

## SDEVEN Software Development &amp; Engineering Methodology

Version: 7.0.9

Release date: 230801

---

# Operational Meetings (SDEVEN.45-OPME)

## Table of Content

- [Operational Meetings \(SDEVEN.45-OPME\)](#)
  - [Preamble](#)
    - [The sprint event and process](#)
  - [Type of meetings](#)
  - [devPLAN development planning](#)
  - [devOPER operational schedule](#)
  - [devREVW operational review](#)
  - [prodREVW product goals review](#)
  - [Notes and abbreviations used in procedure](#)

## Preamble

This procedure treat production and planning meetings that take place in software development process.

### Agile SCRUM compliance

Procedure follow Agile SCRUM methodology recommendations for meeting types.

From this perspective the meetings has two important sessions (aka discussion panels, sections). These sessions should be clearly marked on meeting agenda, meaning should be clear from agenda level what is the *principal session objective*:

- **planning** for next with `PLAN` code-name<sup>1</sup>
- **review** of what was done with `REVW` code-name<sup>2</sup>

Of course, in each session inherently can happen things of both types, but *the principal session objective* should be just one of them.

## The `sprint` event and process

Before discussing *OPME meetings* a brief description of `sprint` concept could be necessary.

The `sprint` term describe the process (named event in "*Scrum Guide...*") where ideas, things are put in practice. It is a normal `software development` process like any other one and has the following properties.

### **sprint properties**

It is a fixed length event of one month or less to create consistency. A new `sprint` starts immediately after the conclusion of the previous `sprint`. All the work necessary to achieve the goals / objectives including its *planning*, *review*, *execution*, etc happen within `sprints`.

These properties determine the nature of *software development approach* which, by using `sprints` becomes an *iterative and evolutionary (spiral model)* one.

## Type of meetings

The **OPME** meetings can be first classified using 2 perspectives:

- *objective* ( `OBJ` code-name<sup>3</sup>) that was shortly discussed in previously section and can be a mix but with clear sections (discussion pannels)
- *frequency* ( `FRQ` code-name<sup>4</sup>) of repetition and *duration* ( `DUR` code-name<sup>5</sup>) of each one

The **OPME** meetings are highly thought out to fit into the previous classifications WITHOUT CREATING mixes within each class or at least MINIMIZING the mixes.

### **OPME Meetings**

The following types of meetings can be held:

- **development planning** ( `devPLAN` code-name) meeting (Agile SCRUM equivalent event: Sprint Planning)
- **operational schedule** ( `devOPER` code-name) meeting (Agile SCRUM equivalent event: Daily Scrum)
- **operational review** ( `devREVV` code-name) meeting (Agile SCRUM equivalent event: Scrum Review)
- **product goals review** ( `prodREVV` code-name) meeting (Agile SCRUM equivalent event: Scrum Retrospective)

## `devPLAN` development planning

This meeting has goal to plan the start and execution of a `sprint` which will call `sprintPLN` in next. Also should note that a (any) `sprint` has a specific / principal objective (keep ONE to make sure the sprint is sprint !!!) which will be called `sprintOBJ` in next.

**sprintPLAN CONSTRAINTS**

A `sprintPLAN` must take into account the following *constraint assumptions* during its execution:

- no changes will be made, especially changes that would endanger the `sprintOBJ`
- established quality (factors) will not decrease
- the `sprint` corresponding *CHANGELOG* is refined as needed
- scope may be clarified and renegotiated with the Product Owner / Product Manager as more is useful *but having in mind first assumption*
- the `sprintPLAN` is the subject of ROADMAP file update

But *where comes from* the `sprint` ? Well, it comes from a *list with issues*, usually found on ROADMAP file or a shorter list, but ROADMAP is the preferred place and this is "the way" SDEVEN recommend ([see also the SDEVEN.55\\_TRACE procedure](#)).

Otherwise, a `sprintPLAN` is absolutely similar to any other software development plan regarding an issue that has a *clear and completely defined finality*.

All the good practices and technical rules in software engineering, for example regarding maintainability, *must be considered* as in any software development plan made with maximum responsibility and care in observing the rules of software engineering.

**devPLAN Properties**

- principal objective: planning
- frequency: weekly

## `devOPER` operational schedule

The purpose of the `devOPER` is to inspect progress toward the `sprintOBJ` and adapt the specifications (initial ROADMAP information) as necessary, adjusting the upcoming planned work.

The `devOPER` is a *15-minute to 20-minute* event for the developers of the `sprint` execution team. To reduce complexity, it is held at the same time and place every working day of the `sprint`. All participants ***should act as developers*** regardless their actual position in project.

**devOPER Properties**

- principal objective: review
- frequency: daily

## devREVIEW operational review

The purpose of the devREVIEW is to inspect the outcome of a **finalized** sprint and determine future adaptations. The team involved (including project manager) presents the results of their work to *Product Manager* (and other key stakeholders if they are participating) and **progress toward the** sprintOBJ is discussed.

During the meeting, the whole participating team review what was accomplished and what has changed in their environment. Based on this information, attendees collaborate on what to do next.

The ROADMAP, CHANGELOG and RELNOTE documents may also be adjusted to meet new opportunities. The devREVIEW is a working session and the team **should avoid limiting it to a simple presentation** of facts.



### devREVIEW Properties

- principal objective: review
- frequency: minimum at 2 weeks

## prodREVIEW product goals review

The purpose of the prodREVIEW is to plan ways to increase quality and effectiveness.

The *Product Manager* and *Project Manager* (and if needed anyone else from product team) inspects how the last 'sprint' went with regards to individuals, interactions, processes, tools, and their assumptions and awareness regarding "**definition of Work Done and Done Well**". Inspected elements often vary with the domain of work. Assumptions that led them astray are identified and their origins explored. The discusses are focused on *what went well* during the 'sprint', *what problems* was encountered, and how those problems were (or were not) solved.



### prodREVIEW goal

The meeting goal is to identify the most helpful changes to improve its effectiveness. The most impactful improvements are addressed as soon as possible. They may even be added to the CHANGELOG and ROADMAP for the next activities.

The prodREVIEW concludes a sprint and its RELNOTE document. It will have a duration of maximum of three hours for a one-month sprint. For shorter sprints, the event is usually shorter.



### prodREVIEW Properties

- principal objective: review
- frequency: monthly

## Notes and abbreviations used in procedure

---

1. **PLAN** describe a type of OPME meeting where *planning is the principal objective* ↩
  2. **REVW** describe a type of OPME meeting where *review and actual situation analysis are the principal objectives* ↩
  3. **OBJ** acronym used to show the *principal objective* of a OPME meeting - can be **REVW** or **PLAN** ↩
  4. **FRQ** acronym used to show the *frequency* of an OPME meeting ↩
  5. **DUR** acronym used to show the *duration* of an OPME meeting ↩
- 

Last update: August 2, 2023