

WorkshopPLUS - Essentials on Azure DevOps Services and GitHub

Lab Guides

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Module 7: Azure Boards - Plan and Track Projects

Lab 1: Azure Boards - Plan and Track Projects

Introduction

In this lab, you will learn how Azure DevOps Services can help you quickly plan, manage, and track work across your entire team. You will explore the product backlog, sprint backlog, and task boards, which can be used to track the flow of work during an iteration.

[Exercise 1: Managing Sprints and Capacity](#)

[Exercise 2: Kanban Boards](#)

[Exercise 3: Defining Dashboards](#)

[Exercise 4: Managing Delivery Plans](#)

Objectives

After completing this lab, you will be able to:

- Plan and manage team capacity
- Use the task board
- Use the Kanban board
- Define dashboards

Prerequisites

- [Lab 2: PartsUnlimited Lab Setup](#)

Estimated Time to Complete This Lab

45 minutes

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 1: Managing Sprints and Capacity

Exercise 1: Managing Sprints and Capacity

Objectives

In this exercise, you will learn how to:

- Manage capacity planning
- Customize taskboard

Prerequisites

None

Scenario

Your team builds the sprint backlog during the sprint planning meeting, typically held on the first day of the sprint. Each sprint corresponds to a time-boxed interval which supports your team's ability to work using Agile processes and tools. During the planning meeting, your product owner works with your team to identify those stories or backlog items to complete in the sprint.

Planning meetings typically consist of two parts. In the first part, the team and product owner identify the backlog items that the team feels it can commit to completing in the sprint, based on experience with previous sprints. These items get added to the sprint backlog. In the second part, your team determines how it will develop and test each item. They then define and estimate the tasks required to complete each item. Finally, your team commits to implementing some or all the items based on these estimates.

Tasks

- [Task 1: Capacity Planning](#)
- [Task 2: Taskboard Settings](#)

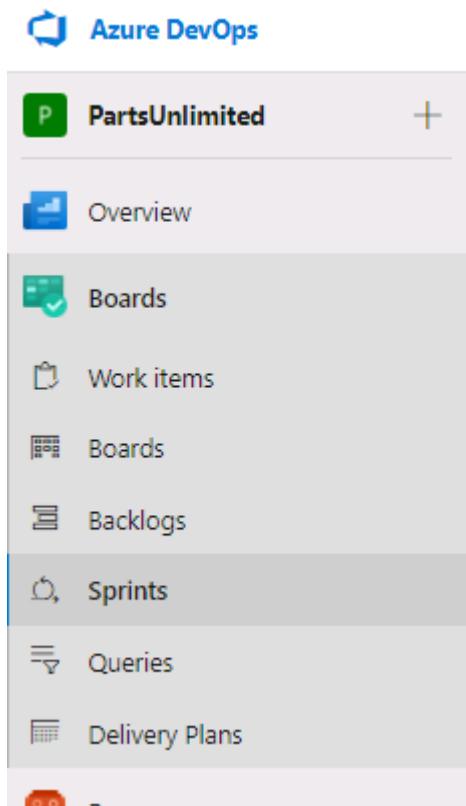
Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 1: Managing Sprints and Capacity

Task 1: Capacity Planning

1. Navigate to the web browser to the **PartsUnlimited** project in Azure DevOps Services.

2. Navigate to the **Boards | Sprints**.

Your sprint backlog should contain all the information your team needs to successfully plan and complete work within the time allotted without having to rush at the end. Before you start planning your sprint, you'll want to have created, prioritized, and estimated your backlog and defined your sprints.



3. Be sure you have selected **PUL-Web** team's sprints.

The screenshot shows the Azure Boards Taskboard view for the 'Sprint 2' iteration. The 'To Do' column contains two tasks:

- 160 As a customer, I want to view new tutorials**: Unassigned, 8 h, State: Approved
- 163 Add page for most recent tutorials**: Unassigned, 5 h, State: To Do

- From the **View options**, select the **Work details** Side Pane option.

The screenshot shows the Azure Boards Taskboard view with the 'Work details' side pane open. The side pane displays the following information:

- September 15 - October 6** (11 work days remaining)
- Work details**: Drag and drop work items to []
- Work**: Team (8 h)
- Work By: Activity**: Design (3 h), Development (5 h), Planning (Off)
- Work By: Assigned To**: Unassigned (8 h)

- The current sprint has a pretty limited scope. There are two tasks in the *To Do* stage that combine for 8 hours of estimated work. At this point, neither task has been assigned.

- Assign** the **Add page for most recent tutorials** task to youself. Note that this updates the **Work details | Work By: Assigned To** view.

The screenshot shows the Azure Boards Taskboard interface. On the left, there's a backlog section with two items: '160 As a customer, I want to view new tutorials' (State: Approved, 8 h) and '161 As a customer, I want to see tutorials I recently viewed' (Unassigned). In the center, the 'To Do' column contains three items: '163 Add page for most recent tutorials' (Student1-190526..., To Do, 5 h), '164 Optimize data query for most recent tutorials' (Unassigned, To Do, 3 h), and a '+' button. The 'In Progress' column is empty. On the right, the 'Work details' pane is open, showing 'Work' (Team, 8 h), 'Work By: Activity' (Design: 3 h, Development: 5 h), and 'Work By: Assigned To' (Unassigned: 3 h, Student1-19052640: 5 h). An orange box highlights the 'Work By: Assigned To' section.

7. Select the **Capacity** tab. This view enables you to define what activities a user can take on and at what level of capacity. In this case, set your capacity to allow **1 hour of Development Activity per day**. Note that you can add additional activities per user in the case they do more than just development.

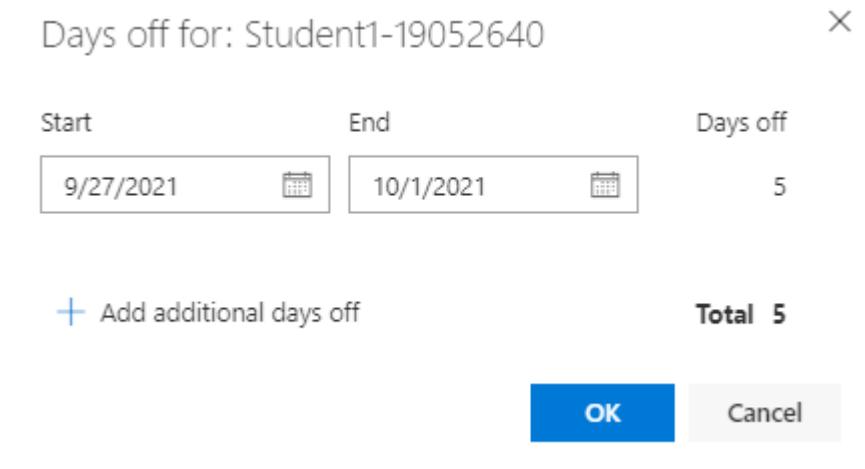
The screenshot shows the Capacity tab in Azure Boards. It lists users and their capacity settings. For 'User' 'Student1-19052640', 'Days off' is 0 days and 'Activity' is set to 'Development' with 'Capacity per day' as 1. A note says 'These days off apply to the whole team.' Another row for 'Team days off' shows 0 days off. An orange box highlights the 'Activity' and 'Capacity per day' columns for the user row.

8. However, let's assume that you are going to take some vacation. Click **0 days** under Days off for your name.

The screenshot shows the Capacity tab again. For the 'User' 'Student1-19052640', the 'Days off' field is now highlighted with an orange box and contains '0 days'. The 'Activity' and 'Capacity per day' settings remain the same. A note says 'These days off apply to the whole team.' The 'Team days off' row also shows 0 days off.

9. Set the vacation to span **five work days** during the current sprint (within the next few weeks). Click **OK**.

The screenshot shows the Sprints page. At the top, it says 'You can check the duration of the current sprint at the top-right corner on the **Sprints** page.' Below is a search bar and a navigation bar with icons. The main area shows a summary: 'September 15 - October 6' and '11 work days remaining'. A blue box highlights this summary. At the bottom, it says 'Sprint 2' with a dropdown arrow, and there are more navigation icons.



10. Click **Save**.

PUL-Web

Taskboard Backlog Capacity Analytics

Add user Save Undo ...

User	Days off	Activity	Capacity per day
Student1-19052640	5 days	Development	1
Team days off	0 days	These days off apply to the whole team.	

11. Return to the **Taskboard** tab for the current sprint of the **PUL-Web** team.

12. Note that the capacity view has been updated to reflect your available bandwidth. This exact number may vary, but for the screenshots here, that sprint capacity is 11 hours (1 hour per day over 11 working days).

Work details



Drag and drop work items to balance work across your team.

Work

Team



(8 of 11 h)

Work By: Activity

Design

(3 h)

Development



(5 of 11 h)

Work By: Assigned To



Student1-19678973



(8 of 11 h)

13. One convenient feature of the boards is that you can easily update key data in-line. It's a good practice to regularly update the Remaining Work estimate to reflect the amount of time expected for each task. Let's say you've reviewed the work for the **Add page for most recent tutorials** task and found that it will actually take longer than originally expected. Set the **Remaining Work** for this task to **9**.

To Do 12 h

A screenshot of a work item card. The card has a yellow border and contains the following information:

- 164 Add page for most recent tutorials**: A task with a checkmark icon.
- S Student1-19678...**: The assignee's initials and name.
- 9**: A red box containing the number 9, indicating backlog items.
- State To Do**: The status of the work item.

Note how this modifies Work Details. In this particular example, while **Development** capacity is still green, **Team's** capacity as well as your capacity is already exceeded.

Work details



Drag and drop work items to balance work across your team.

Work

Team



(12 of 11 h)

Work By: Activity

Design

(3 h)

Development



(9 of 11 h)

Work By: Assigned To

S Student1-19678973



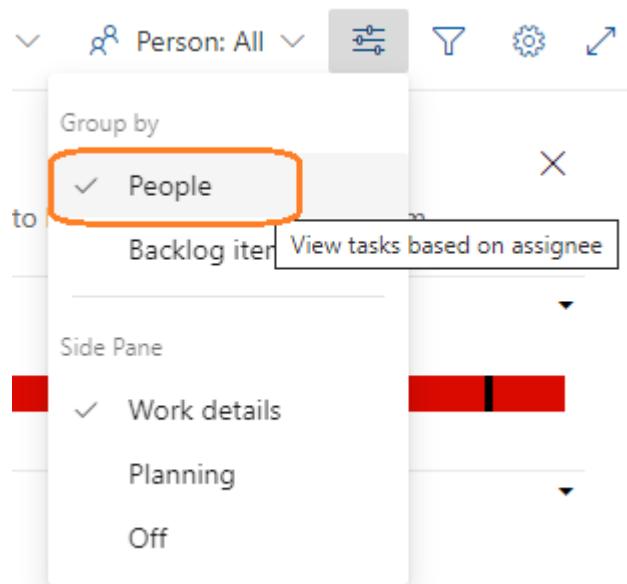
(12 of 11 h)

14. One way to resolve this capacity issue would be to move the task to a future iteration. There are a few ways this could be done. First, you could open the task here and edit it in the dialog. The Backlog view, on the other hand, provides an in-line menu option to move it. Don't move it now.

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 1: Managing Sprints and Capacity

Task 2: Taskboard Settings

1. Return to the Taskboard view.
2. Select **People** from the **View options** dropdown.



3. This adjusts your view such that you can review the progress of tasks by person instead of by backlog item.

The screenshot shows the Azure Boards interface with the 'Taskboard' tab selected. At the top, there are navigation links: 'PUL-Web' (with a refresh icon), a star icon, and a gear icon. Below the tabs, there are buttons for 'New Work Item' and 'In Progress'. On the left, there's a 'Collapse all' button and a section for 'Student1-19678973' with a total of '12 h' estimated time. The main area displays two cards in the 'To Do' column:

- Card 164:** 'Add page for most recent tutorials' by 'Student1-19678973' (9 points). State: To Do.
- Card 165:** 'Optimize data query for most recent tutorials' by 'Student1-19678973' (3 points). State: To Do.

