AgileWrap

Bringing agility to application lifecycle

User Guide

www.agilewrap.com

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Woodranch Technology Training

Greg Adam (My Profile) **1**

🔧 Setup   Project: SCS Project ▼

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Project   **Team Member**   Personalize   Manage Data

👥 **Team Member**   greg@woodranchtech.com

First Name*	Greg
Last Name*	Adam
Notification Email*	greg@woodranchtech.com
Phone	805 413 2122
Password*	
Re-Enter Password*	

2

Is Active*   ☑   **3**

Role   Manager   **4**

▶ **Personalize**

Time Zone*	US/Pacific ▼
Date Format*	mm/dd/yyyy ▼

5

I want to receive email updates for
☑ User Story, Tasks and Defects reported by me
☑ User Story, Tasks and Defects owned by me
☑ New Comments on User Story,Tasks and Defects previously commented upon by me

NOTE: You will not receive email for actions you perform.

1. Click on your **Profile**.
2. Change your password.
3. An inactive user cannot log in AgileWrap. A user story, task and defect cannot be assigned to an inactive user.
4. Your role is set by your Admin.
5. Select your **Time zone, Date Format** and **Email notification criteria**. AgileWrap delivers information in your time zone and date format.

👥

Team members are people who work on projects (or products) for the company. A team member owns user stories, tasks and defects for various projects, and works on completing them. Team members are defined at company level in AgileWrap, and are granted specific roles based on the type of work they perform. There are 4 predefined roles: **Administrator, Manager, Member, Guest.**

Create Users

1. Click *Add Team Member*. This link is visible to user with **Admin** role only.
2. When a member is added, an email invitation is sent to the new member with AgileWrap login information.
3. AgileWrap Roles – see below.

Administrator — Add users (team members).

Manager — Add/Plan projects, iterations & releases. Rank backlog.

Member — Add/Edit story, task & defect.

Guest — Track all. Add comments & attachments.
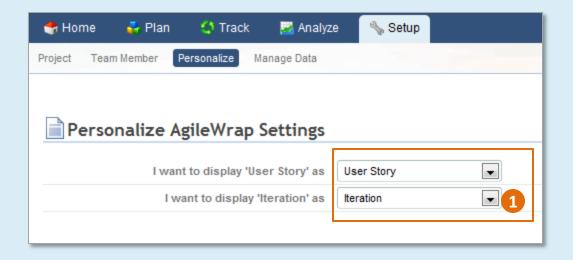
Personalize User Interface

Users with **Administrator** and **Manager** roles can personalize AgileWrap user interface.
1.   Select the keywords for the methodology used by your organization.
2.   Login again to view the changes in AgileWrap user interface.

AgileWrap is set, now you can create a project.
Let us first understand what are projects, iterations and releases.

What are Projects, Iterations and Releases?

Project

A Project is a "temporary endeavor undertaken to create a unique product, service or result." - from Wikipedia.
A project is composed of many iterations and releases. Team schedules work in iterations and releases of a project, and delivers the product in increments. At the end of the project, complete product is delivered.
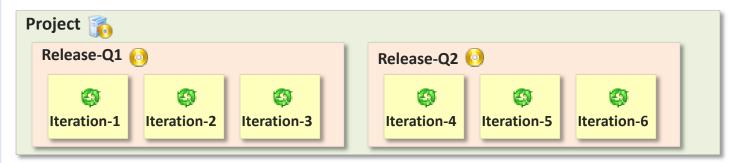
Iteration

An Iteration, also known as **Sprint**, **Milestone** or **Target**, is a fixed duration work cycle at the end of which the team delivers something demonstrable and of value. A whole development project is made up of many such iterations. Each iteration incrementally adds to the work done in the previous iterations. In agile methodologies, iterations are usually of short durations of 1 to 6 weeks. In AgileWrap you can define iterations of any duration to match with your processes or not use iterations at all.
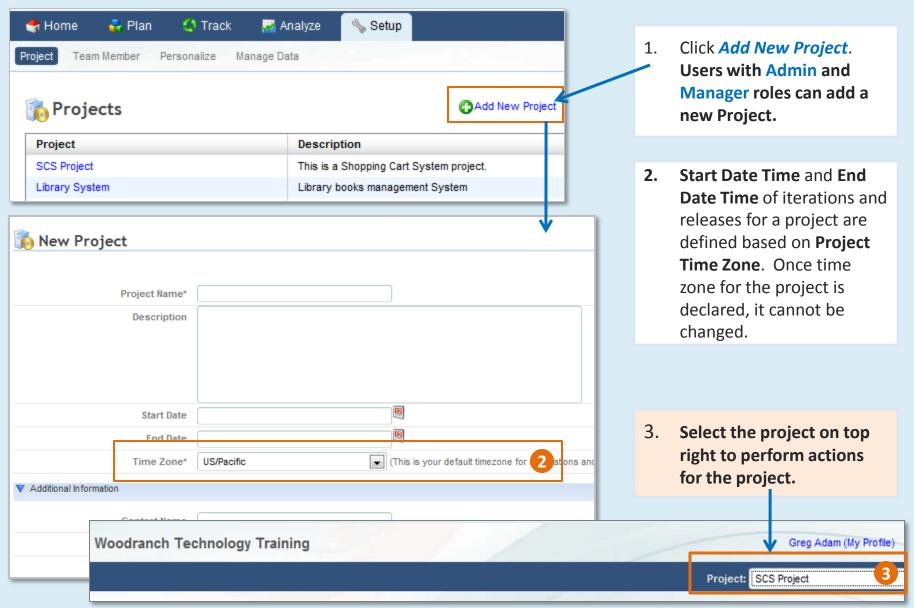
You can define iterations or releases or both in AgileWrap.

Release

A Release is the transition of an increment of potentially shippable product from the development team into routine use by customers. Releases typically happen when one or more iterations has resulted in the product having enough value to outweigh the cost to deploy it.

Project

Release-Q1

| Iteration-1 | Iteration-2 | Iteration-3 |

Release-Q2

| Iteration-4 | Iteration-5 | Iteration-6 |

Create and Select a Project

1. Click *Add New Project*. **Users with Admin and Manager roles can add a new Project.**

2. **Start Date Time** and **End Date Time** of iterations and releases for a project are defined based on **Project Time Zone**. Once time zone for the project is declared, it cannot be changed.

3. **Select the project on top right to perform actions for the project.**

What are User Stories and Tasks?

Now that we have selected a project from the drop-down on top right. We can do 2 things:

1. **Import user stories** from .csv file OR
2. **Create user stories** manually.
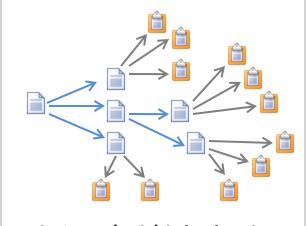
User Story 📄

User Story (Use Case, Requirement or Feature) is a description of the desired feature or work. It describes what needs to be done, and not how it should be done. In AgileWrap, user stories are requirements for a project that are scheduled in iterations for implementation, and are bundled together in the releases for the customers.
Stories are broken into smaller (children) stories and tasks for implementation.

Estimating Stories in Story Points

Stories are usually estimated in **Story Points.** Story point is a relative measure for the difficulty level of a user story. Story point ranges from 1, 2, 4, 8, 16 to X-Small, Small, Medium, Large, Extra Large in most of the cases. AgileWrap requires you To enter a numeric value for the story point, as it is rolled up to provide total point estimates for an epic (big user story), iteration or release. Although story point is used to measure the effort required to implement a story, its value is not directly related to the actual implementation hours. Since story points have no relevance to actual hours, it is easy for agile teams to think about the effort required to complete a story in abstract terms.
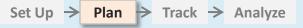
Big Story (Epic) is broken into smaller stories and tasks.
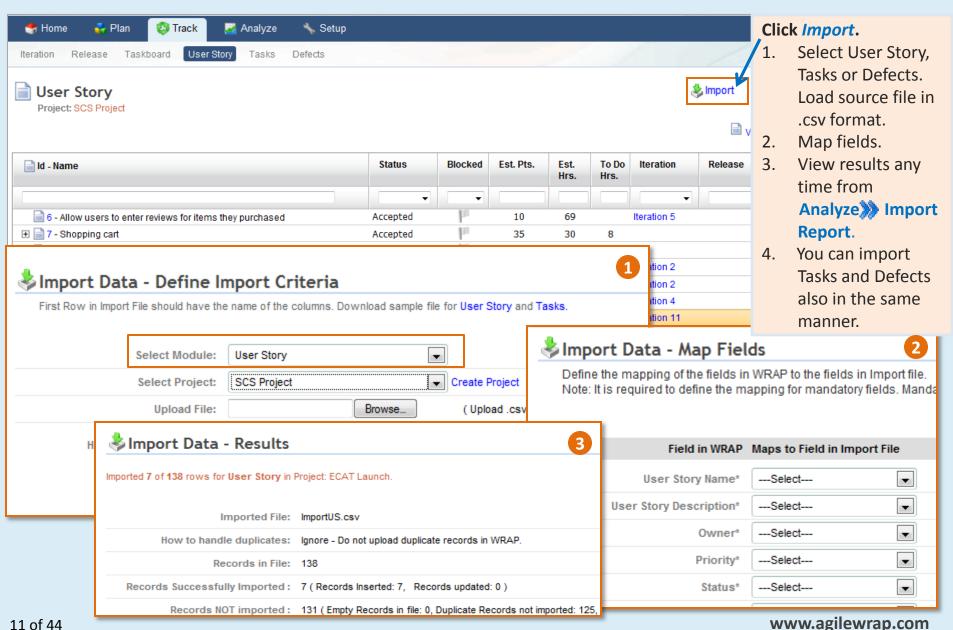
Task 📋

A Task is a description of the work to be performed by a **Team Member** in a **Project**. Tasks are used to implement the user stories. A task can be of any kind: Research, QA Testing, Design, Development etc.

