## Envision

Definition: The purpose of this phase is to determine the foundation for the project ---- what product will be built, project community, how the team will work together, decide team norms and risk register.

* Define project expectations
  + Client meeting #1
  + Record survey from clients
  + Confirm budget
  + Confirm expected delivery date
* Define project charters
  + Review case study documentation and survey from clients
  + Set boundaries for the project
  + Define product vision
  + Target customer and benefits
* Determine project community
  + Client meeting #2
  + Record survey from clients
  + Define stakeholders
  + Nominate scrum master and level of authority given
  + Recruit team members
  + Push information out to team
* Define project tool set
  + Client meeting #3
  + Record survey from clients
  + Define communication tools among scrum master and stakeholders
  + Team meeting#1.1
  + Create minutes#1.1
  + Define collaboration tools among team members
  + Create minutes
* Develop team norms
  + Team meeting#1.2
  + Create minutes#1.2
  + Establish team norms
  + Decide risk register

## Speculate

Definition: The primary purpose of this phase is for the teams to identify the features for this sprint (iteration) ---- gather feature, effort estimate for these features, develop a feature-based delivery plan (release, milestone and iteration) to deliver the vision and incorporate risk mitigation strategies into the plan.

* Gather features
  + Analyse case study
  + Client meeting #4
  + Record survey from clients
* Create product backlog
  + Team meeting#2
  + Create minutes#2
  + Define desired features (epic user stories)
  + Estimate effort and assign story points
* Groom product backlog
  + Team meeting#3
  + Create minutes#3
  + Review survey from clients
  + Evaluate and rank features
* Plan features to be released
  + Team meeting#4
  + Create minutes#4
  + Review business objectives
  + Select features to be released and provide reasoning
  + Create sprint backlog (user stories)
* Create the iteration, milestone and release plan
  + Team meeting#5
  + Create minutes#5
  + Verify accuracy of estimates
  + Plan feature completion dates
  + Plan feature implementation dates
* Incorporate risk mitigation strategies
  + Team meeting #6
  + Create minutes#6
  + Document risks by feature

## Explore

Definition: The purpose of this phase is to deliver tested features in a short timeframe, seeking to reduce risk and uncertainty of the project

* 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
* Testing features
  + Ensure features are tested
  + Review requirements are met
* Create Burndown chart
  + Review effort estimations
  + Monitor team velocity
* Create Burnup chart
  + Review effort estimations
  + Predict team velocity
  + Monitor scope creep

## 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
* Review product with client
  + Client meeting #5
  + Validate business benefits
* Review team performance
  + Team meeting #7
  + Create minutes#7
  + 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: The purpose of this phase is to ensure all deliverables are complete , conclude the project, record things learnt, and celebrate.

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