<Project Name>

Iteration Plan

[Note: Text enclosed in square brackets and displayed in blue italics (style=InfoBlue) is included to provide guidance to the author and should be deleted before publishing the document.]

# 1. Key milestones

[Key dates showing timelines, such as start and end date; intermediate milestones; synchronization points with other teams; demos; and so on for the iteration.]

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Iteration start |  |
|  |  |
|  |  |
| Iteration stop |  |

# 2. High-level objectives

[List the key objectives for the iteration, typically one to five. Objectives are high level and may take several work items to achieve. Number objectives and include outcomes for each objective. Examples follow.]

1. Address usability issues raised by Department X.
2. Deliver key scenarios A, B, and C that showcase meaningful integration with System Y.
3. Present a technical demonstration (demo).

# 3. Evaluation criteria

[A brief description of how to evaluate whether the high-level objectives were met. Examples follow.

1. Usability issues P, Q, and R resolved as agreed with head of Department X Usability issues P, Q, and R resolved as agreed with head of Department X Usability issues P, Q, and R resolved as agreed with head of Department X

2. Scenario A, B, and C demonstrated through successful UAT

3. Favorable response to technical demo.]

# 4. Work Item assignments

[This section should specifically call out the Work Items Lists to address in this iteration. Work Items should be identified with the objective they support, and should also include specific outcomes. State should be Complete or Incomplete]

The following Work Items will be addressed in this iteration:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Item ID** | **Name or key words of description** | **Outcome** | **State** | **Assigned to (name)** | **Estimated Hours** | **Hours worked** | **Estimate of hours remaining** |
| 1.1 | Resolve usability issue P | Usability issue P resolved as agreed to by head of Department X | Incomplete |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# 5. Issues

[List any issues to be solved during the iteration. Update status when new issues are reported during the daily meetings]

|  |  |  |
| --- | --- | --- |
| **Issue** | **Status** | **Notes** |
|  |  |  |

# 6. Assessment

[Use this section for capturing and communicating results and actions from assessments, which are typically done at the end of each iteration. If you don’t do this, the team may not be able to improve the way they develop software.]

|  |  |
| --- | --- |
| Assessment target | [This could be the entire iteration or just a specific component] |
| Assessment date |  |
| Participants |  |
| Project status | [For example, express as Red, Yellow, or Green.] |

## Assessment against objectives

[Document whether you addressed the objectives as specified in the Iteration Plan.]

## Work Items: Planned compared to actually completed

[Summarize whether all Work Items planned to be addressed in the iteration were addressed, and which Work Items were postponed or added.]

## Assessment against Evaluation Criteria Test results

[Document whether you met the evaluation criteria as specified in the Iteration Plan. This could include information such as “Demo for Department X was well-received, with some concerns raised around usability,” or “495 test cases were automated with a 98% pass rate. 9 test cases were deferred because the corresponding Work Items were postponed.”

The most important guideline here is that although satisfactorily completed items may summarily mentioned, incomplete items require a more comprehensive explanation ]

## Other concerns and deviations

[List other areas that have been evaluated, such as financials, or schedule deviation, as well as Stakeholder feedback not captured elsewhere.]