Import User Stories (Tasks, Defects)

Home   Plan   Track   Analyze   Setup

Iteration | Release | Taskboard | **User Story** | Tasks | Defects

User Story
Project: SCS Project

⬇ Import

Id - Name	Status	Blocked	Est. Pts.	Est. Hrs.	To Do Hrs.	Iteration	Release
6 - Allow users to enter reviews for items they purchased	Accepted		10	69		Iteration 5	
7 - Shopping cart	Accepted		35	30	8		

Click *Import*.

1. Select User Story, Tasks or Defects. Load source file in .csv format.
2. Map fields.
3. View results any time from **Analyze ≫ Import Report**.
4. You can import Tasks and Defects also in the same manner.

1

⬇ **Import Data - Define Import Criteria**

First Row in Import File should have the name of the columns. Download sample file for **User Story** and **Tasks**.

Select Module: [User Story ▾]

Select Project: [SCS Project ▾]   **Create Project**

Upload File: [_____] [Browse...]   (Upload .csv

2

⬇ **Import Data - Map Fields**

Define the mapping of the fields in WRAP to the fields in Import file.
Note: It is required to define the mapping for mandatory fields. Manda...

3

⬇ **Import Data - Results**

Imported **7 of 138** rows for **User Story** in Project: ECAT Launch.

Imported File:	ImportUS.csv
How to handle duplicates:	Ignore - Do not upload duplicate records in WRAP.
Records in File:	138
Records Successfully Imported :	7 (Records Inserted: 7, Records updated: 0)
Records NOT imported :	131 (Empty Records in file: 0, Duplicate Records not imported: 125,

Field in WRAP	Maps to Field in Import File
User Story Name*	---Select--- ▾
User Story Description*	---Select--- ▾
Owner*	---Select--- ▾
Priority*	---Select--- ▾
Status*	---Select--- ▾

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Create a User Story-I

Backlog   User Story   Plan Product

User Story
Project: Shopping Cart System

Add User Story

Quick Links

🔍 Search   ②

➕ Add User Story

➕ Add Task

Id - Name	Status	Blocked	Est. Pts.	Est. Hrs.	To Do Hrs.	Iteratio
⊞ 1 - User registration and profile entry with credit cards	In Progress		19	29	9	
⊞ 4 - Allow admin to enter Item Categories	In Progress		4	73	20	
5 - Allow admin to enter Items and prices						
6 - Allow users to enter reviews for items they						
⊞ 7 - Shopping cart						
⊞ 11 - Checkout and purchase						
12 - Search for items						
13 - Show related items						

1. **Click** *Add User Story*.
2. **Alternately, click** *Add User Story* **on Quick Links** **menu on left.**

Add User Story

📄 **User Story**

Save   Save and Add   Cancel

Name*   Search for items

Description

B I U ABC | ☰ ☰ ☰ ☰ | Paragraph ▾ | Font family ▾ | Font size ▾

As a shopper, I want to search for items by name and category.

Path: p

3.   Add story name in pop up page and save for **quick add**.
Or add more information...

You can add user story from Plan >>Backlog tab also.

Priority   High ▾   **Status***   New ▾

Points Est.   [ ]   **User Story Author**   Andy Smith ▾

▶ **Additional Information**

▶ **Attachments**

Create a User Story -II

Estimated Points of a parent story are replaced by its child story's **Est. Points** automatically.

1. Click grey flag to set the story **Blocked**.
2. Enter owner, external links and comment.
3. Click to view and select **parent user story.**
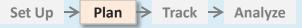4. The comment added shows under **Comments** section.
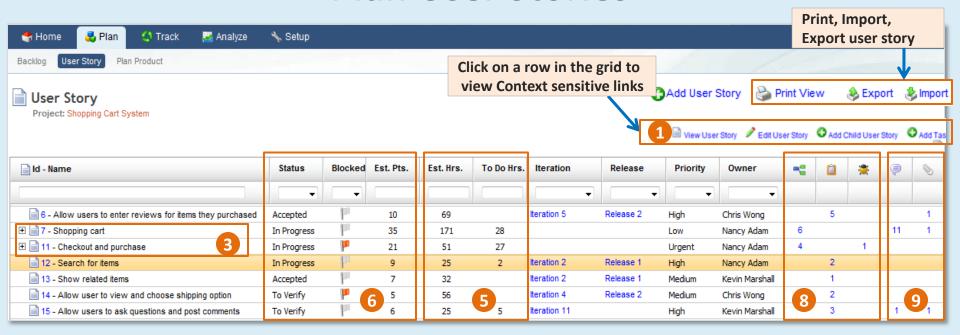5. Files uploaded (specs, mockups etc) show under **Attachments** section.
6. Story **Status, Blocked Status** and **Hours** are rolled up from its tasks.
7. Parent story **Status, Blocked Status, Est. (story) Points** and **Hours** are rolled up from its children stories.

User Story Workflow

New ➡ Defined ➡ In Progress ➡ To Verify ➡ Accepted

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Plan User Stories

Print, Import, Export user story

Click on a row in the grid to view Context sensitive links

| Home | Plan | Track | Analyze | Setup |

Backlog | User Story | Plan Product

📄 **User Story**
Project: Shopping Cart System

Add User Story   🖨 Print View   Export   Import

1 📄 View User Story ✏ Edit User Story ⊕ Add Child User Story ⊕ Add Task

📄 Id - Name	Status	Blocked	Est. Pts.	Est. Hrs.	To Do Hrs.	Iteration	Release	Priority	Owner	⛓	📋	🐞	💬	🔗
📄 6 - Allow users to enter reviews for items they purchased	Accepted	🏳	10	69		Iteration 5	Release 2	High	Chris Wong		5			1
⊞ 📄 7 - Shopping cart	In Progress	🏳	35	171	28			Low	Nancy Adam	6			11	1
⊞ 📄 11 - Checkout and purchase	In Progress	🚩	21	51	27			Urgent	Nancy Adam	4		1		
📄 12 - Search for items	In Progress	🏳	9	25	2	Iteration 2	Release 1	High	Nancy Adam		2			
📄 13 - Show related items	Accepted	🏳	7	32		Iteration 2	Release 1	Medium	Kevin Marshall		1			
📄 14 - Allow user to view and choose shipping option	To Verify	🚩	5	56		Iteration 4	Release 2	Medium	Chris Wong		2			
📄 15 - Allow users to ask questions and post comments	To Verify	🏳	6	25	5	Iteration 11		High	Kevin Marshall		3		1	1

(markers: **3**, **6**, **5**, **8**, **9**)

💬 **You have defined user stories in AgileWrap. Now you can view, break and estimate stories.**

1. To break a user story into smaller stories, select story row, and click on *Add Child User Story* link on top right.
2. To break a user story into tasks, select a user story row, and click *Add Task* link on top right.
3. Expand and collapse stories. Node setting is saved in browser automatically and is visible on next visit.

4. **Update estimate, priority, owner using in-line editing - cells show in GREEN on hovering.**
5. **Story Status, Est. Hours** and **ToDo Hours** are rolled up automatically from tasks of a story.
6. **Est. Points, Story Status** and **Blocked Status** are rolled up automatically from children stories.
7. Update **Blocked Status** of a story manually if you want to overwrite rolled up value.
8. **Total Children Stories**, **Total Tasks** and **Total Defects** are rolled up for a parent story.
9. **Total Comments** and **Total Attachments** show notes and files uploaded for the current story.

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What is a Product Backlog?

When you define user stories in AgileWrap they are added in the Product Backlog automatically.

Product Backlog

Product Backlog is the master list of all the pending **requirements (user stories) and known defects of the project (or product).** When a project is initiated, all the high level requirements are determined and added to the backlog. At the time of iteration planning, requirements are detailed, and decomposed into smaller and more specific functionality. This allows backlog to grow and change, as more is learned about the product and the customers.