4. There is also a lot of customization available. Click the **Configure team settings** button from the top-right corner.

The screenshot shows the sprint planning interface for 'Sprint 2'. It includes a summary of 'October 21 - November 11' and '16 work days remaining'. On the right, there is a large button labeled 'Configure team settings' with a red box drawn around it. Below this are other buttons for filtering by person ('Person: All'), sorting, filtering, and a gear icon for settings.

5. On the **Styles** tab, click **+ Styling rule** to add a styling rule as follows:

- Set the **Name** to **Development**
- Choose the **Card color** as green. This will color all cards green if they meet the rule criteria set below.
- Under **Rule criteria**,
 - Set the Field to **Activity**
 - Operator as **=**
 - Value as **Development**.

DO NOT click *Save and Close* just yet.

This will set all cards assigned to Development activities green

Settings

Cards

Fields

Styles *

General

Backlogs

Working days

Working with bugs

Styles

Styling rules make the cards with important information stand out. When a work item matches more than one rule, the first rule is used.

+ Styling rule

Rule Name

Rule name

Name

Styling

Select your style choices.

Card color

Title style A **B** *I* U

Rule criteria

Your styling choices apply to all work items that match all clauses of your custom criteria.

	Field*	Operator	Value
+ X	Activity	=	Development

Save and close

Cancel

6. The **Backlogs** tab allows you to set the levels available for navigation. Epics are not included by default, but you could change that here.

Settings

Cards Backlogs

Fields See only the backlogs your team manages.

Styles * Backlog navigation levels

General

Backlogs

Working days

Working with bugs

Epics

Features

Backlog items

7. In the **Working Days** tab, you can also specify the Working days the team follows. This applies to capacity and burndown calculations.

Settings

Cards Working days

Fields Capacity and burndown are based on the days your team works.

Styles * Select days

General

Backlogs

Working days

Working with bugs

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

8. The **Working with bugs** tab allows you to specify how bugs are presented on the board.

Settings

The screenshot shows the 'Settings' page with the 'Working with bugs' tab selected. The left sidebar lists other tabs: 'Cards', 'Fields', 'Styles *', 'General', 'Backlogs', 'Working days', and 'Working with bugs'. The main content area is titled 'Working with bugs' and contains instructions: 'Set your team's preference for how they manage bugs. Your selection determines where bugs appear in the hierarchy and on backlogs and boards.' It includes a link 'Learn more about the bug management setting.' Below this are three radio button options:

- Bugs are managed with requirements. [ⓘ](#)
- Bugs are managed with tasks. [ⓘ](#)
- Bugs are not managed on backlogs and boards. [ⓘ](#)

9. Click **Save and close** to save the styling rule.

10. The task associated with Development is now green and very easy to identify.

To Do 12 h

 164 Add page for most recent tutorials

 S

Student1-19678...

9

State

 To Do

 165 Optimize data query for most recent tutorials

 S

Student1-19678...

3

State

 To Do

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 2: Kanban Boards

Exercise 2: Kanban Boards

Objectives

In this exercise, you will learn how to:

- Customize Kanban board.
- Move work items between states.

Prerequisites

None

Scenario

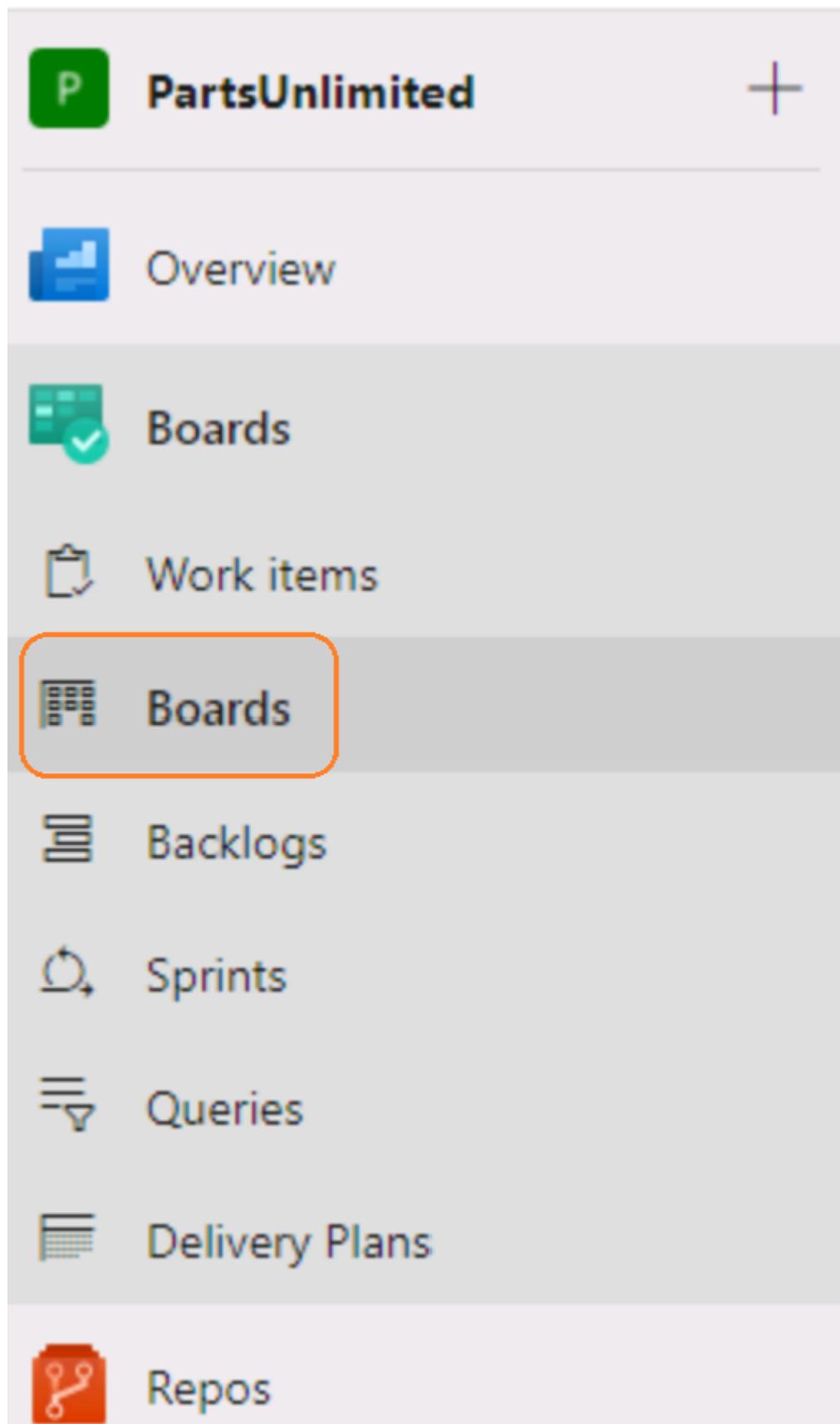
To maximize a team's ability to consistently deliver high quality software, Kanban emphasize two main practices. The first, visualize the flow of work, requires you to map your team's workflow stages and configure your Kanban board to match. The second, constrain the amount of work in progress, requires you to set work-in-progress (WIP) limits. You're then ready to track progress on your Kanban board and monitor key metrics to reduce lead or cycle time. Your Kanban board turns your backlog into an interactive signboard, providing a visual flow of work. As work progresses from idea to completion, you update the items on the board. Each column represents a work stage, and each card represents a user story (blue cards) or a bug (red cards) at that stage of work. However, every team develops its own process over time, so the ability to customize the Kanban board to match the way your team works is crucial.

Tasks

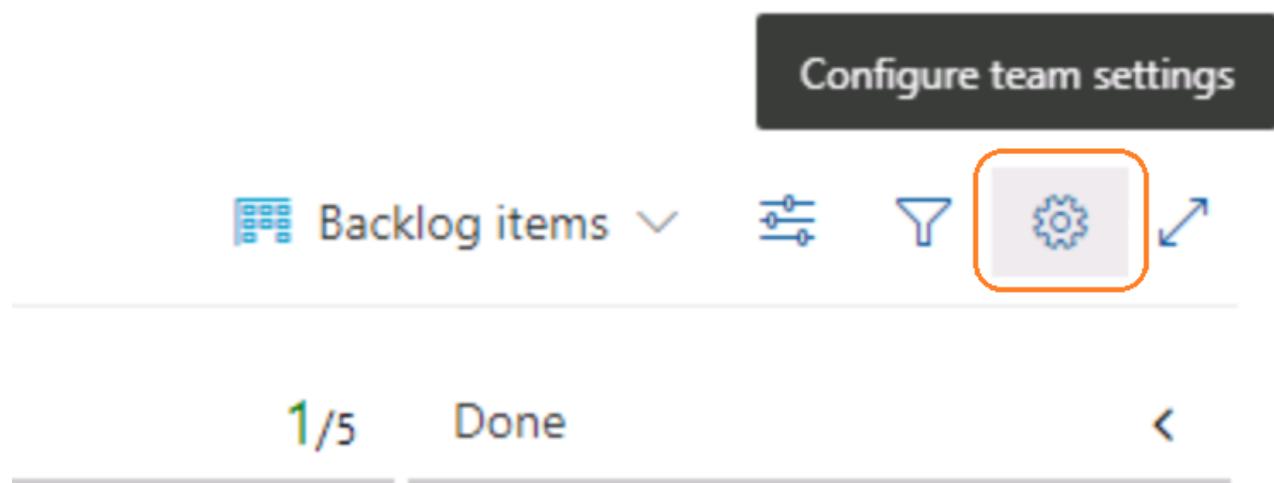
- [Task 1: Customizing Kanban Boards](#)
- [Task 2: Forecasting](#)

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 2: Kanban Boards**Task 1: Customizing Kanban Boards**

1. In Azure DevOps Services in the browser, navigate to **Azure Boards | Boards** for PartsUnlimited project.



2. Click the **Configure team settings** button.



Let's assume that the team is emphasizing work done with data and special attention is paid to any task associated with accessing or storing data. You want to highlight such tasks.

3. Select the **Tag colors** tab. Click **+ Tag color** and enter a **Tag** of **data**. Whenever a backlog item or bug is tagged with data, that tag will be highlighted.

Tag	Color	Enabled
data	Yellow	<input checked="" type="checkbox"/>

4. In the **Annotations** tab, you can specify which annotations you would like included on cards to make them easier to read and navigate. When an annotation is enabled, the child work items of that type are easily accessible by clicking the visualization on each card.

Cards

Annotations

Show visual cues on cards.

	Annotation	Visualization	Enabled
Task		<input checked="" type="checkbox"/>	
GitHub		<input checked="" type="checkbox"/>	
Tests		<input checked="" type="checkbox"/>	

Fields

Styles

Tag colors *

Annotations

Board

Columns

5. The **Tests** tab enables you to configure how tests appear and behave on the cards.

Settings

Cards

Tests

Configure how you want tests to appear and behave on the cards.

Manual tests - Test plans

Configure where tests need to be created for manual tests

- Create new plan using area/iteration of selected card
- Select a test plan

Select test plan ...

Board

Columns

Swimlanes

Card reordering

Status badge

General

Backlogs

Manual tests - Configure test outcome settings

Configure how same tests across test suites under a test plan need to behave

- Show same outcome of the tests in multiple suites under the same plan

i Outcomes will be same for tests with same configuration

6. Click **Save and close**.

7. Open **As a customer, I want to view new tutorials** backlog item.

A screenshot of the Azure Boards Kanban board. The board has four columns: New, Approved, Committed, and Done. There are three cards in the Approved column. Card 161 is highlighted with a red box. Card 161 details: State: Approved, 0/2. Card 162: State: Committed, temp. Card 163: State: Done.

8. Add tags as **data** and **ux**. Click **Save & Close**.

A screenshot of the Product Backlog Item 161 details page. The item title is "161 As a customer, I want to view new tutorials". Under "Tags", "data" and "ux" are listed. A red box highlights the "data" tag. The "Save & Close" button is also highlighted with a red box.

