

eCL Iteration Retrospective\Lessons Learned Q2/OY4

Revision History

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| **Date** | **Version** | **Description** | **Author** |
| 3/9/2017 | 0.1 | Initial Draft | Mike Ingram |
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# Goal

# Perform an end of iteration retrospective\lessons learned

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| Review with the team the approach taken to development and collaboration, the effectiveness of the development environment, the suitability of the working environment, and other factors. Discuss what things went well, what could have gone better, and how things could be changed to deliver better results. Capture in the current Iteration Plan the assessment results, stakeholder feedback, and actions to be taken to improve the development approach for the next iteration. Record lessons learned in this iteration with a collection of lessons learned for the entire project. |

# Objectives

|  |  |  |
| --- | --- | --- |
| **Iteration** | **Primary objectives** (risks and use case scenarios) | **Scheduled start or milestone** |
| Q2 | Objectives:   * Work Items as needed * Security and system patching * Issue Log research and resolution | 9/1/16 – 11/31/16 |

# Evaluation criteria

# Each iteration covers 3 months and 1.6 FTE. The amount of allocated hours is 2920. On average we expect that 8 small (< 20 hrs), 5 med (20 – 80 hrs), 1 large ( > 120 hrs) work items will be done per quarter. This projection is based on conversations with the program and historical data. This evaluation criteria is used to meet the iteration objective.

# Assessment and Lessons Learned

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| --- | --- |
| Assessment target | *Entire Iteration* |
| Assessment date | *January 4, 2017* |
| Participants | **Palacherla, Susmitha C**; **Hinman, Dave**; **Stearns, Douglas**; **Tiongson, John**; **Hackman, Mark**; **Ingram, Michael**; **McKeag, Dale; Stein, Lisa** |
| Project status | *Green* |

Lessons Learned:

* When a person stops working on requirements/development/testing for a work item/tasks for a long period of time there is additional time/effort that needs to be added for the person to get acclimated when they return to that work.

Improvements:

* Doing a prototype for the Sr. Manager Dash Board helped the program team with being able to visually see what they needed. This help to determine the full requirements and most likely cut down on rework.
* When working on a work item that may impact quality system performance having production data in the test environment is very helpful

Concerns and deviations:



Other Comments:

* Team did a good job of getting back on track with current work items/task once they return to working on eCL after being reassigned to work on the CMT project.
* Program Team appreciated getting updates on WIT with hours remaining ahead of the weekly program meeting so that information could be included in the meeting agenda.