Typically, a product owner owns and prioritizes the product backlog. He or she describes the highest priority items to the team at the time of iteration planning meeting. The team determines the items that can be completed during the iteration, and moves those items to the iteration backlog. In doing so they break each product backlog item into one or more iteration backlog tasks so that they can share the work effectively during the iteration. Conceptually, the team starts at the top of the prioritized backlog list and draws a line after the last high priority item that could be completed in the iteration.
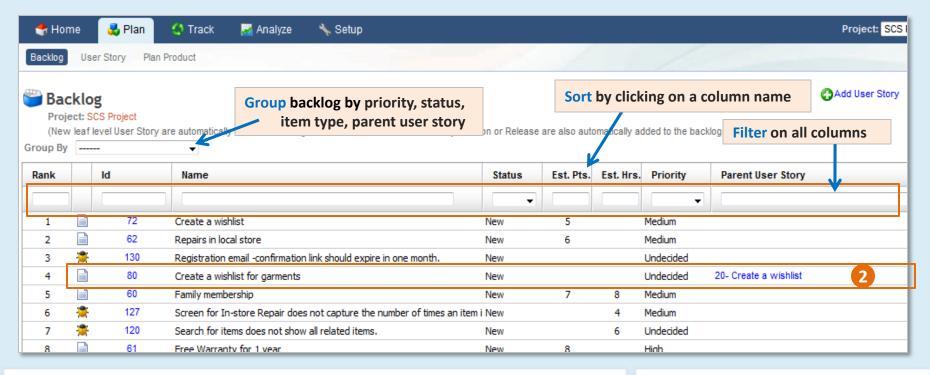
Rank	Backlog item
1	User story #1 (leaf level)
2	User story #20 (leaf level)
3	Defect -1
4	User story #15
5	User story #22
6	Defect #24
7	Defect #45

In AgileWrap, Product Backlog has pending leaf level user stories **(requirements) and defects. Pending stories and defects have** NO iteration **and** NO release **assigned.**

Product Backlog

Backlog has pending leaf level user stories (requirements) and defects.

1. When you create a user story, it is **added in the end of the Backlog** automatically. When you create a defect, it is **added in the end of the Backlog** automatically **ONLY IF** it has **NO iteration** and **NO release**.
2. **When you break a story into smaller (children) stories, then the parent story already existing in the Backlog is replaced by its children stories .**
3. You can update **Est. Pts., Est. Hrs** and **Priority** using **in-line editing – cells show in GREEN on hovering.**

Prioritizing (ranking) Backlog
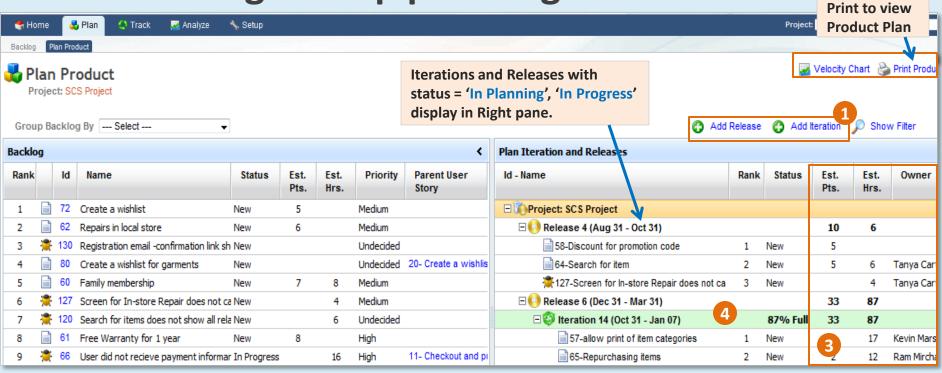
4.1 Select an item by clicking on white space on the row.

4.2 Drag and drop one or multiple items to new location.

4.3 Alternately, edit **Rank** column and enter new rank.

We have prioritized Product Backlog. Now we are ready to plan iterations and releases.

Drag & drop planning of Product

Print to view Product Plan

Iterations and Releases with status = 'In Planning', 'In Progress' display in Right pane.
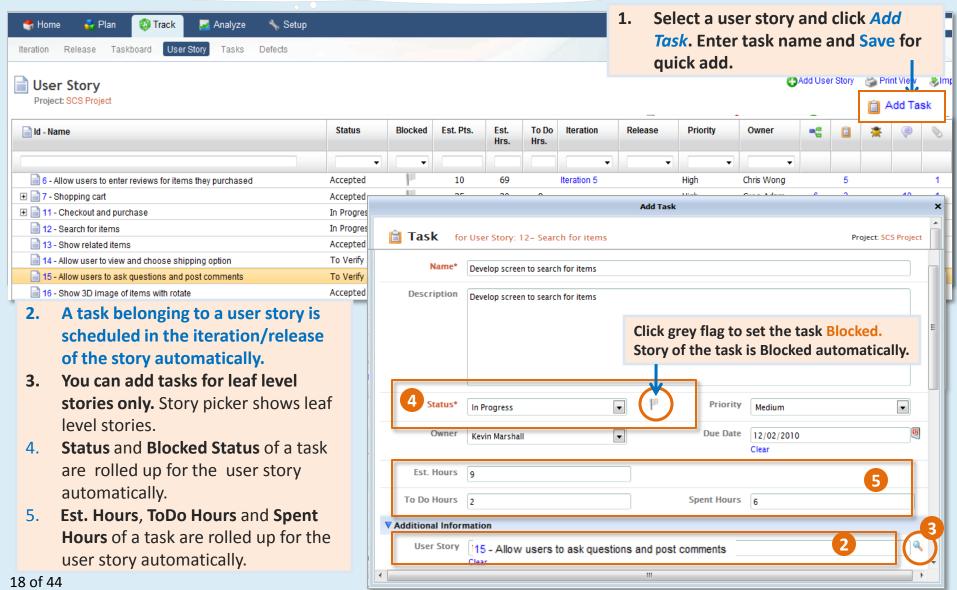
1. Select a project on **Right Pane**. Click *Add Iteration* or *Add Release* links on top right to add iterations/releases for the project.
2. **Drag & Drop Planning**
   - Drag & drop highest business value (ranked) user stories from **Left Pane (Backlog)** on left to iteration/ release nodes on **Right Pane**.
   - Next, drag & drop items within an iteration/release node of **Right Pane** to rank items within that iteration/release backlogs.

3. **Break story in Tasks. Estimate and Assign stories.**
   - Select a story on Right Pane, and click *Add Task* link on top right. Enter **Est. Hrs.** for the task. **Est. Hrs**. of tasks are rolled up for the story.
   - Use in-line editing to update **Est. Pts.** and **Owner** – editable cells show in **GREEN** on hovering.

4. If iteration < 100% FULL, node shows in **GREEN.** If it is >100% FULL, node shows in **ORANGE**. Hover over %FULL for more info.
5. Rebalance iteration scope by dragging & dropping more items.

Add Task for User Story (Requirement)

You can add tasks for a user story on **Track » User Story** tab also.

1. **Select a user story and click *Add Task*. Enter task name and Save for quick add.**

2. **A task belonging to a user story is scheduled in the iteration/release of the story automatically.**

3. **You can add tasks for leaf level stories only.** Story picker shows leaf level stories.

4. **Status** and **Blocked Status** of a task are rolled up for the user story automatically.

5. **Est. Hours**, **ToDo Hours** and **Spent Hours** of a task are rolled up for the user story automatically.

Click grey flag to set the task Blocked. Story of the task is Blocked automatically.

Where can I track progress?

Track Iteration progress here:

All Iterations
An Iteration (and its story, tasks and defects)
Iteration members workload
Taskboard
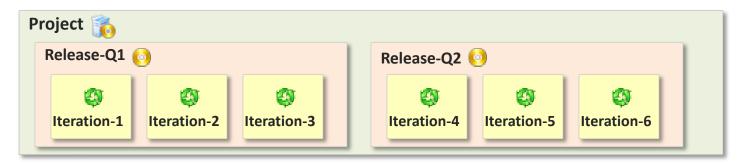
Track Release progress here:

All Releases
A Release (and its iterations, story, tasks and defects)

Project

Release-Q1

| Iteration-1 | Iteration-2 | Iteration-3 |

Release-Q2

| Iteration-4 | Iteration-5 | Iteration-6 |

Track User Story progress here:

All user stories
A User story (and its tasks, children stories and defects)
All Tasks
All Defects

Track and Analyze progress here:
- **Manager Dashboard**
- **Chart: Iteration Burn-down**
- **Chart: Story cumulative flow**
- **Chart: Burn Up**
- **Chart: Velocity chart**
- **Chart: Defects cumulative**
- **Chart: Defects by priority trending**
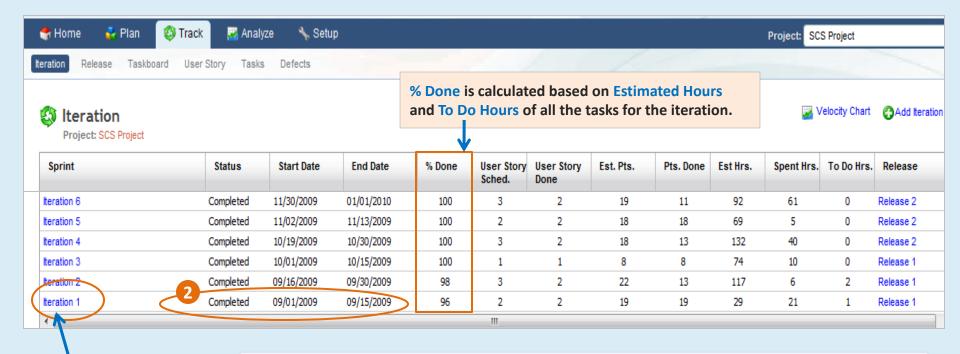
Track your work progress here:

My ToDo (Stories, tasks and defects assigned to you)
My Dashboard

Track all Iterations

🏠 Home	📋 Plan	🎯 **Track**	📊 Analyze	🔧 Setup						Project:	SCS Project	

Iteration | Release | Taskboard | User Story | Tasks | Defects

🎯 **Iteration**
Project: SCS Project

📈 Velocity Chart   ➕ Add Iteration

% Done is calculated based on **Estimated Hours** and **To Do Hours** of all the tasks for the iteration.

