# **Tool Guide**

**Gabriela’s Section**

## Communication and Collaboration

**Practices which will need TOOLS**:

* **Information Radiators**

For this approach, a tool is which will be called a “Big Visible Chart”, it is a way to communicate with each project’s team the issues, process statuses and results. The planning whiteboard can be an example for this tool, such as, the changing information on the board will be visible to people in the team which they can be just walk over and take a look at it when they can or want to be reminded of what happen with the team; which also a way for the whole team to access easily, can see the changes or remind everyone the changes of the project or issues have been appeared that need to be solved as soon as possible etc

* **Continuous Integration**

For this practice, the tools for integrating the codes from each member into one project of a code to delivery to the customer which can be suitable to be used in the project, such as GitHub which is a open source for everyone to use. It is an unique way to share repository and codes by online and can be collaborated with each member from a same project. For the using of a written report to submit to a certain someone about the process of the project, the Google Drive is a good tool to use for integrating the written words from each member. It is a simple to comment, change, replace and can be saved as a pdf or recently version, not need to upload every time the changes have been made.

## Requirements Engineering

**Practices which will need TOOLS:**

* Use-cases

* **Use-cases** or **feature descriptions** (Probably the latter)
  + Remember the tools don’t have to be digital/online

## Planning and Tracking

**Planning:**

* Exploratory 360
* Methodology
* Project Map and Release Plan
* Iteration Plan

**Tracking**:

* Project Status
* Iteration Status
* Burn Charts

**Change Management:**

* Reflection Workshop ← the “Keep-try Reflection Workshop” <http://alistair.cockburn.us/Reflection+workshop> and [here too](https://books.google.co.nz/books?id=O_cMM5ztyMIC&pg=PT128&lpg=PT128&dq=keep+try+reflection+workshop&source=bl&ots=STOmMb6cb1&sig=uEYJVwwfKJ_10qLh1GcGN99vxg0&hl=en&sa=X&ved=0ahUKEwiDq6XdwvfMAhUL5mMKHQKIC8gQ6AEIIjAB#v=onepage&q=keep%20try%20reflection%20workshop&f=false).
* Version Control Configuration management Git

**Quality Assurance:**

* Test Driven Development
* Automated Testing

Note to Gabby: Crystal states that: “The most important tools the team can own … are these: A version and configuration management system [and] a printing whiteboard.” Git would be a great example of the first, and these days we can just take photos of the white board!

Planning practices:

* **Exploratory 360o**
* **Methodology Tuning**
* **Project Map & Release Plan**
  + Tied to Project Status
* **Iteration Plan**
  + Probably XP’s *Planning Game*. You should have access to [this](http://link.springer.com/chapter/10.1007%2F3-540-44870-5_14), if you search for it through AUT library, and there is [this](http://hacknplan.com) too. Don’t know how useful they are but it might get you started.
  + Tied to Iteration Status
  + Dynamic Priority List (e.g. Product Backlog)

Tracking Practices

* **Project Status**
  + Tied to Project Plan
* **Iteration Status**
  + Tied to Iteration Plan
* **Burn charts**