9. Note that the two tags are now visible on the card, although the data tag is highlighted yellow as configured.

A screenshot of the backlog item card for 161. The title is "161 As a customer, I want to view new tutorials". The state is "Approved". Below the title, there are two tags: "data" (highlighted in yellow) and "ux". At the bottom, there is a progress bar showing "0/2".

10. Click the **Configure team settings** button again.

11. Select the **Columns** tab. This section allows you to add new stages to the workflow.

- Click **+ Column** to add a new column to the Kanban board
- Set the **Name** to **QA Approved**

- Set the **WIP limit** to **1**, which indicates that only one work item should be in this stage at a time. (You would ordinarily set this higher, but there are only two work items to demonstrate the feature with here.)
- Move the stage to occur between Committed and Done.
- Finally click **Save and close**.

Settings

Cards

Fields

Styles

Tag colors

Annotations

Tests

Board

Columns *

Swimlanes

Card reordering

Status badge

General

Backlogs

Working days

Working with bugs

Columns

Columns visualize the flow of work across the board.

+ Column

New ... Approved ... Committed ... QA Approved ... Done ...

Column name

Name: QA Approved

Work in progress limit
Setting it to 0 specifies no limit.

WIP limit: 1

Split column into doing and done

State mapping

Specify the state this column maps to.

Bug: New

Product Backlog Item: New

Save and close

Cancel

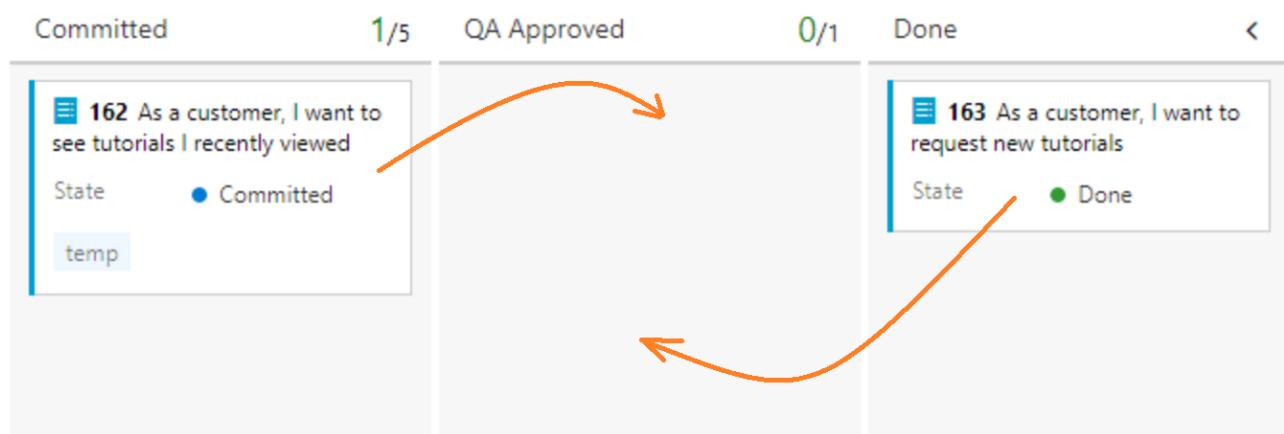
12. You will now see the new stage in the workflow.

PUL-Web

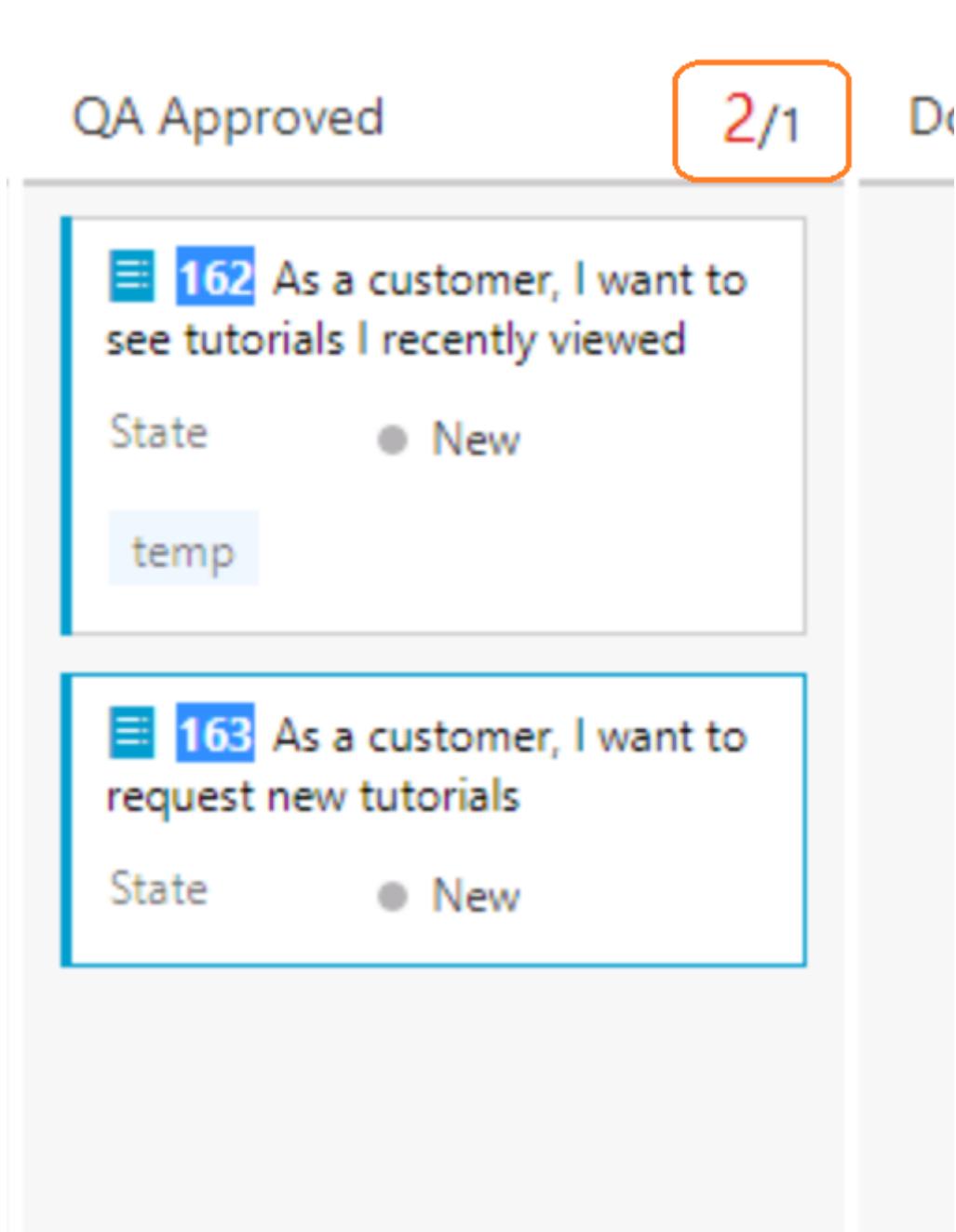
Board Analytics View as Backlog Backlog items

New	Approved	Committed	QA Approved	Done
New item	161 As a customer, I want to view new tutorials State: Approved data ux 0/2	162 As a customer, I want to see tutorials I recently viewed State: Committed temp		163 A request n State

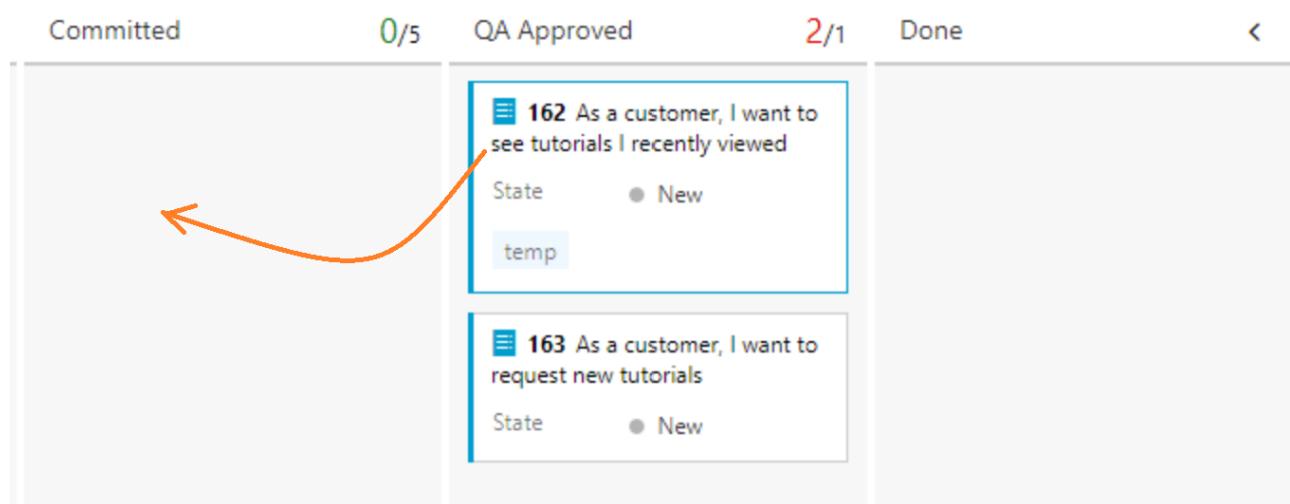
13. Move the work items from Committed and Done into QA Approved.



14. The stage now exceeds its WIP limit and is colored red as a warning.



15. Move **As a customer, I want to see tutorials I recently viewed** backlog item back to **Committed**.



16. Click the **Configure team settings** button again.

17. Return to the **Columns** tab and select **QA Approved**. Check **Split column into doing and done** to create two separate columns for this column.

A lag often exists between when work gets moved into a column and when work starts. To counter that lag and reveal the actual state of work in progress, you can turn on split columns. When split, each column contains two sub-columns: Doing and Done. Split columns let your team implement a pull model. Without split columns, teams push work forward, to signal that they've completed their stage of work. However, pushing it to the next stage doesn't necessarily mean that a team member immediately starts work on that item.

Columns

Columns visualize the flow of work across the board.

+ Column

Column name

Name **QA Approved**

Work in progress limit
Setting it to 0 specifies no limit.

WIP limit **1**

Split column into doing and done

18. Scroll down in the **QA Approved** column settings and add a **Definition of done** using markdown, such as **Passes **all** tests.** Click **Save and close.**

As your team updates the status of work as it progresses from one stage to the next, it helps that they agree on what done means. By specifying the **Definition of done** criteria for each Kanban column, you help share the essential tasks to complete before moving an item into a downstream stage.

Columns

Columns visualize the flow of work across the board.

+ Column

New ... Approved ... Committed ... QA Approved ... Done

Split column into doing and done

State mapping
Specify the state this column maps to.

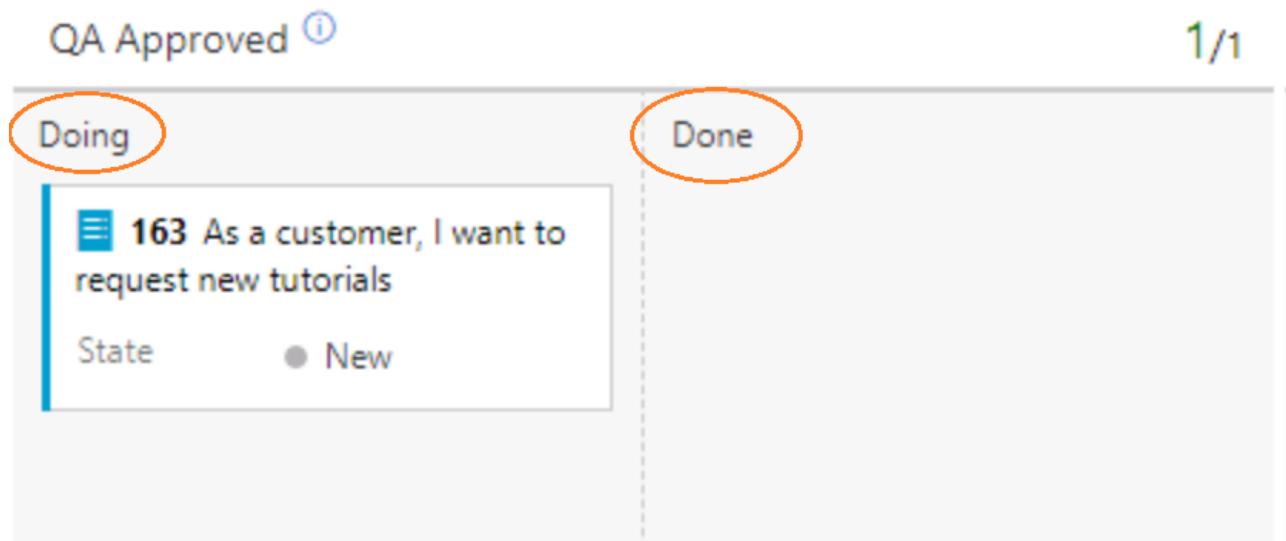
Bug	New
Product Backlog Item	New

Definition of done
Enter plain text or format using markdown.