Sprint	Status	Start Date	End Date	% Done	User Story Sched.	User Story Done	Est. Pts.	Pts. Done	Est Hrs.	Spent Hrs.	To Do Hrs.	Release
Iteration 6	Completed	11/30/2009	01/01/2010	100	3	2	19	11	92	61	0	Release 2
Iteration 5	Completed	11/02/2009	11/13/2009	100	2	2	18	18	69	5	0	Release 2
Iteration 4	Completed	10/19/2009	10/30/2009	100	3	2	18	13	132	40	0	Release 2
Iteration 3	Completed	10/01/2009	10/15/2009	100	1	1	8	8	74	10	0	Release 1
Iteration 2	Completed	09/16/2009	09/30/2009	98	3	2	22	13	117	6	2	Release 1
Iteration 1	Completed	09/01/2009	09/15/2009	96	2	2	19	19	29	21	1	Release 1

2

Click on an iteration to view detail – Burn Down graph, user stories, tasks, defects and members workload for the iteration.

1. Track progress - View scheduled work v/s completed work, scheduled hours v/s completed hours.
2. An iteration can be **In Planning**, **In Progress** or **Completed** state. An iteration stays in a state until changed by you. There is no impact of **Start Date** and **End Date** of an iteration on iteration status.

Track an Iteration Detail – List View

Home	Plan	Track	Analyze	Setup						Project:	SCS Project

Iteration | Release | Taskboard | User Story | Tasks | Defects

Iteration
Project: SCS Project

📊 Velocity Chart   ➕ Add Iteration

Sprint	Status	Start Date	End Date	% Done	User Story Sched.	User Story Done	Est. Pts.	Pts. Done	Est Hrs.	Spent Hrs.	To Do Hrs.	Release
Iteration 11	In Progress	05/31/2010	07/24/2010	85	4	3	30	20	47			
Iteration 10	Completed	05/02/2010	06/30/2010	100	4	3	26	18	88			

Iteration   Iteration 11

Detail | Items | Participants

Select a row in grid to view context sensitive links
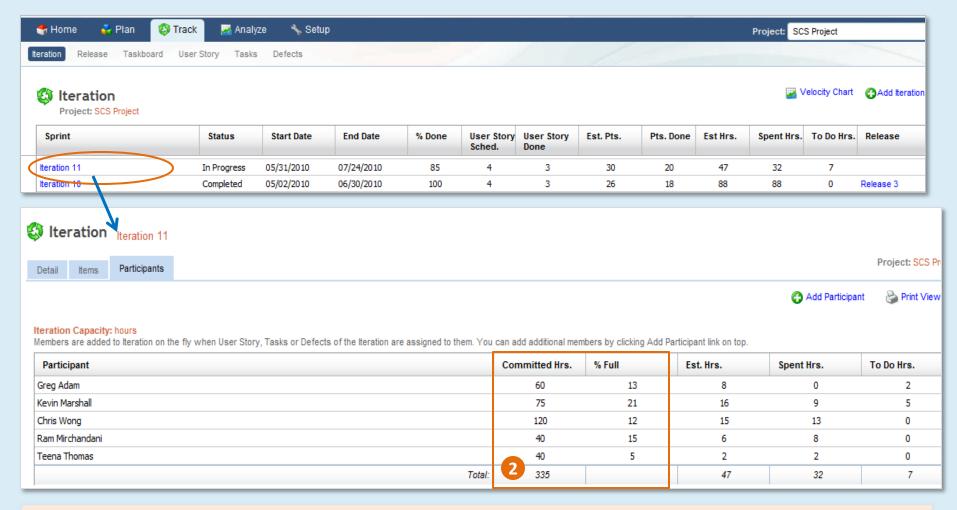
▼ Iteration Backlog **1**

🧩 Plan Product   🖨 Print Backlog
📄 View User Story   ✏ Edit User Story

Group By [------ ▼]

Rank		Id	Name	Status	Blocked	Owner	Est Pts	Est Hrs
1	📄	15	Allow users to ask questions and post comments	To Verify	🏳	Kevin Marshall	6	25
2	📄	25	Delete a wishlist	To Verify	🏳	Greg Adam	6	10
3	📄	27	Allow user to forward wishlist items to others	To Verify	🏳	Kevin Marshall	8	14
4	📄	45	Refund for returned items	New	🏳	Kevin Marshall	10	
5	🐞	92	User comments do not show up in rich text.	New	🏳			

User Story: 4 Defects: 1 | | | | | Total: | 30 | 49 |

▼ Iteration Tasks **2**

View [All Tasks ▼]

	Id	Task	Status	Blocked	Owner	Est. Hrs.	Spent Hrs.	ToDo Hrs.	Due Date	
📋	91	Dvelop a screen for inputting questions	To Verify	🏳	Kevin Marshall	10	5	5	High	15- Allow users to ask

1. Iteration Backlog

- Shows user stories and defects by Rank.
- Track and update items using sorting, grouping and in-line editing.

2. Iteration Tasks

- Shows tasks of the user stories scheduled.
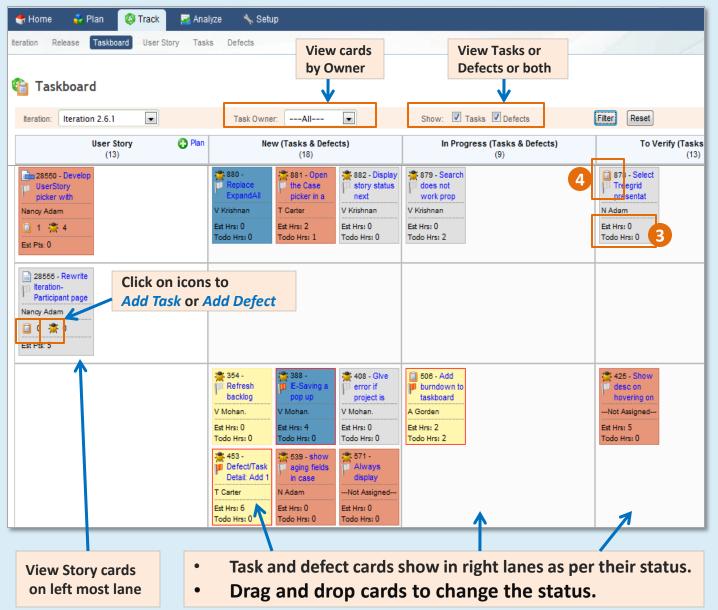- Track and update tasks using predefined views, sorting and in-line editing.

Track an Iteration Detail – Participants

1. **Members are added to the iteration on the fly when tasks and defects are assigned to them.**
2. **Enter Committed Hours for members. Track members workload status – 100% Full is calculated automatically.**
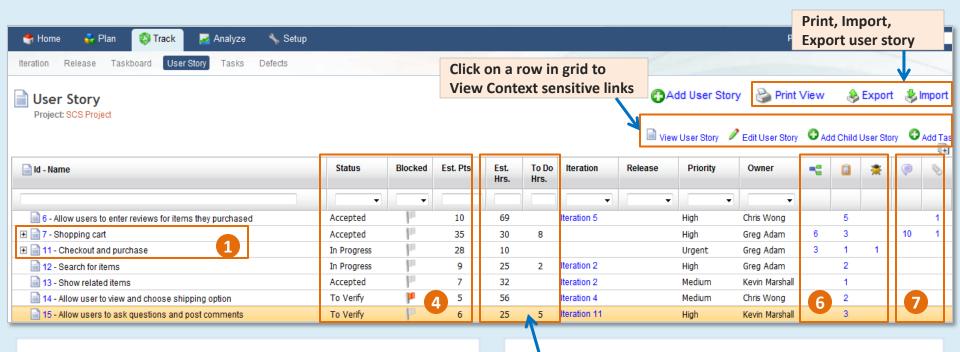
Track an Iteration – Taskboard (Cards View)

1. **All tasks for a story show on board.**
2. **Defects for a story show only when defects are scheduled in the current iteration.**
3. **Update Points (Pts) and Hours (Hrs) by clicking on a card.**
4. **Block an item by clicking on grey flag.**
5. If a Task is blocked, its Story is blocked automatically.
6. Story Status is rolled up from its tasks Status automatically.
7. **Click on 🖉 (shows on hovering over a card) to edit a card, and add Comment & upload Attachment.**

Callouts on screenshot:
- View cards by Owner
- View Tasks or Defects or both
- Click on icons to **Add Task** or **Add Defect**
- View Story cards on left most lane

- **Task and defect cards show in right lanes as per their status.**
- **Drag and drop cards to change the status.**

