

# Workshop on Software Project Management

## Activity 1 – Creating an Agile Project Charter for your project.

1. Use the Agile Project Charter Sample and Agile Project Charter Template available on Blackboard to create your own document for your project.
2. Save the document in your project's repository.

### Tips for Writing an Agile Project Charter

When you write an Agile project charter, concision and clarity are crucial. Outline the project's purpose, scope, objectives, timeline, and deliverables, and define the roles and responsibilities of key stakeholders. Your final charter should be a single-page, easy-to-read document.

The following are best practices for writing an Agile project charter:

- Accessibility: Make your charter easily accessible for the entire team.
- Clarity: Ensure that your charter is easy to understand. Simple, direct, and non-technical language is essential for keeping all team members and stakeholders informed, whether they are involved with the technical aspects of a project. Organise your charter with bold section titles and bulleted lists to keep it clear and easy to navigate.
- Concision: Try to keep the charter to a single page.
- Collaboration: Incorporate team input when designing your project charter.

Ultimately, your project charter should align team members, clarify objectives, and avoid confusion.

## Activity 2 – Estimate the User Stories using a 5-point estimation

Use a scale of one to five as your point system. A five-point estimation system makes it very easy for teams to share their opinion on the size of a story. What this method lacks in specificity, it makes up for in simplicity! Scrum is about keeping things simple, and teams often overlook the point system.

## Activity 3 – Estimate the User Stories using a Fibonacci estimation

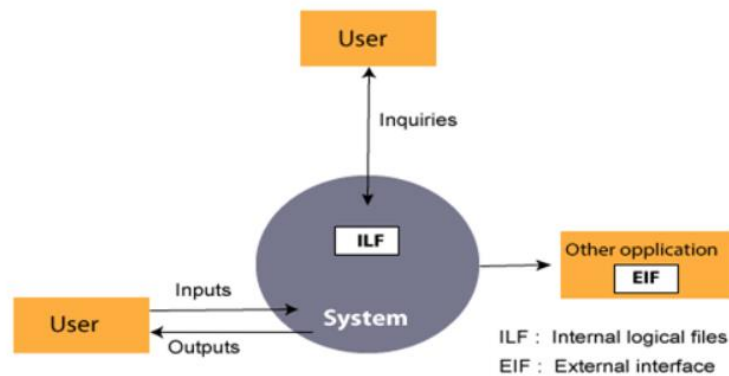
Agile teams favour the Fibonacci numbering system for estimating. You create a Fibonacci sequence by adding the two preceding numbers. For example, if your first number in a Fibonacci series is zero, your Fibonacci sequence is as follows: 1, 2, 3, 5, 8...). This point system is popular because there is about a 40% difference between each number in a Fibonacci sequence. In daily life, humans generally can't detect a size difference of anything less than 40%. For example, if you held a 1lb weight in one hand and a 1.2 lb weight in the other, it might be hard to tell them apart. You are far more likely to tell the difference once one of the weights tips to 1.4 lbs.

The Fibonacci system can be confusing to teams new to it, but being able to distinguish size differences makes it a popular choice.

Which method will your team adopt? Discuss and decide it as a team.

## Activity 4 – Using Functional Points for two of your User Stories

The FPA functional units are shown in Fig:



Types of FP Attributes

Measurements Parameters	Examples
1.Number of External Inputs(EI)	Input screen and tables
2. Number of External Output (EO)	Output screens and reports
3. Number of external inquiries (EQ)	Prompts and interrupts.
4. Number of internal files (ILF)	Databases and directories
5. Number of external interfaces (EIF)	Shared databases and shared routines.

1. Choose two User Stories for which you know their Story Points. For each User Story, perform steps 2-4.
2. Identify the external inputs and outputs.
3. Identify the external inquiries, number of internal files and number of external interfaces.
4. Fill in the form available at the URL below:  
[http://groups.umd.umich.edu/cis/course.des/cis525/js/f00/harvey/FP\\_Calc.html](http://groups.umd.umich.edu/cis/course.des/cis525/js/f00/harvey/FP_Calc.html)
5. Compare their relative FPs to their relative Story Points. What are your conclusions?

## Activity 5 – Work on your project

1. Which software measuring technique will your team adopt? Discuss the topic and decide as a team.
2. Organize your User Stories into Tasks, and Tasks into Springs.
3. Assign Tasks and Roles to your team members for the first Sprint. Try to balance the number of Story Points assigned to each team member.
4. Set deadlines, dates, and times for meetings.

## Activity 6 – Plotting your Project Schedule as a Gantt Chart

Trello has Power-ups to help you view your project schedule as a Gantt Chart. You are encouraged to try some of the existing options:

- Planyway
- TeamGantt
- Placker

See: <https://www.atlassian.com/blog/add-ons/automate-gantt-chart-project-roadmap-elegantt-trello>