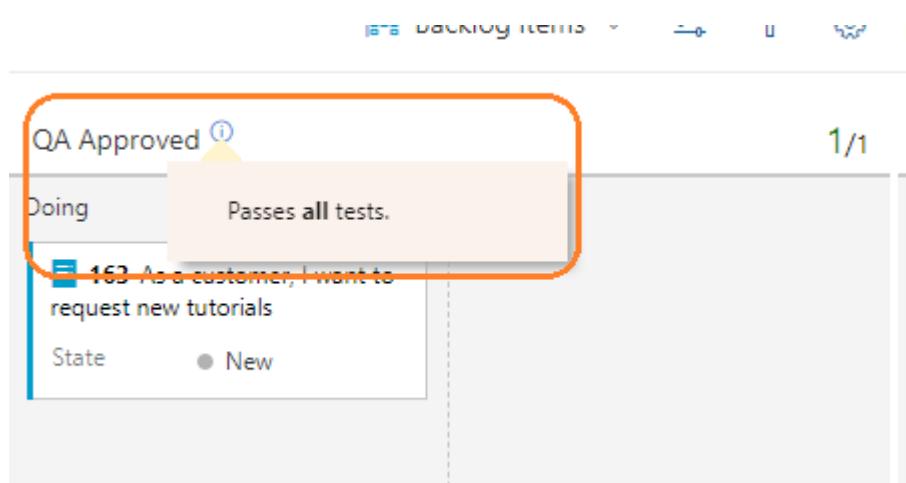
Passes **all** tests.

Save and close Cancel

19. Note that the QA Approved stage now has Doing and Done columns.



20. You can also click the icon next to the column header to read the Definition of done.



21. Click the **Configure team settings** button again.

22. From the **Swimlanes** tab, click **+ Swimlane** to add a swimlane and set the **Name** as **Expedite**. Click **Save and close**.

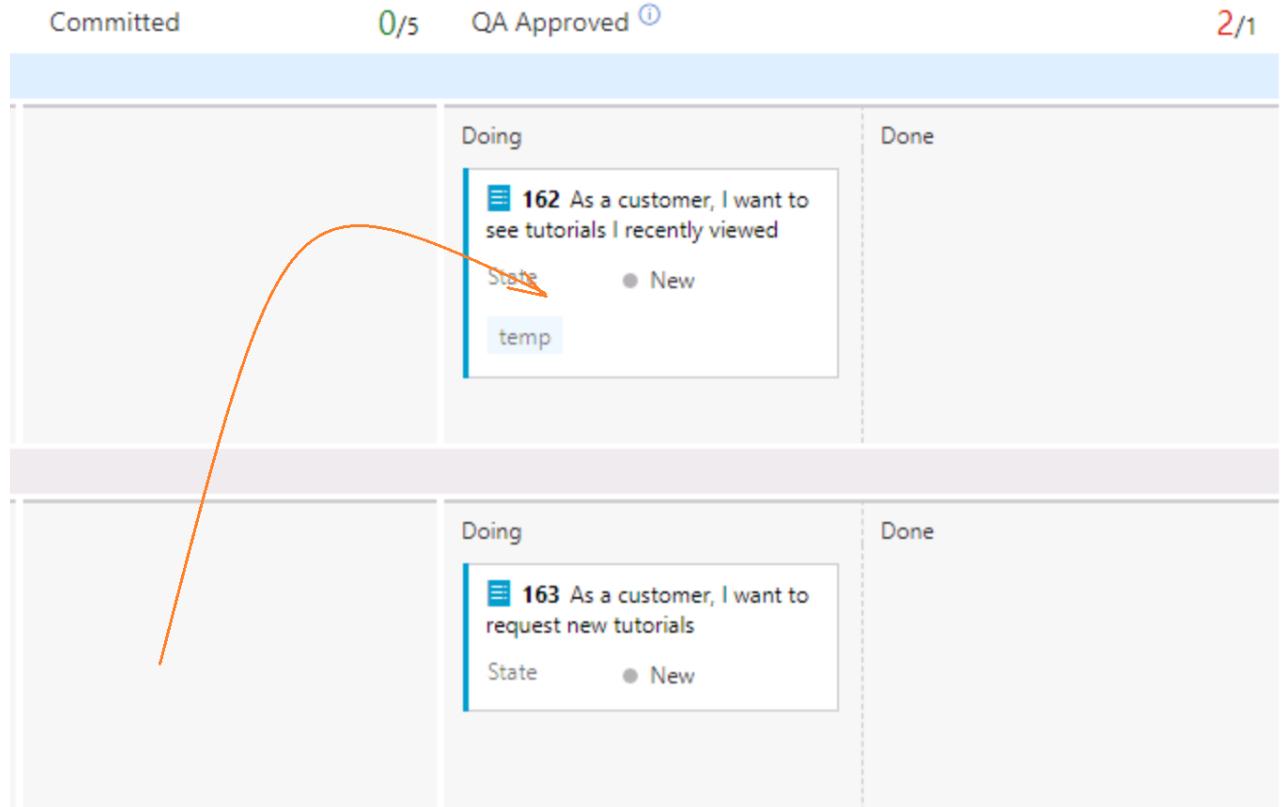
Your Kanban board supports your ability to visualize the flow of work as it moves from new to done. When you add swimlanes, you can also visualize the status of work that supports different service-level classes. You can create a swimlane to represent any other dimension that supports your tracking needs.

Settings

The screenshot shows the 'Swimlanes' settings page in the Azure Boards interface. On the left, a sidebar lists various settings categories: Cards, Fields, Styles, Tag colors, Annotations, Tests, Board, Columns, **Swimlanes ***, Card reordering, Status badge, General, and Backlogs. The 'Swimlanes' category is currently selected and highlighted with a blue background.

The main content area displays the 'Swimlanes' configuration. It includes a brief description: 'Swimlanes visualize different classes of work as horizontal lanes on the board.' Below this is a section titled 'Expedite' with a 'Swimlane name' input field containing the value 'Expedite'. At the bottom right of the main content area are two buttons: 'Save and close' (highlighted with an orange border) and 'Cancel'.

23. Drag and drop the **Committed work item** into the **Expedite** swimlane under **QA Approved | Doing** column so that it gets recognized as having priority when QA bandwidth becomes available.



To review a more sophisticated board with many more work items, select the **PartsUnlimited Team** from the team dropdown. This board provides a playground for you to experiment with and review the results. Take some time to analyze this Kanban board.

PartsUnlimited Team

Board Analytics View as Backlog Backlog items

New	Design	Doing	Done
<p>23 Provide related items or frequently bought together section when people browse or search</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 2</p>	<p>142 Decline in orders noticed - Please Investigate immediately</p> <p>Unassigned</p> <p>Severity: 3 - Medium</p> <p>Area Path: PartsUnlimited</p>	<p>37 Notify the user about any changes made to the order</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 2</p>	<p>31 Provide customers the ability to track status of the package</p> <p>lsteel109@outlook.c...</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 2</p>
<p>24 As a tester, I need to test the website on all the relevant browsers and devices and be sure that it can handle our load.</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 2</p>	<p>25 As a customer, I should be able to put items to shopping cart</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 2</p>	<p>38 As a admin, I should be able to update prices on ad-hoc condition</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 2</p>	<p>32 As a customer, I would like to have the ability to send my items as gift</p> <p>Student1-19678973</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 5</p>
<p>26 As a customer, I should be able to print my purchase order</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 2</p>	<p>39 As a customer, I would like to provide my feedback on items that I have purchased</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 2</p>	<p>34 As a customer, I should be able to select different shipping option</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 1</p>	<p>35 As developer, I want to use Azure Machine Learning to provide a recommendations engine behind the website.</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 2</p>
<p>27 As a customer, I would like to have a sort capability by price and customer ratings</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 13</p>	<p>40 As a customer, I would like to have a wishlist where I can add items for future purchase</p> <p>Unassigned</p> <p>Area Path: PartsUnlimited</p> <p>Priority: 5</p>	<p>36 Provide tentative duration for shipping.</p>	

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 2: Kanban Boards**Task 2: Forecasting**

1. Switch to **PartsUnlimited** team from the team dropdown and click **View as Backlog**.

The screenshot shows the Azure Boards interface for the 'PartsUnlimited Team'. At the top, there's a dropdown menu showing 'PartsUnlimited Team' with a star icon and a gear icon. Below the dropdown are two tabs: 'Board' and 'Analytics', with 'Board' being the active tab. To the right of the tabs is a button labeled 'View as Backlog' with a circular arrow icon, which is also highlighted with an orange box. The main area is a Kanban board with three columns: 'New' (empty), 'Design' (empty), and 'Doing'. A blue header bar above the 'Doing' column says '^ Expedite'. In the 'Doing' column, there is one card with a red owl icon and the text '142 Decline in orders noticed - Please Investigate immediately'. Below this card is another card with a person icon and the text 'Unassigned'. On the far left, there's a 'New item' button with a plus sign and a search icon.

2. Choose the **view options** icon and slide **Forecasting** to **On**.

Backlog items

Parents

Off

Forecasting

On

In Progress Items

On

Completed Child Items

On

Side Pane

Mapping

✓ Planning

Off

3. To keep things simple, turn the **Mapping** and **Planning** panes **Off**. Set **In Progress Items** to **Off** to hide those items that won't be counted in the forecast.

The forecast tool ignores Scrum items set to Committed or Done and Agile and CMMI items set to Active, Resolved, or Completed.

Backlog items 

Parents  Off

Forecasting  On

In Progress Items  Off

Completed Child Items  On

Side Pane

Mapping

Planning  Off

4. Enter **8** as your team's predicted velocity.

PartsUnlimited Team 8

Backlog Analytics + New Work Item View as Board Column Options ... Backlog items Filter Settings

Forecasting based on velocity of 8								
Forecast	Order	Work Item Type	Title	State	Effort	Value Area	Iteration	
Sprint 3	1	Product Backl...	Provide related items or frequently bought together section ...	New	0	Business	PartsU...	
	2	Product Backl...	As tester, I need to test the website on all the relevant brosw...	New	8	Business	PartsU...	
	3	Product Backl...	As a customer, I should be able to put items to shopping cart	New	8	Business	PartsU...	
Sprint 4	4	Product Backl...	As a customer, I should be able to print my purchase order	New	0	Business	PartsU...	
	5	Product Backl...	As a customer, I would like to have a sort capability by pric...	New	13	Business	PartsU...	
Sprint 6	6	Product Backl...	Recommended products must be based on customer purch...	New	2	Business	PartsU...	
	7	Product Backl...	As a customer, I would like to save my addresses so that I ca...	New	8	Business	PartsU...	
	8	Product Backl...	As marketer, I want to run an A B test on alternative Web Sit...	New	3	Business	PartsU...	
+ 9	Product Backl...	Notify the user about any changes made to the order	... Approved	10	Business	PartsU...		

The tool draws lines for each future sprint selected by the team. The Forecast lines show how much work your team should be able to complete in future sprints.