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Track all User Stories

Print, Import, Export user story

	Home		Plan		Track		Analyze		Setup

Iteration Release Taskboard **User Story** Tasks Defects

User Story
Project: SCS Project

Click on a row in grid to View Context sensitive links

➕ Add User Story   🖨 Print View   📤 Export   📥 Import

📄 View User Story   ✏ Edit User Story   ➕ Add Child User Story   ➕ Add Tas

Id - Name	Status	Blocked	Est. Pts	Est. Hrs.	To Do Hrs.	Iteration	Release	Priority	Owner	🔗	📋	🐞	💬	📎
📄 6 - Allow users to enter reviews for items they purchased	Accepted	🚩	10	69		Iteration 5		High	Chris Wong		5			1
⊞ 📄 7 - Shopping cart	Accepted	🚩	35	30	8			High	Greg Adam	6	3		10	1
⊞ 📄 11 - Checkout and purchase	In Progress	🚩	28	10				Urgent	Greg Adam	3	1	1		
📄 12 - Search for items	In Progress	🚩	9	25	2	Iteration 2		High	Greg Adam		2			
📄 13 - Show related items	Accepted	🚩	7	32		Iteration 2		Medium	Kevin Marshall		1			
📄 14 - Allow user to view and choose shipping option	To Verify	🚩	5	56		Iteration 4		Medium	Chris Wong		2			
📄 15 - Allow users to ask questions and post comments	To Verify	🚩	6	25	5	Iteration 11		High	Kevin Marshall		3			

1 **4** **6** **7**

1. Expand and collapse stories. Node setting is saved in browser automatically and is visible on next visit.
2. Update **Estimate, Priority, Owner** using in-line editing - **cells show in GREEN on hovering.**

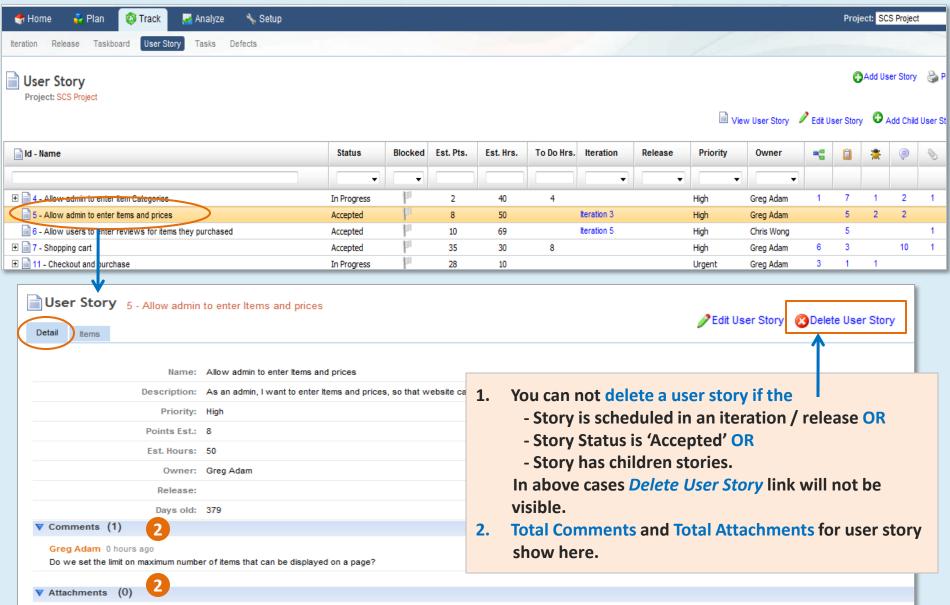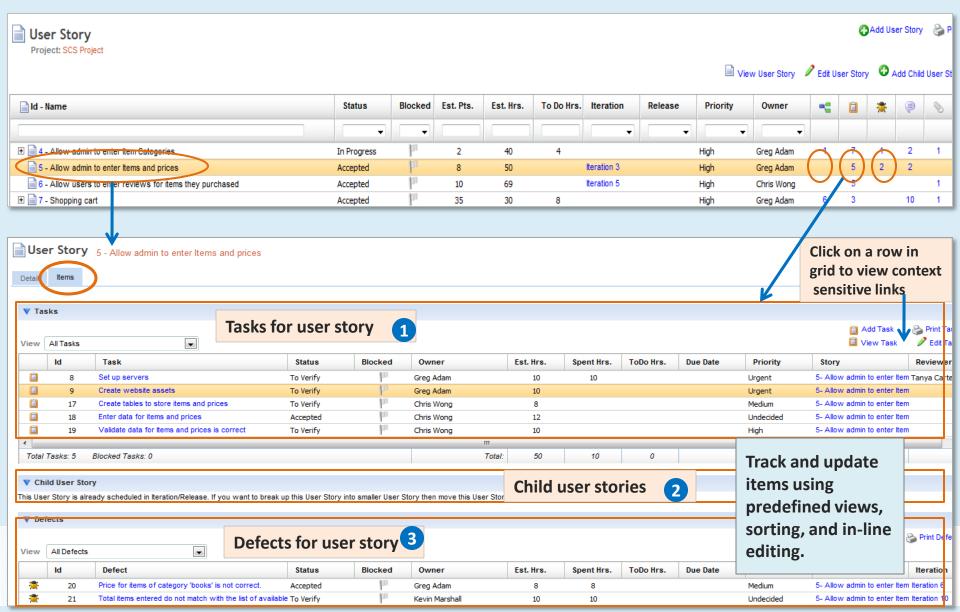3. **Story Status, Est. Hours** and **ToDo Hours** are rolled up automatically from tasks of a story.
4. **Est. Points, Story Status** and **Blocked Status** are rolled up automatically from children stories.
5. Update **Blocked Status** of a story manually if you want to overwrite rolled up **Blocked Status**.
6. **Total Children Stories**, **Total Tasks** and **Total Defects** are rolled up for a parent story.
7. **Total Comments** and **Total Attachments** show notes and files uploaded for the current story.

User Story Workflow

New ➡ **Defined** ➡ **In Progress** ➡ **To Verify** ➡ **Accepted**

Track a User Story - Detail

1. **You can not delete a user story if the**
   - **Story is scheduled in an iteration / release OR**
   - **Story Status is 'Accepted' OR**
   - **Story has children stories.**

   In above cases *Delete User Story* link will not be visible.

2. **Total Comments and Total Attachments for user story show here.**

Track a User Story - Items

User Story
Project: SCS Project

Add User Story

View User Story Edit User Story Add Child User St

Id - Name	Status	Blocked	Est. Pts.	Est. Hrs.	To Do Hrs.	Iteration	Release	Priority	Owner				
4 - Allow admin to enter Item Categories	In Progress		2	40	4			High	Greg Adam	1	7	1	2	1
5 - Allow admin to enter Items and prices	Accepted		8	50		Iteration 3		High	Greg Adam		5	2	2
6 - Allow users to enter reviews for items they purchased	Accepted		10	69		Iteration 5		High	Chris Wong		5		1
7 - Shopping cart	Accepted		35	30	8			High	Greg Adam	6	3	10	1

User Story 5 - Allow admin to enter Items and prices

Detail **Items**

▼ **Tasks**

Tasks for user story **1**

Add Task Print Ta
View Task Edit Ta

View All Tasks

	Id	Task	Status	Blocked	Owner	Est. Hrs.	Spent Hrs.	ToDo Hrs.	Due Date	Priority	Story	Reviewer
	8	Set up servers	To Verify		Greg Adam	10	10			Urgent	5- Allow admin to enter Item	Tanya Carte
	9	Create website assets	To Verify		Greg Adam	10				Urgent	5- Allow admin to enter Item	
	17	Create tables to store items and prices	To Verify		Chris Wong	8				Medium	5- Allow admin to enter Item	
	18	Enter data for items and prices	Accepted		Chris Wong	12				Undecided	5- Allow admin to enter Item	
	19	Validate data for Items and prices is correct	To Verify		Chris Wong	10				High	5- Allow admin to enter Item	

Total Tasks: 5 Blocked Tasks: 0 Total: 50 10 0

▼ **Child User Story**

Child user stories **2**

This User Story is already scheduled in Iteration/Release. If you want to break up this User Story into smaller User Story then move this User Stor

▼ Defects

Defects for user story **3**

Print De

View All Defects

	Id	Defect	Status	Blocked	Owner	Est. Hrs.	Spent Hrs.	ToDo Hrs.	Due Date		Iteration
	20	Price for items of category 'books' is not correct.	Accepted		Greg Adam	8	8			Medium	5- Allow admin to enter Item Iteration 6
	21	Total items entered do not match with the list of available	To Verify		Kevin Marshall	10	10			Undecided	5- Allow admin to enter Item Iteration 10

Click on a row in grid to view context sensitive links

Track and update items using predefined views, sorting, and in-line editing.

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Track Tasks

Print, Import, Export tasks

Select a row on grid to View context sensitive links

4 Predefined Views

Click on task Id to view task detail

Task Workflow

New ➡ **In Progress** ➡ **To Verify** ➡ **Accepted** ↩ **Reopen**

*A task can be assigned to a user any time.

1. Sort and filter on all columns.
2. Click on white space on a row to select a task. Use **context sensitive links** on top right to take action.
3. **A task schedules in the iteration / release of its user story automatically.**
4. **An independent task (having no user story) schedules in an iteration / release via Edit Task pop up window.**
5. **Update task using in-line editing – cells show in GREEN on hovering.**

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What is a defect?

