# **Development plan.**

1. **Product backlog.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Detail** | **Role** | **Priority** |
| 1 | The University has a Quality Assurance Manager to oversee the process. | Leader | Must |
| 2 | All Departments have a QA coordinator who is responsible for managing the process for their Department, and for encouraging staff to contribute. | Leader | Must |
| 3 | As staff (academic and support) I have the opportunity to submit one or more ideas. | Leader | Must |
| 4 | As I staff must agree to Terms and Conditions before they can submit. | Leader | Must |
| 5 | As staff I can optionally upload documents to support their ideas. | Leader | Must |
| 6 | All ideas can be categorized (tagged) from a list of categories at the point when they are submitted. | Developer | Must |
| 7 | The QA Manager can add additional categories at any time, and can delete categories, but only if they have not been used. | Developer | Must |
| 8 | As staff I can see all submitted ideas and can comment on any idea. I can also give the Thumbs Up or Thumbs Down for any idea, but only once for any idea | Developer | Should |
| 9 | Ideas and comments can be posted anonymously, although the author’s details will be stored in the database so any inappropriate ideas can be investigated | Database | Must |
| 10 | New ideas are disabled after a closure date for new ideas, but comments can continue to be done until a final closure date | Developer | Should |
| 11 | Once an idea is submitted the system emails a notification to the Department’s QA Coordinator | Developer | Should |
| 12 | The author of an idea receives an automatic email notification whenever a comment is submitted to any of their ideas | Developer | Should |
| 13 | Lists of Most Popular Ideas, Most Viewed Ideas, Latest Ideas and Latest Comments must be made available to all users | Developer | Must |
| 14 | Lists of Ideas need to be paginated | UI | Must |
| 15 | The University QA Manager needs to be able to download all the data after the final closure date in a CSV file for transfer out of the system. Any uploaded documents need to be downloaded in a ZIP file. | Developer | Must |
| 16 | An administrator is needed to maintain any system data, e.g. closure dates for each academic year, staff details | Developer | Must |
| 17 | Statistical analysis needs to be available | Developer | Must |
| 18 | The interface must be suitable for all devices | UI | Must |

1. **Sprint backlog.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sprint** | **Number** | **Detail** | **Role** | **Priority** |
| 1 | 1 | The University has a Quality Assurance Manager to oversee the process. | Leader | Must |
| 2 | As staff (academic and support) I have the opportunity to submit one or more ideas. | Leader | Must |
| 3 | All staff must agree to Terms and Conditions before they can submit. | Leader | Must |
| 4 | All staff can optionally upload documents to support their ideas. | Leader | Must |
| 5 | Ideas and comments can be posted anonymously, although the author’s details will be stored in the database so any inappropriate ideas can be investigated | Database | Must |
| 6 | Statistical analysis needs to be available | Developer | Must |
| 2 | 7 | All ideas can be categorized (tagged) from a list of categories at the point when they are submitted. | Developer | Must |
| 8 | All Departments have a QA coordinator who is responsible for managing the process for their Department, and for encouraging staff to contribute. | Leader | Must |
| 9 | As staff I can see all submitted ideas and can comment on any idea. I can also give the Thumbs Up or Thumbs Down for any idea, but only once for any idea | Developer | Should |
| 10 | Once an idea is submitted the system emails a notification to the Department’s QA Coordinator | Developer | Should |
| 11 | The author of an idea receives an automatic email notification whenever a comment is submitted to any of their ideas | Developer | Should |
| 12 | Lists of Most Popular Ideas, Most Viewed Ideas, Latest Ideas and Latest Comments must be made available to all users | Developer | Must |
| 3 | 13 | The QA Manager can add additional categories at any time, and can delete categories, but only if they have not been used. | Developer | Must |
| 14 | New ideas are disabled after a closure date for new ideas, but comments can continue to be done until a final closure date | Developer | Should |
| 15 | Lists of Ideas need to be paginated | UI | Must |
| 16 | The University QA Manager needs to be able to download all the data after the final closure date in a CSV file for transfer out of the system. Any uploaded documents need to be downloaded in a ZIP file. | Developer | Must |
| 17 | The interface must be suitable for all devices | UI | Must |
| 18 | An administrator is needed to maintain any system data, e.g. closure dates for each academic year, staff details | Developer | Must |