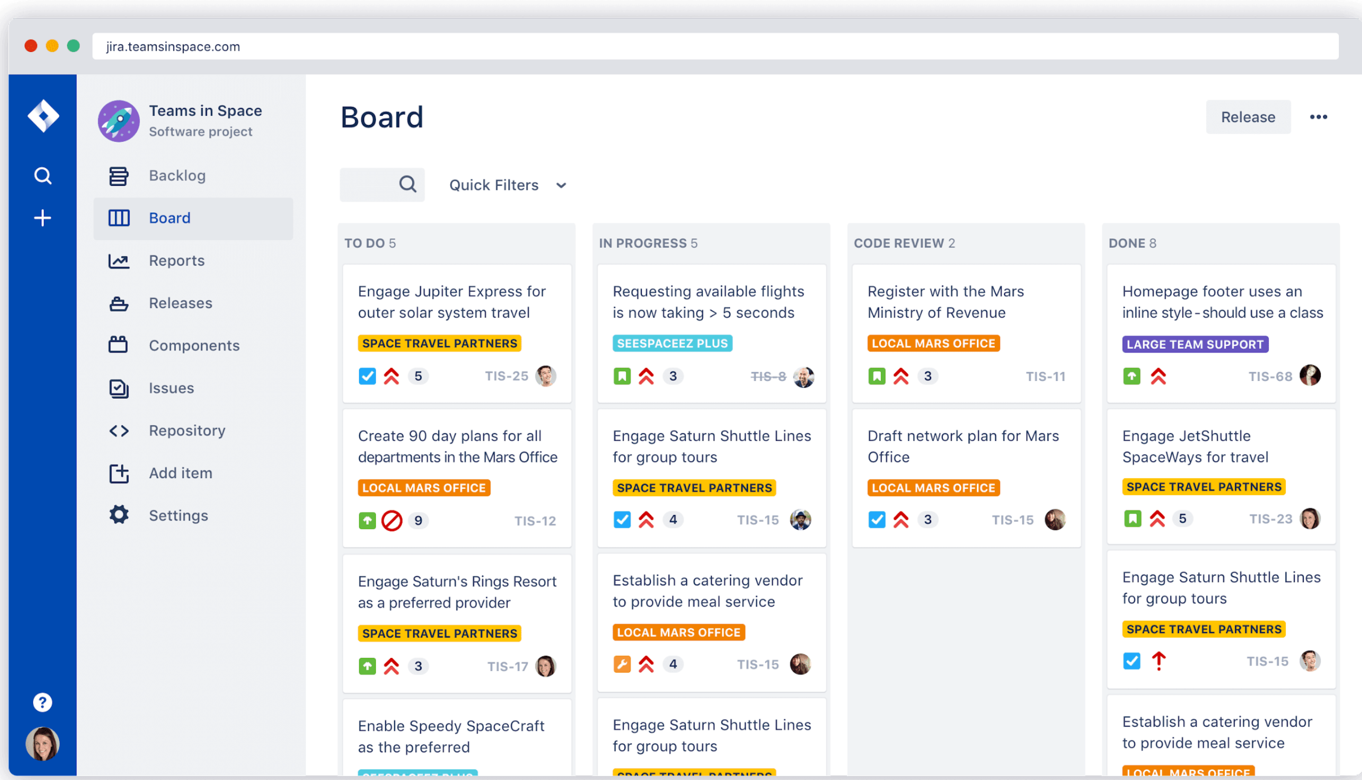
P2 Project Management

Organizing the Development Process

Students per team: 1

Constraints

- Do not fill out your project management data at the last moment.



[JIRA](https://www.atlassian.com/software/jira)'s interface is attractive and colorful, but also incredibly robust and functional.

Pitch

P2 project Management is an assignment that tasks students with organizing their development process for P2. Students will use Jira project management software to organize their sprints, tasks, bugs, and burndown progression, in an effort to make their development process more efficient.