Defect 🐞

Defect is a bug or a problem with the system. AgileWrap has a full featured defects management system that allows creation, assignment, modification and tracking of defects.

You can prioritize defects along with the user stories in the product backlog and schedule these defects in the iterations and releases later. This way team is always working on highest priority items. At the time of creation of a defect in AgileWrap, if you assign an iteration then the defect is scheduled in that iteration. But, if you do not assign an iteration then the defect is added in the end of the product backlog.

Defect Life Cycle

New ➡ In Progress ➡ To Verify ➡ Accepted
↩ Reopen
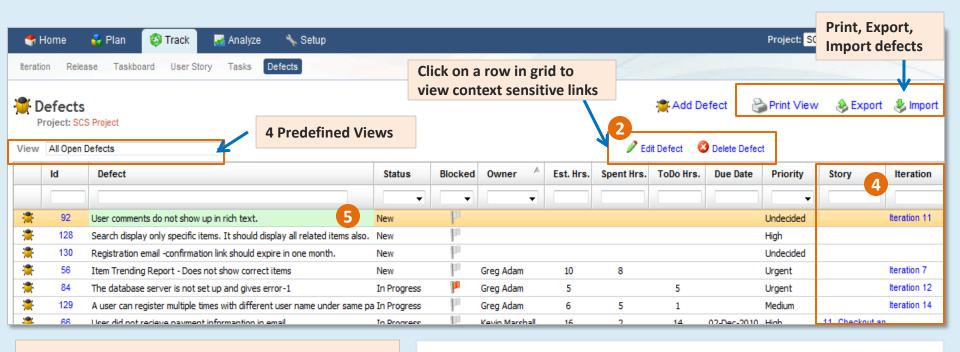
Defect Resolution State

Fixed	Defect is fixed and the issue no longer exists.
Invalid	Defect is not valid, and there is no need to fix it.
Duplicate	Defect is a duplicate, as the same defect already exists in AgileWrap.
Won't fix	Defect is vaild, but it will not be fixed.
Later	Defect is not critical and will be fixed in future.
Works for me	Defect could not be reproduced.
Released	Defect is already resolved and released to production.

Track Defects

Print, Export, Import defects

Click on a row in grid to view context sensitive links

4 Predefined Views

A defect is added in the end of product backlog automatically upon creation if it has NO iteration and NO release assigned.

Defect Workflow
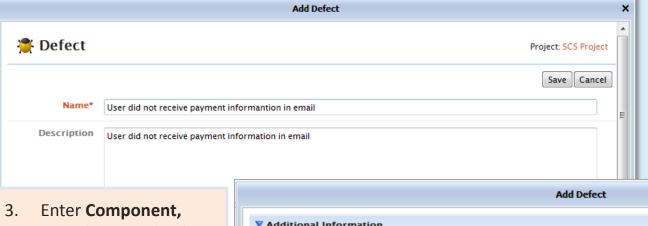
New ➡ In Progress ➡ To Verify ➡ Accepted
                                    ⬑ Reopen

*A defect can be assigned to a user any time.

---

1. Sort and filter on all columns.
2. Click on white space on a row to select a defect. View **context sensitive links** on top right upon selection.
3. **A defect does not schedule in the iteration/release of its user story automatically.**
4. **You can schedule a defect in an Iteration/ Release via** *Edit Defect* **link OR go to Plan >> Plan Product tab to do so.**
5. **Update defect using in-line editing – cells show in GREEN on hovering.**
6. Resize columns to view new sizing upon visiting next time. Settings are saved in browser automatically.

Add Defect
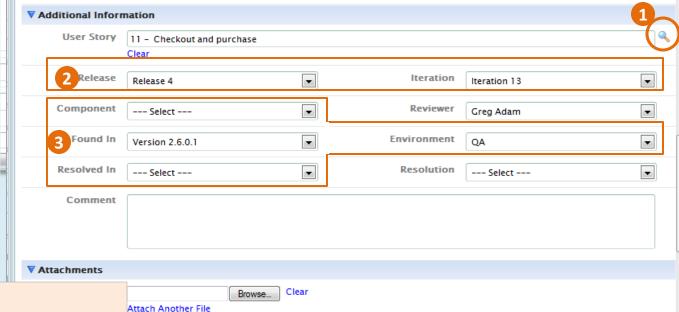
1. **Click to select a user story for the defect. If a defect is Blocked, its story does not block automatically.**
2. If defect is associated with a user story, it does not schedule in the iteration/ release of the story. **Schedule defect in an iteration or release here or Plan >> Plan Product tab.**

Add Defect ✕

🐞 **Defect**

Project: **SCS Project**

Save   Cancel

Name* User did not receive payment informantion in email

Description User did not receive payment information in email

3. Enter **Component, Found In, Resolved In, Environment** on **Setup >> Manage Data** tab to view entries in dropdowns.
4. If you add a comment, it shows under **Comments** section.
5. Files uploaded show under **Attachments** section .

Add Defect

▼ **Additional Information**

(1)

User Story 11 – Checkout and purchase   🔍
Clear

(2) **Release** Release 4   **Iteration** Iteration 13

Component --- Select ---   **Reviewer** Greg Adam

(3) **Found In** Version 2.6.0.1   **Environment** QA

Resolved In --- Select ---   **Resolution** --- Select ---

Comment

▼ **Attachments**

Browse...   Clear
Attach Another File

Save   Cancel
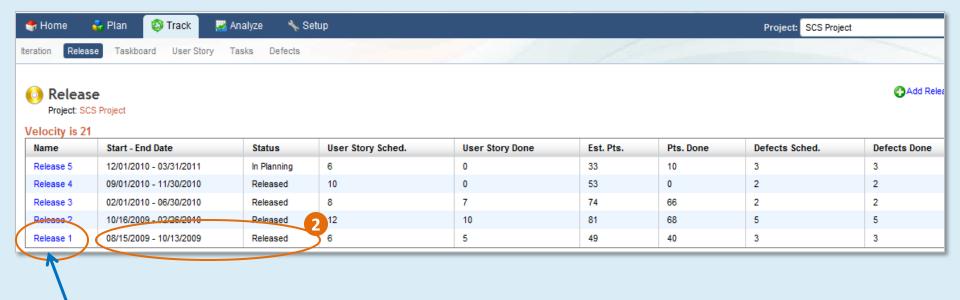
Defect Workflow

New ➡ **Progress** ➡ **To Verify** ➡ **Accepted**
➡ **Reopen**

Track all Releases
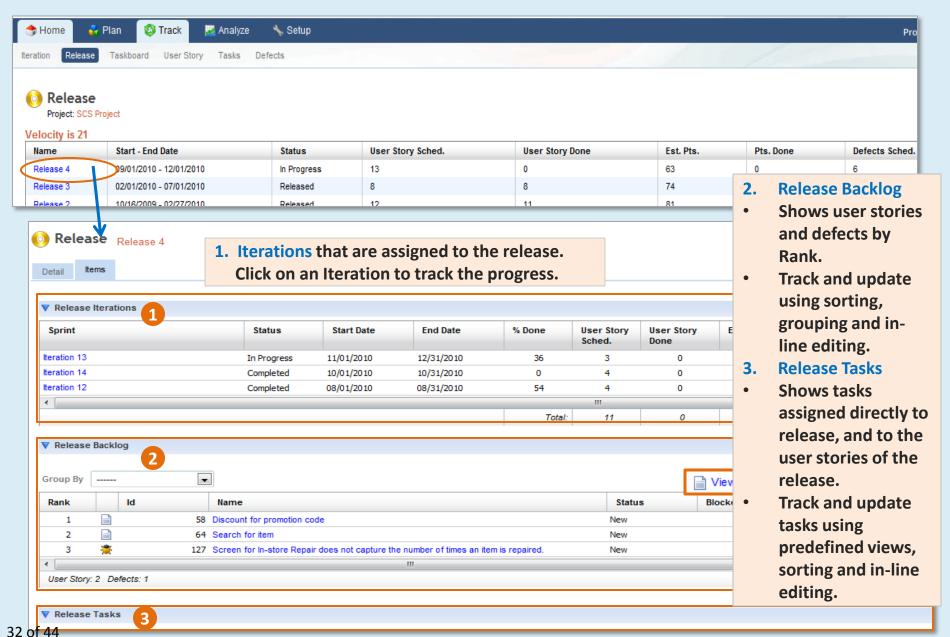
Click on a release to view detail – iterations, user stories, tasks and defects for the release.

