CAW: Product Owner Guide

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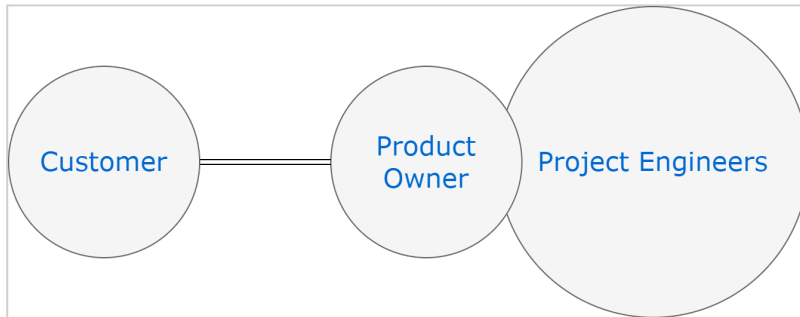BnR Generic pdf Template Version 2

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Introduction

The Car Wash project needs to be managed **agile**.

This document should be used as a guideline for the *Product Owner* of the Car Wash project. In the following section the task and responsibilities of the *Product Owner* are described.

Responsibilities of the Product Owner

The *Product Owner* is responsible for the success of the product (= the Car Wash application). He has a direct link to the *Customer* and the *Project Engineers*:

The responsibilities of the product owner are:

- **Overall** responsibility for the success of the project
- **Planning** (Milestones & Deliverables)
- **Management** (Agile, Kanban or Scrum Board; Version Control)
- **Risk** identification, taking measures to avoid risks proactively
- **Customer contact** for technical issues and requirement clarification
- **Review** the project to fulfill B&R internal or customer specific guidelines (coding, versioning, etc.)
- Check **spent hours** of the projects cyclically according to the agreement with the customer

Requirements for Project Management

The car wash project needs to be planned and managed in a professional way:

- **Plan** the project including all team members and tasks
- Define a way to collaborate into one project (**Version Control**)
- Define a way to control the project advancement (**Agile**: use a Kanban board, e.g. on the bulletin board of the training room; define roles - Scrum Master / Agile Coach and Engineering Team; regular sync meetings with the team, e.g. daily stand-ups)
- Set up a **kick-off meeting** with your E-Camp instructor on the first day of the project to present the project plan (together with the whole team)
- Set up at least **one additional meeting** during the project to present the current status (not in PPT, but in reality: Agile - get feedback based on **prototypes**)
- Communicate project risks and delays to the customer
- Present the project plan and project management related issues at the final presentation of the project; Distribute the other presentation tasks evenly among the team - everybody should get the chance to present

Option 1: Jira Kanban board

The E-Camp instructor will provide you an online Kanban board in the Jira environment that you can use to manage the project according to the instructions you got in the project management training.
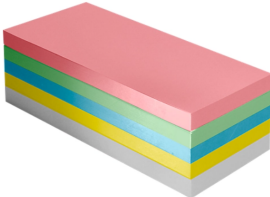
Option 2: Hardware Kanban board

The hardware Kanban board should contain the following **columns**:

The issues must only be moved to the next column, when they are really completed. If tests fail and bug fix implementations become necessary, move the item back to "In Progress".

	Open	In Progress	Module Test	Integration Test	Done
Story 1	Task 1		Task 2	Task 3 Task 4	
Story 2	Task 1	Task 2 Task 3		Task 4	Task 5

Colored moderation cards should indicate the **type** of the TODO:

	• Documentation • HMI • Control • Organizational

Colored Pins should indicate the responsible engineer:

The exact equipment will be provided by the E-Camp instructor.