depends on whether or not it is trivial for team members to find the subset of all Work Items that are assigned to the iteration by using search methods, rather than the Iteration Plan.]

Please see the Work Product List for Work Items to be addressed in this iteration.

or

The following Work Items will be addressed in this iteration:

| **Name or key words of description** | **Priority** | **Size estimate (points)** | **State** | **Reference material** | **Target iteration** | **Assigned to (name)** | **Hours worked** | **Estimate of hours remaining** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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# Issues

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

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

# Evaluation criteria

[A brief description of how to evaluate whether the high-level objectives were met. Examples follow.]

97% of system-level test cases passed.

Walkthrough of iteration build with Departments X and Y received favorable response.

Favorable response to technical demo.

# Assessment and Lessons Learned

[Use this section for capturing and communicating results and actions from assessments against objectives and lessons learned, 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.”]*

Lessons Learned, and other concerns and deviations

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