<http://media.techtarget.com/searchEnterpriseLinux/downloads/04_Highsmith.pdf>

<https://www.slideshare.net/ahmedalnaqaa/understanding-agile-project-management-apm-28424611>

# Project Phases

## Envision

Definition: determine the product vision and project scope, project community and how the team will work together

* Define project expectations
  + Client meeting #1
  + Record survey from clients
  + Confirm budgeto
  + Confirm expected delivery date
* Define business objectives
  + Review case study documentation
  + Review survey from clients
  + Team meeting #1
  + Create minutes
* Define minimum deliverables
  + Client meeting #2
  + Record survey from clients
  + Team meeting #2
  + Create minutes
* Define other desired deliverables
  + Review survey to find other desired features
  + Analyse market value of features
* Appoint project team
  + Assign scrum master
  + Find project supervisor (tutor)
  + Explore project team member expertise
  + Assign project roles
  + Establish team values and norms
* Define stakeholders
  + Analysis of targeted market
  + Gain interest from sponsors

## Speculate

Definition: The primary purpose of this phase is for the teams to identify the features for this sprint()----develop a feature-based release, milestone and iteration plan to deliver the vision

* Requirements Definition
  + Analyse case study
  + Client meeting #3
  + Record survey from clients
* Create product backlog
  + Review survey from clients
  + Define desired features (epic user stories)
  + Evaluate and rank features to groom product backlog
* Plan features to be released
  + Review business objectives
  + Select features to be released and provide reasoning
  + Create sprint backlog (user stories)
* Create the iteration, milestone and release plan
  + Estimate effort and assign story points
  + Verify accuracy of estimates
  + Plan feature completion dates
  + Plan feature implementation dates
* Analyse risks
  + Team meeting #3
  + Create minutes
  + Document risks by feature

## Explore

Definition: deliver tested features in a short timeframe, seeking to reduce risk and uncertainty of the project

* Testing features
  + Ensure features are tested
  + Review requirements are met
* Review team performance
  + Team meeting #4
  + Create minutes
  + Discuss progress
  + Discuss upcoming tasks
  + Requests for assistance
* Reduce risks and uncertainties
  + Take note of issues and roadblocks
  + Discuss risks and seek to reduce them
  + Track progress on feature board
  + Make adjustments to plans
* Create Burndown and Burnup chart
  + Review effort estimations
  + Monitor scope creep
  + Monitor team velocity

## Adapt

Definition: review delivered results, current plans, team performance, and adapt if needed

* Review delivered features
  + Compare delivery with plan
  + Discuss strong and weak points of delivered product
  + Discuss and agree on changes
  + Client meeting #4
  + Review product with client
  + Validate business benefits
* Review team performance
  + Team meeting #5
  + Create minutes
  + Evaluate progress
* Adjust plans
  + Add or remove features
  + Edit effort estimations
  + Modify development processes
  + Adjust velocity
  + Review or change team members
  + Update list of risks

## Close

Definition: conclude the project, record things learnt, celebrate

* Ensure the deliverables are completed
* Ensure business objectives achieved
* Review performance
  + Record lessons learnt