5. Update the velocity to **12** and visualize the changes in the forecasting.

Backlog Analytics + New Work Item View as Board Column Options ... Backlog items Filter Settings

Forecasting based on velocity of 12								
Forecast	Order	Work Item Type	Title	State	Effort	Value Area	Iteration	
Sprint 3	1	Product Backl...	Provide related items or frequently bought together section ...	New	0	Business	PartsU...	
	2	Product Backl...	As tester, I need to test the website on all the relevant brosw...	New	8	Business	PartsU...	
	3	Product Backl...	As a customer, I should be able to put items to shopping cart	New	8	Business	PartsU...	
Sprint 4	4	Product Backl...	As a customer, I should be able to print my purchase order	New	0	Business	PartsU...	
	5	Product Backl...	As a customer, I would like to have a sort capability by pric...	New	13	Business	PartsU...	
Sprint 5	6	Product Backl...	Recommended products must be based on customer purch...	New	2	Business	PartsU...	
	7	Product Backl...	As a customer, I would like to save my addresses so that I ca...	New	8	Business	PartsU...	
	8	Product Backl...	As marketer, I want to run an A B test on alternative Web Sit...	New	3	Business	PartsU...	
+ 9	Product Backl...	Notify the user about any changes made to the order	... Approved	10	Business	PartsU...		
10	Product Backl...	As a admin, I should be able to update prices on ad-hoc con...	Approved	6	Business	PartsU...		
11	Product Backl...	As a customer, I would like to provide my feedback on items...	Approved	5	Business	PartsU...		

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 3: Defining Dashboards

Exercise 3: Defining Dashboards

Objectives

In this exercise, you will:

- Create a new dashboard
- Add widgets to a dashboard
- Add work item charts to dashboard

Prerequisites

- [Exercise 1](#)

Scenario

Customizable, highly-configurable dashboards provide you and your teams with the flexibility to share information, monitor progress and trends, and improve your workflow processes.

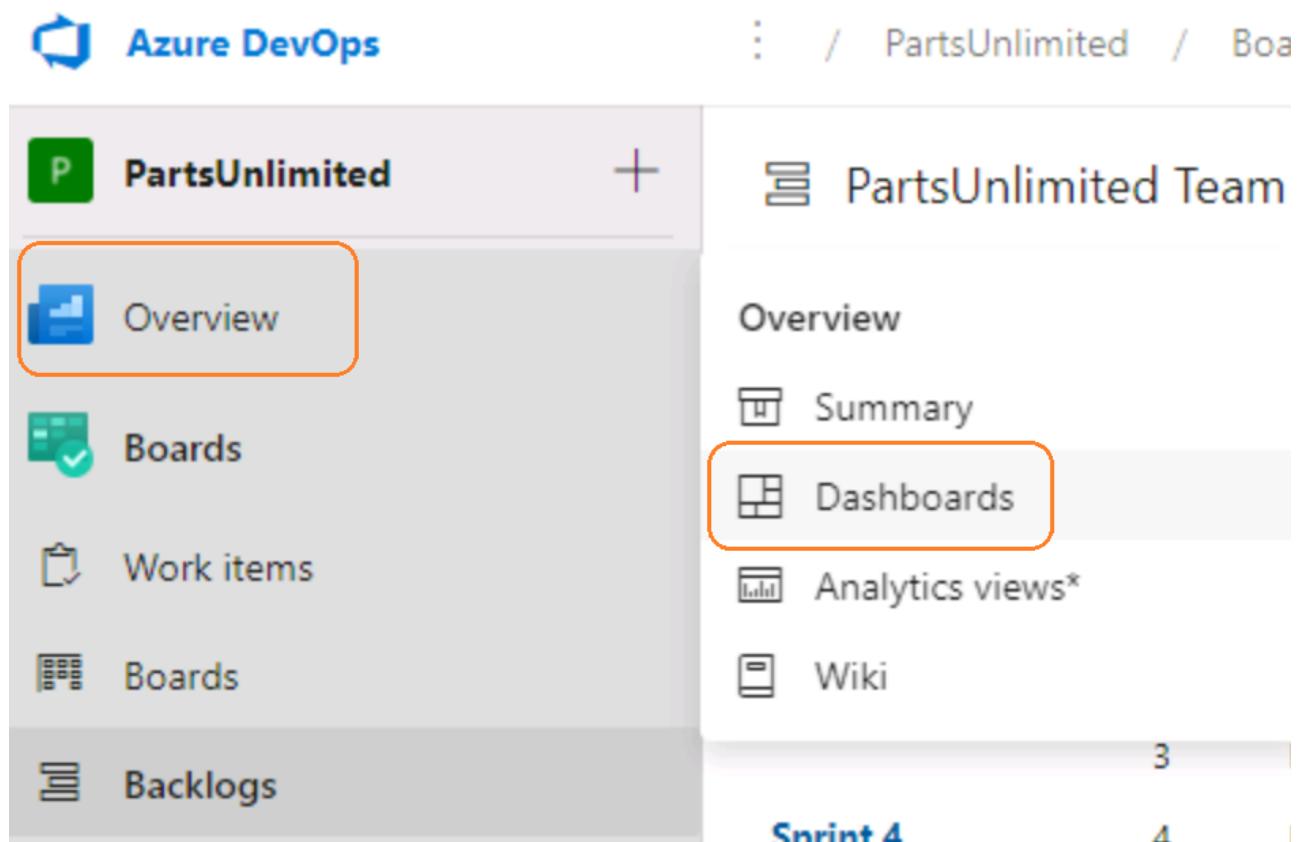
Tasks

- [Task 1: Add Widgets](#)
- [Task 2: Create Work Item charts](#)

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 3: Defining Dashboards

Task 1: Add widgets

1. In the browser that has **PartsUnlimited** project open in Azure DevOps Services, select **Overview | Dashboards**.



2. In the Dashboards page, select **PartsUnlimited Team - Overview**.

Dashboards allow teams to visualize status and monitor progress across the project. At a glance, you can make informed decisions without having to drill down into other parts of your team project site. The Overview page provides access to a default team dashboard which you can customize by adding, removing, or rearranging the tiles. Each tile corresponds to a widget that provides access to one or more features or functions.

Welcome
Get started using Azure DevOps to make the most of your team dashboard.

- Manage Work**: Add work to your board
- Collaborate on code**: Add code to your repository
- Continuously integrate**: Automate your builds
- Visualize progress**: Learn how to add charts

Work assigned to Student1-19678973 (3)

ID	State	Title
161	Approved	As a customer, I want to view new tutorials
160	New	Training dashboard
159	New	Product training

Critical Bugs

Work items
1

User Stories (21)

ID	Work ...	Title	Assig...	State
23	Produc...	Provide related items or f...		New
24	Produc...	As tester, I need to test th...		New
25	Produc...	As a customer, I should b...		New

User Stories by Assigned To

User Stories b

3. From the dashboard dropdown, select **+ New dashboard**.

PartsUnlimited Team

- PartsUnlimited Team - Overview**
- PUL-Web**
- PUL-Web - Overview**
- + New dashboard**
- Browse all dashboards**

4. Set the **Name** to **Product training**, select the **Dashboard Type** as **Team Dashboard** and select the **Team** as **PUL-Web** team. Click **Create**.

Create a dashboard

Name* **Description** Automatically refresh the dashboard every 5 minutes**Dashboard Type** Team Dashboard

The dashboard is associated with a single team. Team admins can edit and manage this dashboard. Everyone can view the dashboard.

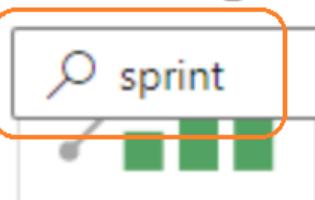
 Project Dashboard

The dashboard is not associated with a team. You decide which users and groups can edit and manage this dashboard. Everyone can view the dashboard.

Team **Create****Cancel**

5. Click on **Add a widget**. In the **Add Widget** panel, search for **sprint** to find existing widgets that focus on sprints. Select **Sprint Overview** and click **Add**.

Add Widget



Summary or day summary.



Sprint Burndown

Displays a burndown chart for the work of a team in a single iteration.



Sprint Burndown (Legacy)

A legacy version of the sprint burndown widget. Use this version if you don't have access to Analytics.



Sprint Capacity

Displays a visual overview of the current sprint capacity and highlights if the team is under or over capacity.



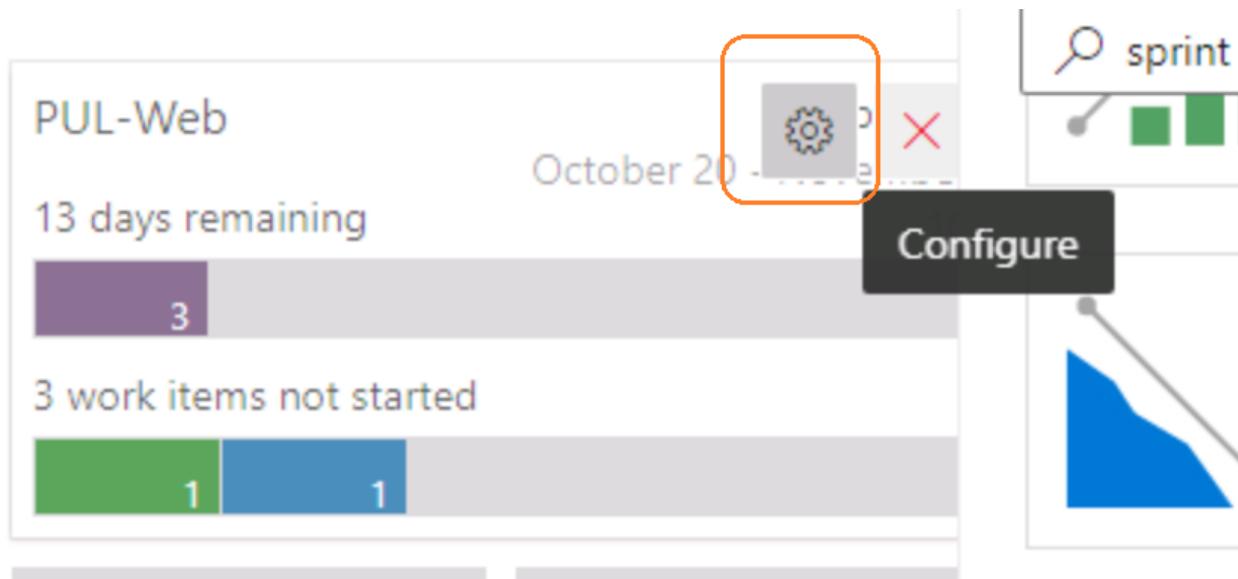
Sprint Overview

Displays a visual overview of the current sprint progress.

Don't see a widget? Explore the Extension Gallery

 Add

6. Many widgets have options you can configure. Click the **Configure** button.



PUL-Web

13 days remaining

3 work items not started

October 20

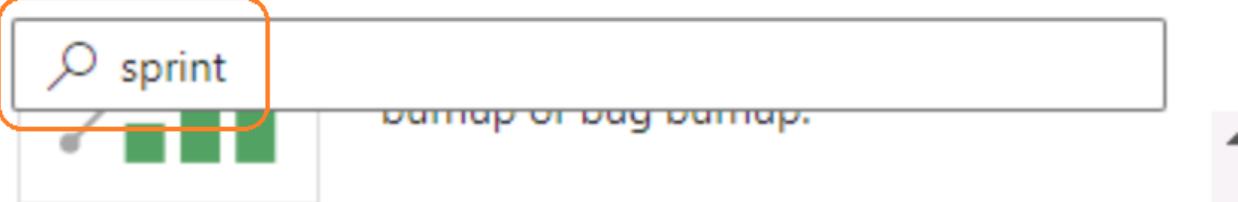
sprint

Configure

7. The quantity and depth of settings will vary by widget. Click **Close** to dismiss.

8. Search the widgets again for **sprint** and add the **Sprint Capacity** widget.

Add Widget



 **Sprint Burndown**
Displays a burndown chart for the work of a team in a single iteration.

 **Sprint Burndown (Legacy)**
A legacy version of the sprint burndown widget. Use this version if you don't have access to Analytics.