1. **Track progress - View scheduled work v/s completed work.**
2. **A release has status as In Planning, In Progress or Released. A release stays in a particular state until you change it. The value of Start Date and End Date of a release have no impact on release status.**
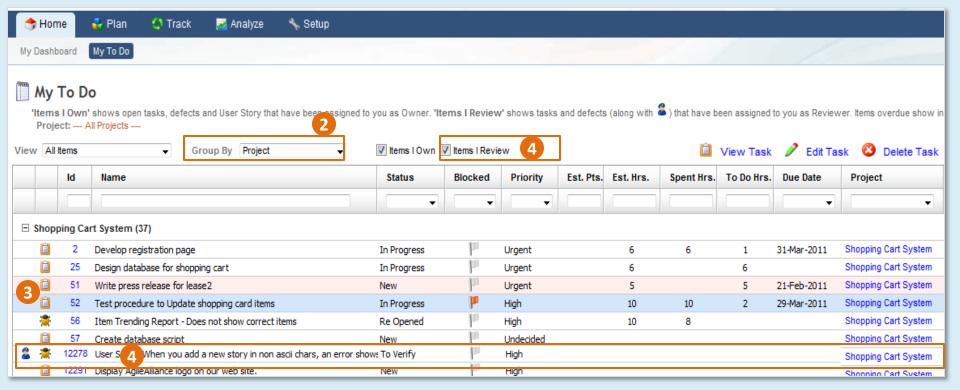
Track a Release Detail

Home | Plan | Track | Analyze | Setup   Pro

Iteration | Release | Taskboard | User Story | Tasks | Defects

Release
Project: SCS Project

Velocity is 21

Name	Start - End Date	Status	User Story Sched.	User Story Done	Est. Pts.	Pts. Done	Defects Sched.
Release 4	09/01/2010 - 12/01/2010	In Progress	13	0	63	0	6
Release 3	02/01/2010 - 07/01/2010	Released	8	8	74		
Release 2	10/16/2009 - 02/27/2010	Released	12	11	81		

Release   Release 4

Detail | Items

> **1. Iterations** that are assigned to the release.
> Click on an Iteration to track the progress.

▼ Release Iterations (1)

Sprint	Status	Start Date	End Date	% Done	User Story Sched.	User Story Done	E
Iteration 13	In Progress	11/01/2010	12/31/2010	36	3	0	
Iteration 14	Completed	10/01/2010	10/31/2010	0	4	0	
Iteration 12	Completed	08/01/2010	08/31/2010	54	4	0	
				Total:	11	0	

▼ Release Backlog (2)

Group By [------ ▼]   📄 View

Rank		Id	Name	Status	Blocke
1	📄	58	Discount for promotion code	New	
2	📄	64	Search for item	New	
3	🐞	127	Screen for In-store Repair does not capture the number of times an item is repaired.	New	

User Story: 2   Defects: 1

▼ Release Tasks (3)

2. Release Backlog

- **Shows user stories and defects by Rank.**
- **Track and update using sorting, grouping and in-line editing.**

3. Release Tasks

- **Shows tasks assigned directly to release, and to the user stories of the release.**
- **Track and update tasks using predefined views, sorting and in-line editing.**

My To Do

Track all open tasks, defects and user stories for ALL of your projects here.

Open items have New, In Progress , Defined status.

1. Sort and filter on all columns.
2. Group your ToDo by **Project, Priority, Status** and more.
3. **View items overdue in** ⬜ **and items due today in** ⬜ **. Update Due Date and other fields using in-line editing – cell turns GREEN upon hovering.**
4. **If you check in Items I Review then you will see tasks, defects that are in 'To Verify' state and are assigned to you as Reviewer. These items show with Security man 👤 icon. Accept or Reject these item using buttons on top right.**
5. Click on white space on a row to select an item. View **context sensitive links** on top right for action.
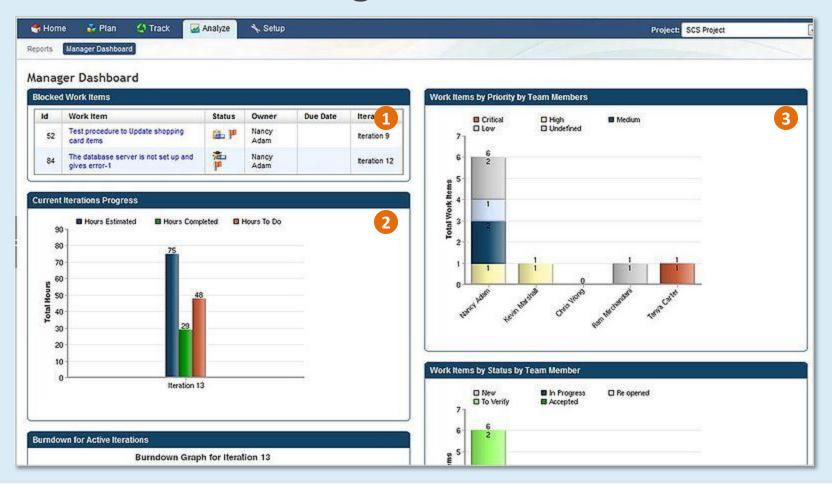
My Dashboard

1. **View blocked items, alert notifications, open tasks and open defects for the selected project.**
2. **My Hours By Iterations shows hours for all 'In Progress' iterations of yours-**
   - Am I under or over allocated in a particular iteration?
   - How much work is completed v/s remaining in each iteration?
   - How can I rebalance my time?
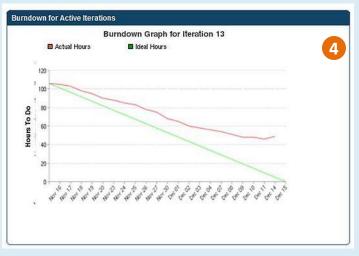
Manager Dashboard -I

Manager Dashboard shows information for all active iterations of the selected project.
1. **Blocked work items** – Blocked tasks and defects of team
2. **Current Iterations Progress** – Total hours estimated, completed and To Do for each **In Progress** iteration of the project
3. **Work Items by Priority by Team Members** – Priority wise breakdown of total tasks and defects (of all **In Progress** iterations) that are assigned to each member
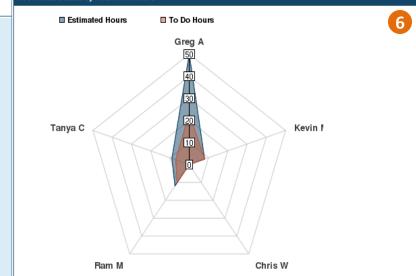
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Manager Dashboard -II

Burndown for Active Iterations

Burndown Graph for Iteration 13

Work Items by Status by Team Member

Workload status by Team Members
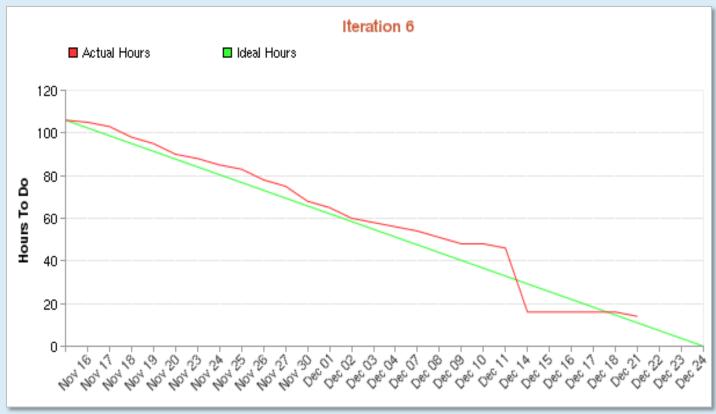
4. **Burndown for Iterations** – **Burndown chart for each In Progress iteration**
5. **Work Items by Status by Team Members** – **Status wise breakdown of total tasks and defects (of all In Progress iterations) that's are assigned to each member**
6. **Workload status by Team Members** – **Radar graph showing total hours assigned v/s total hours remaining of each team member across all the In Progress iterations of the project**
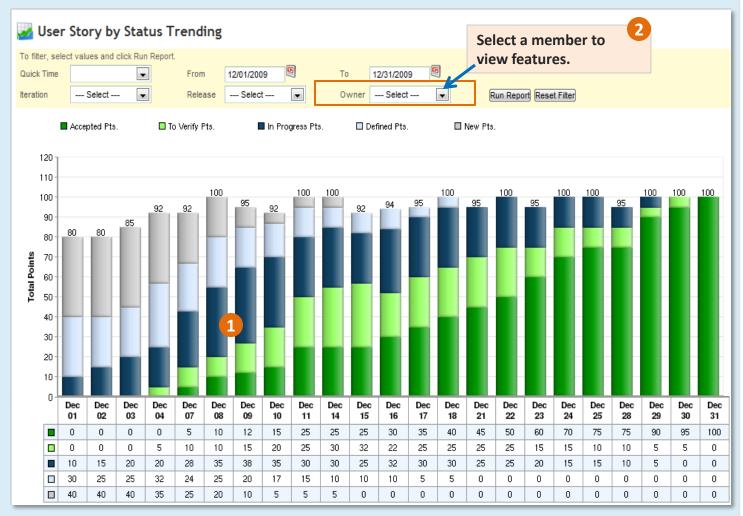
Burn-down Chart

Iteration 6

A Burn-down chart (or "Burndown graph") for iteration depicts the total task hours remaining per day.

The X-axis represents days in the iteration, while the Y-axis is effort remaining.

Ideally the chart burns down to zero by the end of the iteration. If the team members are reporting their remaining task hours realistically, the line should bump up and down chaotically.

