Estimation Procedure

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Revision History

Version	Date	Prepared by / Modified by	Change Summary	Approved By	Approved On
1.0	May 03, 2017	Sridhar	First Draft Made	Anitha T G	May 18, 2017

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1. Purpose

The objective of this process is to arrive at the size of the user stories that helps the team to understand how much work can be delivered in each sprint.

2. Scope

This process is applicable for the projects that are executed in ePathUSA.

3. Entry and Inputs

3.1. Entry Criteria

This process will start as soon as the project is identified and agreed with the client.

3.2. Inputs

- SOW/Contract
- Product Backlog
- Project Management Plan

4. Activities

- Understand the estimation methodology for sizing user stories i.e., story points
- In case there is a deviation in project estimation method from QMS recommended methodologies, the same needs to be reviewed and approved by Delivery Head.
- Estimate Story Size as a team using relative sizing technique / planning poker.
- Agree on the story size estimation.
- As part of estimation, document following –
  - o Factors that have impacted the estimation
  - o Risks
  - o Assumptions
  - o Constraints
- Perform re-estimation during Product Backlog grooming sessions as needed based on the changes or feedback from the sprint reviews
- During the sprint planning, get the available hours from team.
- Break each story into detailed tasks and estimate hours to complete each task.
- Agree on sprint backlog
- Re-assess the estimates during sprint planning meeting.

5. Exit Criteria and Outputs

5.1. Exit Criteria

Estimation is complete and size is available to all the user stories.

5.2. Outputs

- Estimation in product backlog (Project Workbook)
- Sprint Workbook

6. References

- Templates
    - o Project Management Plan
    - o Project Workbook (Product Backlog)
    - o Sprint Backlog
- Guidelines
    - o Estimation Guidelines
    - ePathUSA_Policy