Sprint Capacity

Displays a visual overview of the current sprint capacity and highlights if the team is under or over capacity.

By Microsoft

[Learn More](#)



Sprint Overview

Displays a visual overview of the current sprint progress.

Don't see a widget? Explore the [Extension Gallery](#)

[Add](#)

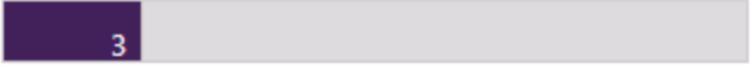
9. Click **Done Editing**.

10. You can now review two important aspects of your current sprint on your custom dashboard.

PUL-Web - Product training

Edit Refresh

PUL-Web **Sprint 2**
October 20 - November
13 days remaining **10**



3 work items not started


Sprint 2 - PUL-Web
October 20 - November 10

8 h
Backlog items: 1 not started, 1 in progress



Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 3: Defining Dashboards

Task 2: Create work item charts

1. Another way of customizing dashboards is to generate charts based on work item queries, which you can share to a dashboard. Select **Boards | Queries**.

The screenshot shows the Azure DevOps interface. On the left, there's a sidebar with various navigation options: Overview, Summary, Dashboards (which is selected and highlighted with an orange box), Analytics views*, Wiki, Boards (which is also selected and highlighted with an orange box), Repos, Pipelines, Test Plans, and Artifacts. On the right, the main area shows a dashboard for the 'PUL-Web - Product tr...' project. The dashboard includes a progress bar for '13 days remaining' (with 3 days completed), a chart for '3 work items not started' (1 green, 1 blue), and a section for 'Sprint 2 - D111 - Web'. Below the dashboard, there's a list of items: Work items, Boards, Backlogs, Sprints, Queries (which is highlighted with an orange box), and Delivery Plans.

2. Click **+ New query**.

The screenshot shows the 'Queries' section of the Azure Boards interface. On the left, there's a sidebar with links like 'Overview', 'Boards', 'Work items', 'Backlogs', 'Sprints', and 'Queries'. The 'Queries' link is selected. The main area is titled 'Queries' and has tabs for 'Favorites' (which is selected) and 'All'. A prominent orange box highlights the '+ New query' button. Below it are sections for 'Title' and 'Folder'. Under 'My favorites', it says 'No favorites yet! Favorite a query ★ to q...'. There's also a 'Import Work Items' button.

3. Set the first clause as **Work Item Type = Task** and the second clause to **Area Path = PartsUnlimited\PUL-Web**.

The screenshot shows the 'My Queries' editor. At the top, it says 'Run to see the query results.' Below that are tabs for 'Results', 'Editor' (which is selected), 'Charts', 'Run query', 'New', 'Save query', 'Revert changes', 'Column options', and '...'. The 'Type of query' dropdown is set to 'Flat list of work items'. The 'Query across projects' checkbox is unchecked. Under 'Filters for top level work items', there are two clauses: 'Work Item Type' set to 'Task' with operator '=', and 'Area Path' set to 'PartsUnlimited\PUL-Web' with operator '='. There are buttons for 'And/Or', 'Add new clause', and 'Remove clause'.

4. Click **Save query** and set the **Name** field to **Web tasks** and the **Folder** to **Shared Queries**. Click **OK**.

Queries > My Queries

The screenshot shows the 'My Queries' page in Azure DevOps. At the top, there are tabs for 'Results', 'Editor', and 'Charts'. Below them are buttons for 'Run query', '+ New', 'Save query' (which is highlighted with a red box), 'Revert changes', and 'Column...'. A dropdown menu for 'Type of query' is open, showing 'Flat list of work items'. Under 'Filters for top level work items', there are two clauses: 'Work Item Type' set to 'And' with 'Area Path' as the field and '=' as the operator, and 'Area Path' set to 'And' with 'Area Path' as the field and '=' as the operator. A modal window titled 'New query' is open in the foreground. It has fields for 'Name*' containing 'Web tasks' and 'Folder*' containing 'Shared Queries', both of which are also highlighted with red boxes. At the bottom of the modal are 'OK' and 'Cancel' buttons.

5. Select the **Charts** tab and click **New chart**.

The screenshot shows the 'Web tasks' query results page. The 'Charts' tab is selected and highlighted with a red box. Below it are buttons for 'Refresh charts' and '+ New chart'. In the center, there are three chart icons: a donut chart, a bar chart, and a line chart. Below the charts is the text 'Visualize query results with charts' and a sub-instruction 'Create several types of charts - such as pie, column, or trend - to quickly view the status of work.' A blue button labeled 'New chart' is highlighted with a red box at the bottom.

6. Set the **Name** of the chart to **Web tasks - By assignment** and **Group by** to **Assigned To**. Click **OK** to save.

Configure Chart

Chart Type
Pie

Name
Web tasks - By assignment

Group by*
Assigned To

Aggregation
Count of work items

Sort
Value Descend

Series
(blank)

Clear custom colors

OK Cancel

7. You can now add this chart to the **Product training** dashboard.

Queries > Shared Queries > Web tasks

Results Editor Charts Refresh charts New chart

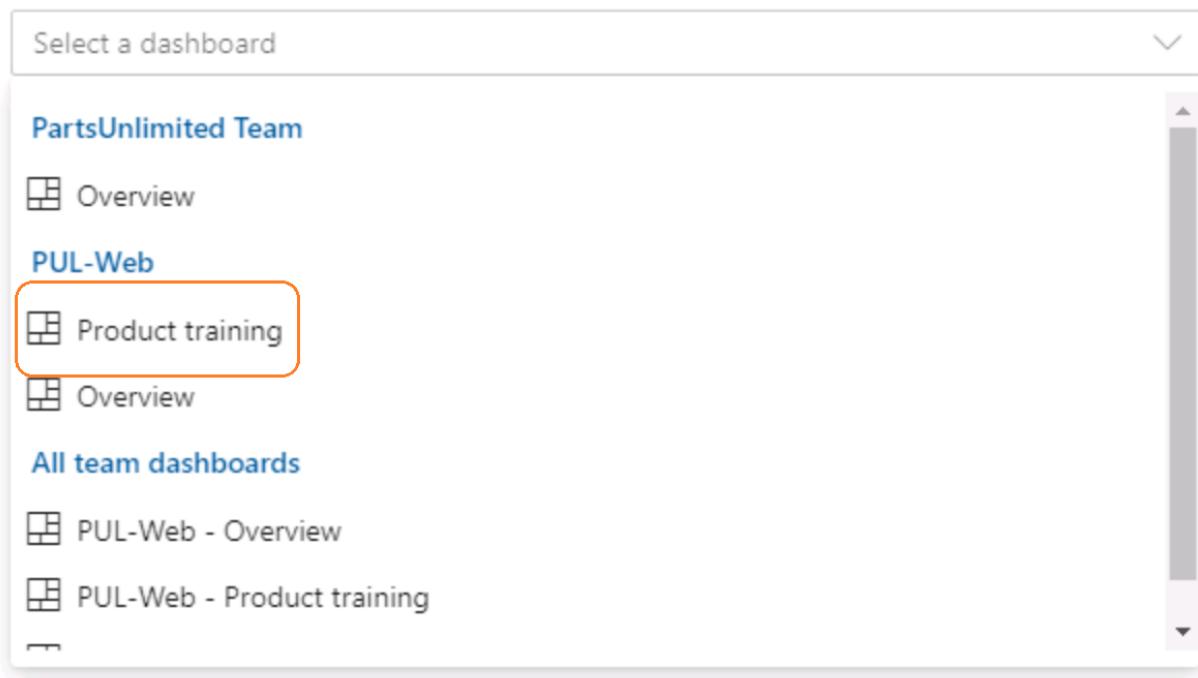
Web tasks - By assignment

...
Edit
Delete
+ Add to dashboard

(blank)

Select a dashboard

By selecting a dashboard you will create a copy of **Web tasks - By assignment** as a widget on that dashboard



Select a dashboard

PartsUnlimited Team

- Overview
- PUL-Web**
- Product training
- Overview

All team dashboards

- PUL-Web - Overview
- PUL-Web - Product training

8. Switch to the **PUL-Web - Product training** dashboard to see the newly added chart.

Azure DevOps / PartsUnlimited / Overview / Dashboards

P PartsUnlimited +

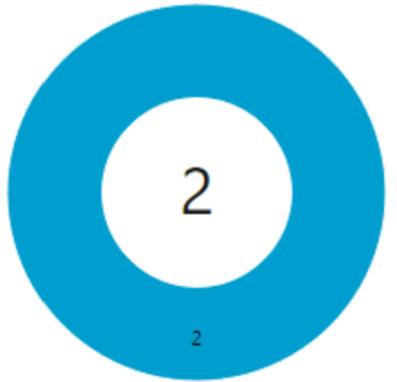
Overview Summary Dashboards Analytics views* Wiki Boards Repos Pipelines Test Plans Artifacts

PUL-Web - Product training Edit

PUL-Web Sprint ...
October 20 - November 10
13 days remaining
3 work items not started
1 1

Sprint 2 - PUL-Web
October 20 - November 10
8 h
Backlog items: 1 not started, 1 in progress

Web tasks - By assignment



2
2

(blank)

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 4: Managing Delivery Plans

Exercise 4: Managing Delivery Plans

Objectives

In this exercise, you will:

- Create a Delivery Plan and make a delivery decision based on data from the plan.

Prerequisites

None

Scenario

It takes several teams to develop large software projects. Very large projects require multiple autonomous teams that can manage their own backlog and priority while contributing to a unified direction for that project. Regular reviews of the project schedule with these teams help ensure that the teams are working toward common goals. Delivery Plans provide the needed multi-team view of your project schedule.

Tasks

- [Task 1: Creating a delivery plan](#)
- [Task 2: Adding an external team to the project](#)
- [Task 3: Making delivery decisions](#)

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 4: Managing Delivery Plans

Task 1: Creating a delivery plan

1. For the **PartsUnlimited** project in Azure DevOps Services, select **Boards | Delivery Plans**.

The screenshot shows the Azure DevOps interface for the 'PartsUnlimited' project. The top navigation bar includes the Azure DevOps logo, the project name 'PartsUnlimited', and a '+' icon for creating new items. Below this, a vertical menu lists several project management features:

- Overview
- Boards
- Work items
- Boards
- Backlogs
- Sprints
- Queries
- Delivery Plans** (This item is highlighted with an orange rounded rectangle)
- Repos

2. Click **New plan**.

The screenshot shows the 'Delivery Plans' section of the Azure Boards interface. At the top, there's a breadcrumb navigation: 'ApplInnovation-1967897303... / PartsUnlimited / Boards / Delivery Plans'. To the right of the breadcrumb is a search bar with the placeholder 'Search' and a magnifying glass icon. Further right are icons for filter, help, and user profile.

The main area is titled 'Delivery Plans' and features a placeholder icon consisting of three small user avatars above a stylized bar chart. Below this icon is the text 'You haven't created a plan yet!'. A descriptive subtitle follows: 'Once you create a plan you will be able to visualize and track work across all your teams.' At the bottom of this section is a prominent blue 'New plan' button with a white outline.

3. Enter following information for the new Delivery Plan:

- **Name: Web delivery.**
- **Project: PartsUnlimited**
- **Team: PartsUnlimited Team**
- **Backlog: Features**
- Click **Create**.

You could also organize your deliveries by Stories if you used that model instead. There is also the option to add additional teams and criteria to filter stories/features by, but we'll revisit those later.

New delivery plan



A delivery plan shows you when work will be delivered across your teams. The plan overlays each team's sprint onto a familiar calendar view. You can view multiple backlogs and multiple teams across your whole organization. [Learn more](#)

Name

Required

Web delivery

Description

Add a description to make finding plans simpler and faster

Project

Team

Backlog

PartsUnlimited

PartsUnlimited Team

Features

+ Add team

Field criteria

Use field criteria to limit the work items appearing on your plan. This criteria applies to all users of the plan.