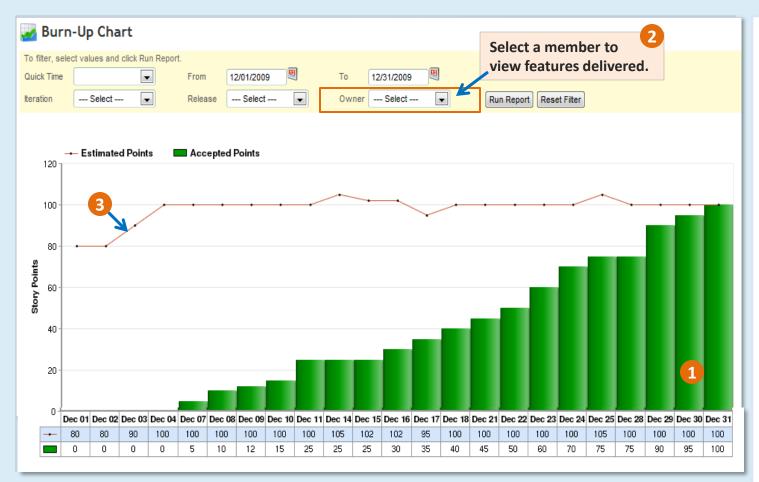**Know total task hours remaining per day for the iteration.**

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Story Cumulative Flow Chart

The chart allows to forecast and track progress, manage scope, and identify bottlenecks in an iteration, release or a time period. View-

1. Total features in various states of development with in an iteration, release or period.

2. Total features, owned by a member, in various states of development.

3. Initial scope and changes in scope in an iteration or release.

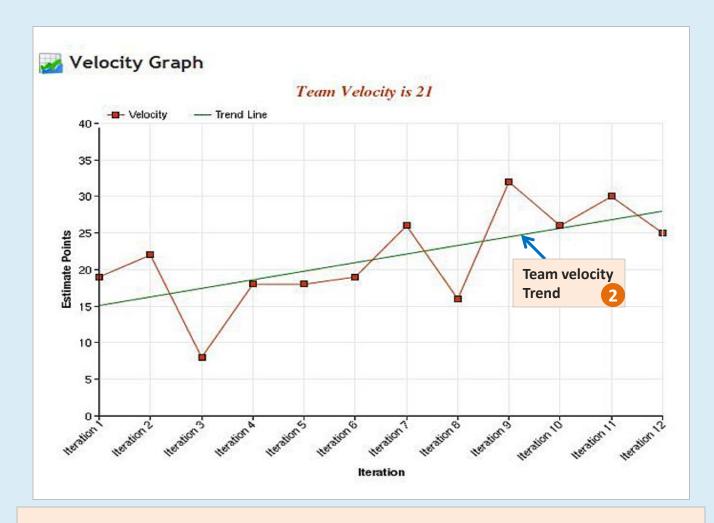4. Trends for bottlenecks in a particular feature state.

Analyze features (user stories) progress and delivery rate.

Burn Up Chart

Burn-Up chart shows amount of work accepted and scope changes in an iteration, release or a time period.

1. Total features (story points) delivered in an iteration, release or a time period.
2. Total features (story points) delivered by a team member (owner).
3. Initial amount of work scheduled, and scope changes during iteration, release or a time period.

Burn Up chart shows total features(user stories) delivered to date.

Velocity Chart

View a graphical presentation of features delivered in each past iteration.

1. Total features (story points) delivered in each past iteration.
2. Trending of features delivered in past iterations.
3. Team velocity - Average story points delivered by team in an iteration.

Know team velocity to plan iterations and releases with higher confidence.
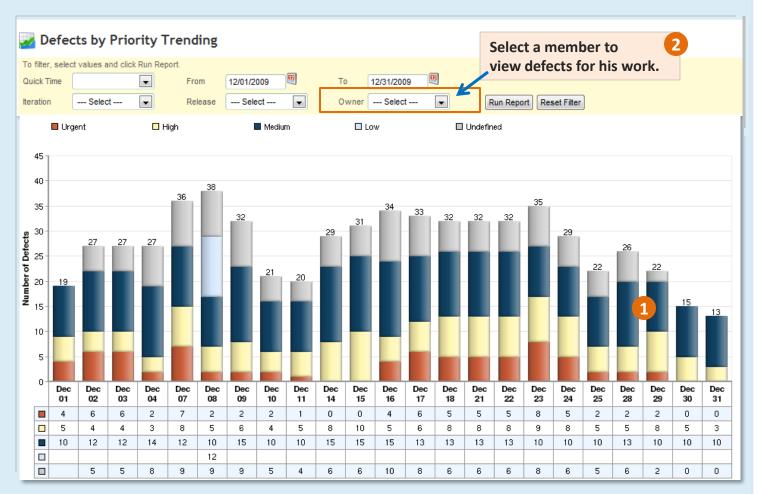
Defects Cumulative Chart

Defect Cumulative Trending

To filter, select values and click Run Report.

Quick Time | | From | 12/01/2009 | To | 12/23/2009

Iteration | --- Select --- | Release | --- Select --- | Owner | --- Select --- | Run Report | Reset Filter

Select a member to view defects for his work.

Defects Created   Defects Resolved

Defect creation trend ②

Defect resolution trend ②

③

	Dec 01	Dec 02	Dec 03	Dec 04	Dec 07	Dec 08	Dec 09	Dec 10	Dec 11	Dec 14	Dec 15	Dec 16	Dec 17	Dec 18	Dec 21	Dec 22	Dec 23
	9	16	18	22	29	36	41	50	57	65	75	82	84	93	95	102	
	9	11	20	26	32	36	41	44	54	62	72	77	84	86	90		

Defects Cumulative chart shows defects creation and resolution rate and trend.

1. Average rate of defects creation and resolution in an iteration, release or period.
2. Trends for defects creation and resolution.
3. Total defects logged and resolved at the start and end of an iteration, release or period.

Improve quality assurance process by analyzing defects arrival and kill rate.

Defects by Priority Trending
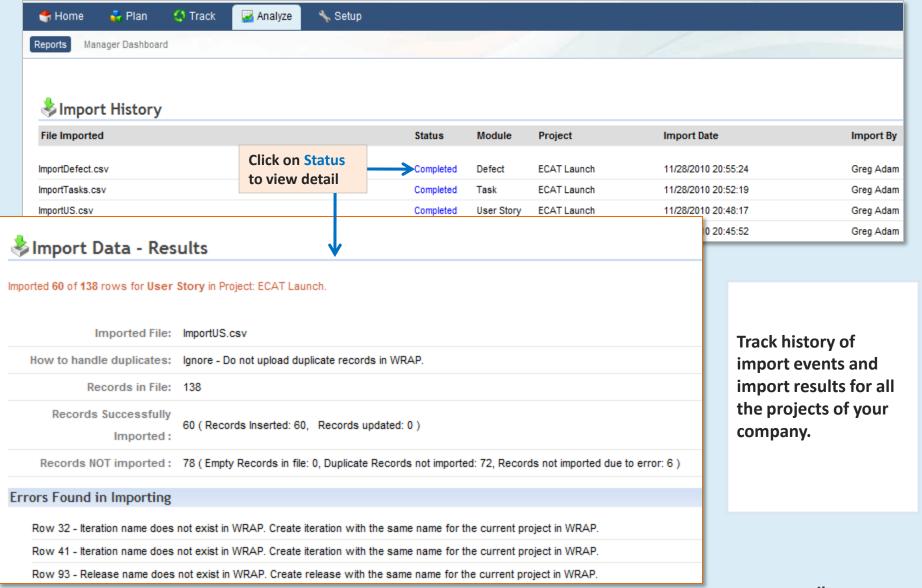
Analyze defects distribution to assess the quality of software developed.

The chart shows **defects distribution, tracking, trending and quality of product developed.** See

1. Defects distribution by priority in an iteration, release or time period.
2. Defects distribution by owners in an iteration, release or time period.
3. Trending of defects in an iteration, release or time period.
4. Known defects at the beginning, during and end of an iteration, release or period.

Import History

Home | Plan | Track | Analyze | Setup

Reports | Manager Dashboard

Import History

File Imported	Status	Module	Project	Import Date	Import By
ImportDefect.csv	Completed	Defect	ECAT Launch	11/28/2010 20:55:24	Greg Adam
ImportTasks.csv	Completed	Task	ECAT Launch	11/28/2010 20:52:19	Greg Adam
ImportUS.csv	Completed	User Story	ECAT Launch	11/28/2010 20:48:17	Greg Adam
				0 20:45:52	Greg Adam

Click on Status to view detail

Import Data - Results

Imported **60** of **138** rows for **User Story** in Project: ECAT Launch.

Imported File:	ImportUS.csv
How to handle duplicates:	Ignore - Do not upload duplicate records in WRAP.
Records in File:	138
Records Successfully Imported :	60 (Records Inserted: 60, Records updated: 0)
Records NOT imported :	78 (Empty Records in file: 0, Duplicate Records not imported: 72, Records not imported due to error: 6)

Errors Found in Importing

Row 32 - Iteration name does not exist in WRAP. Create iteration with the same name for the current project in WRAP.

Row 41 - Iteration name does not exist in WRAP. Create iteration with the same name for the current project in WRAP.

Row 93 - Release name does not exist in WRAP. Create release with the same name for the current project in WRAP.

Track history of import events and import results for all the projects of your company.

Have more questions…

Send an email to **support@woodranchtech.com** to schedule 1 hour Free on-line training session (Mon-Fri 8am -5pm PST).