Purpose

Good software products are a result of good development processes that allow the team to make informed, timely production decisions. To make good decisions (particularly in a team environment), one must be organized. JIRA is industry-standard project management software that may help with this. Students will--

- Establish basic familiarity and experience with the JIRA Project Management software.
- Gain experience in creating and tracking tasks, estimating time requirements for tasks, etc.
- Gain experience in team-based software development.

Tasks

1. (if necessary) Acquire an EECS 494 Jira account.
    a. Be sure to fill out your registration form (announced in class; links on piazza).
    b. Wait for your Jira account and project to be created (you should receive an email within a day or two, but please check your spam folder just in case. Ping eecs494staff@umich.edu if the delay extends longer).
        i. **Note : You do not have authority to create a project on the Jira EECS 494 Server. Course staff will create one for you and grant you the relevant permissions.**
    c. During account creation, please use your real, full name and not a nickname or online handle.
2. (if necessary) Verify your account and wait for project.
    a. Log in to www.eecs494-server-b.eecs.umich.edu:8080 (ping eecs494staff@umich.edu if you don't have a login)
    b. At this point, you should see an empty dashboard, with no project available. Please wait another day or so, and the course staff will create a project for you.
3. Configure Time Estimation for your project.
    a. Find the "Board" button in the top-right of your project view and click Board -> Configure.
    b. Find the "Estimation" tab, and make these selections.
4. Create a "Sprint" for your project.
    a. Click on your project to enter the project view.
    b. In the upper-left corner of the project view, select the "Backlog" tab.
    c. Create all the "issues" for your sprint (you will need to do this for every new "sprint" / deliverable you have. You will have a sprint for p2_gold_spike /, p2_gold).
        i. Click "Create Issue" on the bottom of the screen to begin creating a new issue.
        ii. Begin typing the title of your new issue (in project 2, you create your own tasks for each of the two sprints).
        iii. Press Enter. You should see a larger form appear asking for more information, including time estimates, team member assignment, etc. Provide this information (using time estimates, not story points).
    d. Once you finish creating all of the issues for a sprint in your backlog, click the "Create a Sprint" button.
    e. Drag your issues into the newly-created sprint area.
    f. Click "Start Sprint" in the upper-right corner.

    g. Give your sprint a name that corresponds with your next deliverable (ex : “p2_gold_spike”, “p2_gold”, etc).
    h. Set the start and end dates for the sprint based on the release date and due date of your next deliverable (you may find these dates on Canvas or on the course schedule).
5. Document Your Development Process
    a. When you begin working on an issue for your current sprint, click-and-drag that issue into the “In-Progress” column of your “Active Sprints” view.
        i. When the issue is finished, drag the issue into the “Done” column.
    b. As you work on issues, you must log time against them. Example : If you spend 30 minutes completing an issue, be sure to log those 30 minutes. You may log time by clicking on the issue, clicking the “...” button on the right, and then clicking “log time”.

Deliverables

After the deadline has passed, the course instructors will log into Jira, view your project, and verify...

1. The existence of custom-made tasks for your p2 rapid prototype.
2. The existence of a sprint for every main technical deliverable of this project (p2_gold_spike / p2_gold).
3. The assignment of all tasks to individual personnel on the team.
    a. (For tasks done with a teammate, please assign one of you to the task and return the favor on another task down the line).
4. The existence of logged time against the tasks (time-tracking and time-estimation functionality is being used).
5. The quality of the burndown report (click Reports -> Sprint Chart), in that it is relatively smooth, and does not imply a large crunch period at the end of development (a crunch period is visible when the line-of-progress must suddenly take a steep downturn to catch up to the deadline line towards the end of a sprint). If it looks like a flat line, you may be in story-point mode, so please check the tutorial above to switch to time-based tracking.

Provide Feedback

Tips

- Take ten minutes each day to gauge your project's progress. The burndown chart and task lists can give you a feel for how on-schedule you are.