+ Add criteria

Cancel

Create

4. You can notice that "Today" marker is at the beginning of Sprint 2. You have a number of Features listed for delivery in the previous sprint. You can also see an empty Sprint 3. Note that some of the Features shown are Done. Although it's useful to see the progress of work, we'll use that as an example by which to filter items out in a moment.

Web delivery

today

October November

Teams

PartsUnlimited ...

Features

Sprint 1
9/28 - 10/19

Sprint 2
10/20 - 11/10

Sprint 3
11/11 - 12/2

As marketeer, I want us to reuse...
New

Ops needs the ability to quickly ...
Done
nmunger109@outlook.com

As an Ops guy, I want to ensure ...
Done
Student1-19678973

As a business owner, I would lik...
Done
ckelly109@outlook.com

As a marketeer i want our websi...
Done

5. Click on **Settings** at the top-right corner of the "Web delivery" plan.

6. Select the **Field criteria** tab and click **+ Add criteria**.

Plan settings

Overview

Teams

Field criteria

Markers

Fields

Styles

Tag colors

Field criteria

Use field criteria to limit the work items appearing on your plan. This criteria applies to all users of the plan.

+ Add criteria

7. Set the new criteria to filter down to items where **State** is **not equal (<>)** to **Done**.

Plan settings

[Overview](#)[Teams](#)**Field criteria ***[Markers](#)[Fields](#)[Styles](#)[Tag colors](#)

Field criteria

Use field criteria to limit the work items appearing on your plan. This criteria applies to all users of the plan.

Field**Operator****Value**[State](#)[<>](#)[Done](#)[+ Add criteria](#)

8. Click on **Markers**. You can add a custom marker to keep track of significant dates. Click **+ Add marker**.

Plan settings

[Overview](#)[Teams](#)**Field criteria *****Markers**[Fields](#)[Styles](#)[Tag colors](#)

Plan markers

Plan markers are key dates and events you want to track

Date**Label**[+ Add marker](#)

9. Select the **fourth Friday from today** (it will be the Friday in the middle of Sprint 3) and set the **Label** to **Team offsite**. Leave the default color and click **Save**.

Plan settings



Overview

Teams

Field criteria *

Markers *

Fields

Styles

Tag colors

Plan markers

Plan markers are key dates and events you want to track

Date

Label

Color

11/19/2021

Team offsite



+ Add marker

Cancel

Save

10. The first thing to notice is that the "Done" Features are no longer visible on the delivery plan due to the criteria set in the configuration. In addition, there is now a "Team offsite" marker in the middle of Iteration 3.

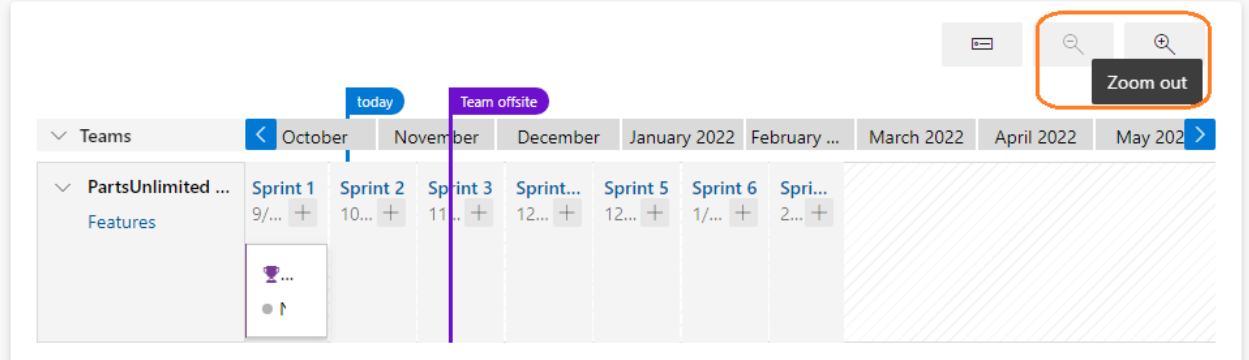
Web delivery



Settings

The screenshot shows a delivery plan for a team named 'PartsUnlimited ...'. The timeline spans from October to November. Three sprints are defined: Sprint 1 (9/28 - 10/19), Sprint 2 (10/20 - 11/10), and Sprint 3 (11/11 - 12/2). A 'Team offsite' marker is placed on the timeline between Sprint 1 and Sprint 2. A tooltip for a feature in Sprint 1 indicates it is a reuse and is new.

11. Another neat feature of the delivery plan extension is the ability to easily scale the calendar. Click **Zoom out** all the way through to view multiple months at once.



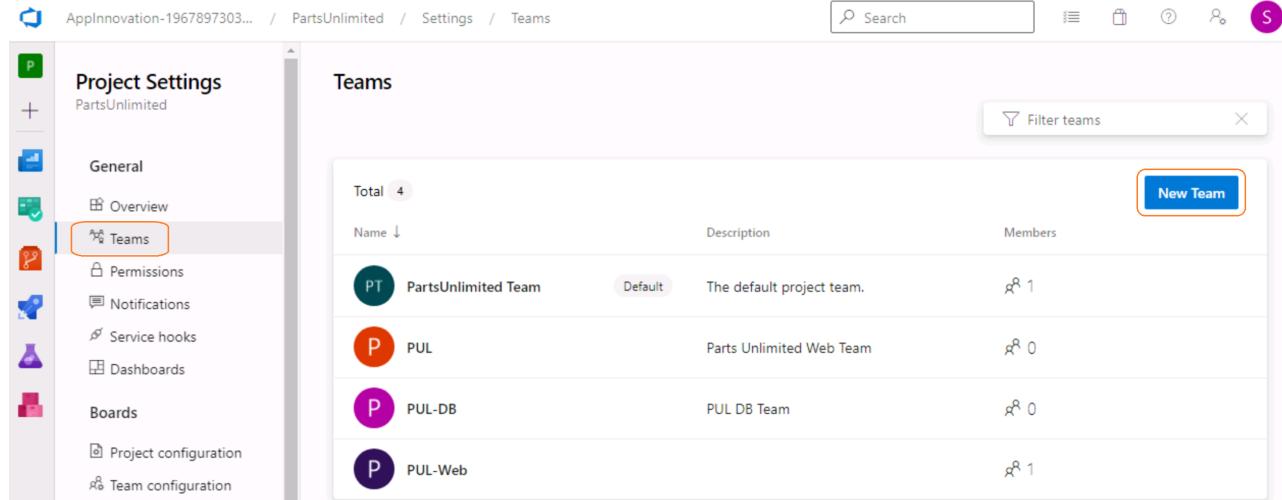
The screenshot shows a 'Web delivery' view of an Azure Boards backlog. At the top, there are navigation icons for star, filter, and settings. Below them is a toolbar with a search icon, a plus sign, and a 'Zoom out' button, which is highlighted with an orange rounded rectangle. The main area displays a timeline from October to May 2022. On the left, under 'Teams', there is a section for 'PartsUnlimited ... Features'. A purple vertical bar is positioned over the 'Team offsite' period in November. The backlog items are organized into sprints: Sprint 1 (9/...), Sprint 2 (10/...), Sprint 3 (11/...), Sprint 4 (12/...), Sprint 5 (12/...), Sprint 6 (1/...), and Sprint 7 (2/...). Each sprint row contains a '+' sign for adding more items.

12. Similarly, you can click on **Zoom in** to view a much more precise view.

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 4: Managing Delivery Plans

Task 2: Adding an external team to the project

1. Your Delivery Plan has been pretty simple so far because you only have the one team. However, the real power of delivery planning comes into play when orchestrating multiple autonomous teams across their efforts. Click **Project settings** for the **PartsUnlimited** project in Azure DevOps Services.
2. From the **Teams** tab, Click **New team**.



The screenshot shows the 'Teams' section of the 'Project Settings' for the 'PartsUnlimited' project. The left sidebar has 'Teams' selected. The main area shows four existing teams: 'PartsUnlimited Team' (Default), 'PUL', 'PUL-DB', and 'PUL-Web'. A 'New Team' button is highlighted with a red box. The table columns are Name, Description, and Members.

Name	Description	Members
PartsUnlimited Team	The default project team.	1
PUL	Parts Unlimited Web Team	0
PUL-DB	PUL DB Team	0
PUL-Web		1

3. This new team will be responsible for the efforts that involve integrating with external services, such as 3rd party services for things like weather forecasts and payment processing. Set the **Name** to **External integration team** and click **Create**.

Create a new team



Name

External integration team

Members



Add members

Description

Add a description to your team this will appear in the team page

Cancel

Create

4. Select the **Project configuration** tab under **Boards** of **Project settings**

Project Settings

PartsUnlimited

General

 Overview

 Teams

 Permissions

 Notifications

 Service hooks

 Dashboards

Boards

 Project configuration

 Team configuration

 GitHub connections

5. Note the dates Sprint 2 and Sprint 3, which will vary for your account based on when you generated the project data.

[Iterations](#) [Areas](#)

Create and manage the iterations for this project. These iterations will be customizing areas and iterations ↗

To select iterations for the team, go to the default team's settings.

New	New child			
Iterations	Start Date	End Date		
PartsUnlimited				
Sprint 1	9/28/2021	10/19/2021		
Sprint 2	10/20/2021	11/10/2021		
Sprint 3	11/11/2021	12/2/2021		
Sprint 4	12/3/2021	12/24/2021		
Sprint 5	12/25/2021	1/15/2022		
Sprint 6	1/16/2022	2/6/2022		
Sprint 7	2/7/2022	2/25/2022		

6. We're going to add two new iterations for the external services team that do not align exactly with the main team's schedule. With the root PartsUnlimited node selected, click **New child**.

The screenshot shows the 'Iterations' section of the 'Project Settings' for the 'PartsUnlimited' project. The 'Iterations' tab is selected. A callout bubble points to the 'New child' button, which is highlighted with an orange border. The table below lists existing iterations:

	Start Date	End Date
Sprint 1	9/28/2021	10/19/2021
Sprint 2	10/20/2021	11/10/2021
Sprint 3	11/11/2021	12/2/2021
Sprint 4	12/3/2021	12/24/2021
Sprint 5	12/25/2021	1/15/2022
Sprint 6	1/16/2022	2/6/2022
Sprint 7	2/7/2022	2/25/2022

7. Set the **Iteration name** to **Iteration 50**. Use **Monday of the current week** as the **Start date** and set the **End date** to **three Fridays from today**. This will also happen to be the day of the team offsite. Click **Save and close**.

Iteration 50

Iteration name

Iteration 50

Start date

10/25/2021



End date

11/12/2021



Location

PartsUnlimited



Save and close

Cancel

8. Use the same process to add **Iteration 51** that starts the **Monday after Iteration 50 ends** and has an end date **three Fridays later**.

New	New child		
Iterations	Start Date	End Date	
PartsUnlimited			
Sprint 1	9/28/2021	10/19/2021	
Sprint 2	10/20/2021	11/10/2021	
Iteration 50	10/25/2021	11/12/2021	
Sprint 3	11/11/2021	12/2/2021	
Iteration 51	11/15/2021	12/3/2021	
Sprint 4	12/3/2021	12/24/2021	
Sprint 5	12/25/2021	1/15/2022	
Sprint 6	1/16/2022	2/6/2022	
Sprint 7	2/7/2022	2/25/2022	

9. Now we need to configure the new team to use those new project sprints as its iterations. Select the **Teams** tab and click **External integration team**.

The screenshot shows the 'Project Settings' interface for the 'PartsUnlimited' project. On the left, the 'Teams' tab is selected, indicated by an orange border around the 'Teams' link in the navigation menu. The main area displays a table of teams with the following data:

Total	Name	Description	Members
5	External integration team		1
	PartsUnlimited Team	Default. The default project team.	1
	PUL	Parts Unlimited Web Team	0
	PUL-DB	PUL DB Team	0
	PUL-Web		1

10. Click **Iterations and Area Paths**.

External integration team

Relevant links: Notifications | Dashboards | Iterations and Area Paths

Members Settings

11. Select the **Iterations** tab.

PartsUnlimited / Settings / Team configuration / External integration team

Project Settings
PartsUnlimited

General

- Overview
- Teams
- Permissions
- Notifications
- Service hooks
- Dashboards

Boards

- Project configuration
- Team configuration**
- GitHub connections

Pipelines

Boards This project is currently using the Scrum process. To customize

General **Iterations** Areas Templates

To manage iterations for the project, navigate to [Project settings](#)

Iterations

Teams plan and track work at regular time intervals, commonly referred to as sprints. Learn more about customizing areas and iterations

Default iteration @CurrentIteration Change

Backlog iteration PartsUnlimited Change

The iterations selected below will appear in the Sprints hub for your team to manage work.

+ Select iteration(s) X Remove | New New child

Iteration

12. Click **+ Select iteration(s)** and use the dropdown button to select **Iteration 50** and **Iteration 51**. Click **Save and close**.



Select iteration(s)

These iterations will be available on your team's backlog

+ Iteration

PartsUnlimited\Iteration 51



[Learn more](#)

Save and close

Cancel

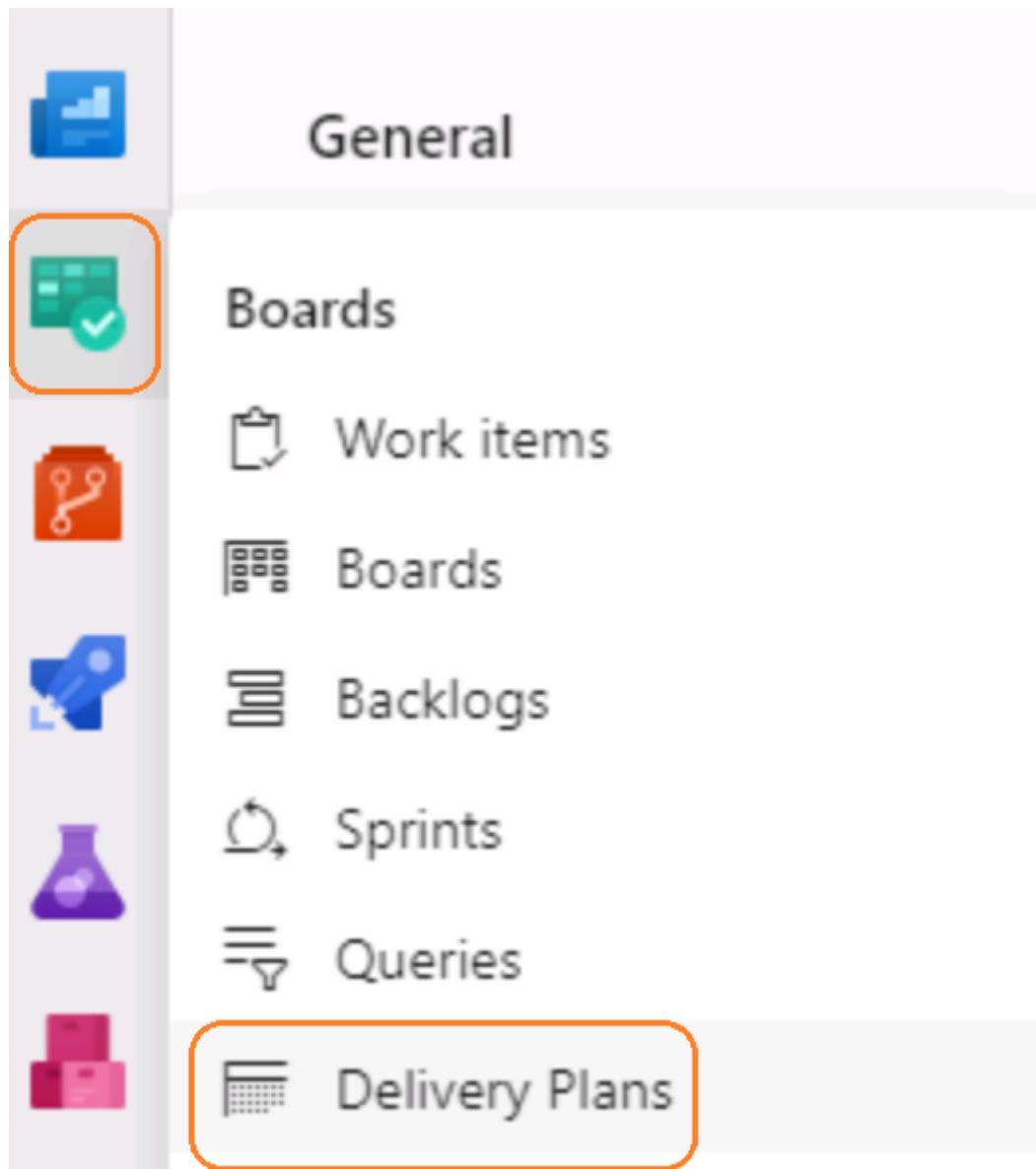
+ Select iteration(s) X Remove | New New child

Iteration	Start Date	End Date
PartsUnlimited\Iteration 50	10/25/2021	11/12/2021
PartsUnlimited\Iteration 51	11/15/2021	12/3/2021

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 4: Managing Delivery Plans

Task 3: Making delivery decisions

1. Move back to **Boards | Delivery Plans**.



2. Select **Web delivery plan** and click **Settings** button.

Web delivery

The screenshot shows a 'Web delivery' board in Azure Boards. At the top, there are navigation icons for star, filter, refresh, and settings. Below that is a header with tabs for 'Teams' (selected), 'September', 'October', 'today' (highlighted in blue), 'November', and 'Team offsite'. The main area displays a backlog of sprints and tasks. A specific task is highlighted with a purple border and a tooltip: 'As marketeer, I w...' and 'New'. The backlog includes Sprints 1, 2, 3, and 4, each with a plus sign to add more tasks.

3. Select the **Teams** tab and click **Add team**.

Plan settings

The screenshot shows the 'Plan settings' dialog for the 'Teams' tab. On the left, there's a sidebar with 'Overview', 'Teams' (selected and highlighted with an orange border), 'Field criteria', 'Markers', 'Fields', 'Styles', and 'Tag colors'. The main area has a heading 'Teams' with the sub-instruction: 'Add, edit or delete the teams for this plan. Drag teams up or down to re-order their position in the plan.' Below this are three dropdown menus: 'Project' (PartsUnlimited), 'Team' (PartsUnlimited Team), and 'Backlog' (Features). At the bottom is a button '+ Add team' (also highlighted with an orange border).

4. Select the **External integration team** as the **team** and **Features** as **Backlog**. Click **Save**.

Plan settings

The screenshot shows the 'Plan settings' dialog for the 'Teams *' tab. The sidebar includes 'Overview', 'Teams *' (selected and highlighted with an orange border), 'Field criteria', 'Markers', 'Fields', 'Styles', and 'Tag colors'. The main area has a heading 'Teams' with the sub-instruction: 'Add, edit or delete the teams for this plan. Drag teams up or down to re-order their position in the plan.' Below this are three dropdown menus: 'Project' (PartsUnlimited), 'Team' (PartsUnlimited Team), and 'Backlog' (Features). The 'Team' dropdown is highlighted with an orange border and contains 'External integration team'. The 'Backlog' dropdown is also highlighted with an orange border and contains 'Features'. At the bottom is a button '+ Add team'.

5. Use the **Zoom in/out** settings and the **calendar slider** to fit the width of Iteration 50 and Iteration 51.

Web delivery

The screenshot shows the Azure DevOps Delivery Plan interface. At the top, there are navigation buttons for 'today', 'November', and 'Team offsite'. A search bar and a 'Zoom in' button are located in the top right corner. The timeline displays several iterations: Iteration 50 (10/25 - 11/12) and Iteration 51 (11/15 - 12/3). A new item button is highlighted next to Iteration 51.

6. The new team doesn't have any Features added yet. Fortunately, you can add them directly to their team and iteration using the inline functionality of the Delivery Plan. Select the **Iteration 50** iteration. Click the **New item** button that appears.

Web delivery

The screenshot shows the Azure DevOps Delivery Plan interface. A new item button is highlighted next to Iteration 51.

7. Enter **Integrate with weather service** and press **Enter**. This item is now in the backlog with its area and iteration configured.

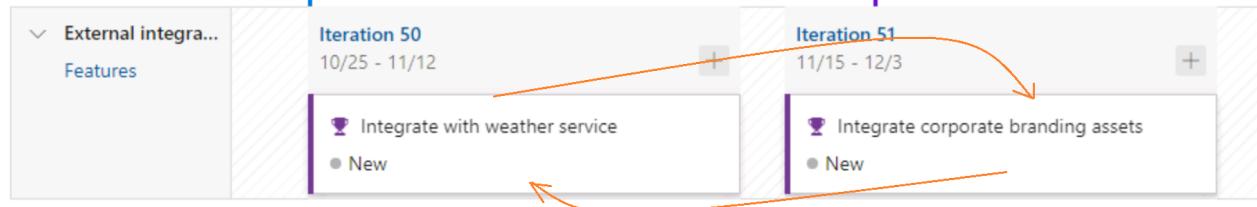
The screenshot shows the Azure DevOps Delivery Plan interface. The backlog for Iteration 51 contains a card for 'Integrate with weather service'. An orange box highlights the 'Add to top' button.

8. Follow the same process to add an item **Integrate corporate branding assets** to Iteration 51.

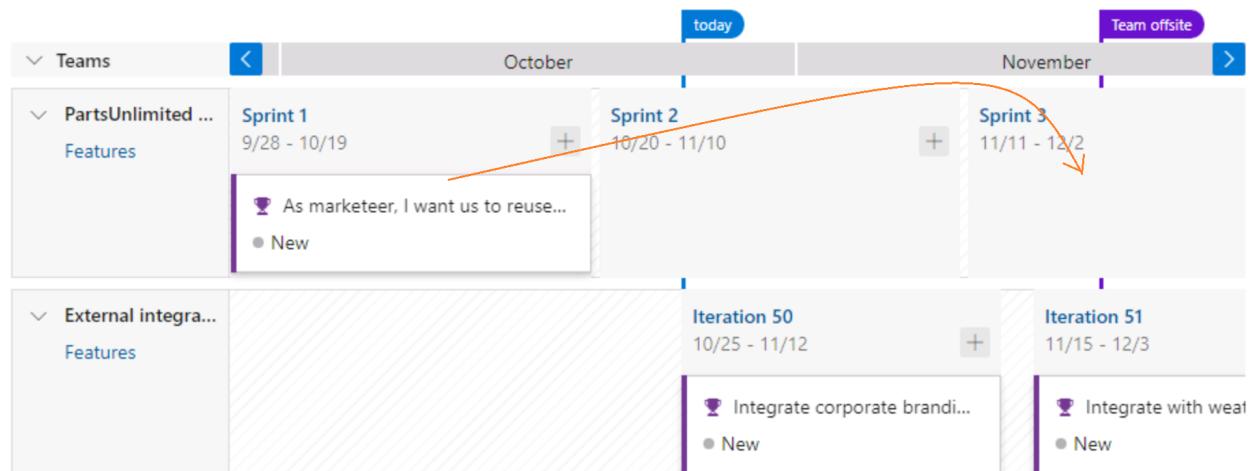
The screenshot shows the Azure DevOps Delivery Plan interface. The backlog for Iteration 51 contains two cards: 'Integrate with weather service' and 'Integrate corporate branding assets', both marked as 'New'.

Now you can step back to see how these two teams are working toward our common goals. Upon closer examination, it appears that the main team is planning to reuse some corporate branding assets during the current sprint that will not be available until well after it's over. It's a good thing you have this view to catch these sorts of potential problems early on.

9. The first thing you should do is to move the branding integration work to an earlier iteration. **Drag and drop** the **Corporate branding assets** Feature onto **Iteration 50**. In order to free up the bandwidth, **drag** the **Weather service** Feature onto **Iteration 51**.



10. Next, **drag** the **branding** Feature from **Sprint 1** to **Sprint 3** so that there's a chance the dependencies will be available in time for this team to be unblocked.



11. Now we can review the delivery plan again. It should be more feasible now.

