# **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 TOOL:**

* *Use-cases*

The use case is a diagram that uses the actors of each section point to another section;

A modelling system is a case which receiving the results of each case of the diagram

and can be involved with each case, there are the three types of relationships; extends,

includes, and inheritances; “Extends” can be like interrupt the system, “Includes” can be like plan in the advance, and “Inheritances” can be like a model such as a UML diagram.

As for the Agile approach; It can be keep simple and flexible as just write on whiteboard, draw the diagram with the important details only and its relationship to each other. It can help the team to see the clear pictures and which are the important parts of the project.

Also, can take pictures, use digital or online to keep the team to be keep up and understanding the process of the diagrams.

## **Planning and Tracking**

**Planning:**

* *Exploratory 360*

The tool of the Exploratory 360 is a good way to start the project, by following the

strategies and techniques which will help the team to understand the progress of the project clearly.

* *Performance Tuning Methodology*

A tool for improving the performance of the team member is to use this methodology as a

tool which can help the team to verify the requirements, specifications and issues of the

project.

* *Project Map and Release Plan*

This tool helps the team to estimate how much work they can get done with the project

by per sprint by planning the deadline dates to delivery the project, which the team can look at the previous project’s sprints and check whether underestimate or overestimate if there is, can help them to work out the times and deadlines.

* *Iteration Plan*

The tool is also called as a “Sprint Planning Meeting”, which is a team that hold a

meeting at per start of the sprint week, to catch up with each other’s stories, discuss the

issues, break down the specification tasks and also clarify the requirements. The meeting

always been held by 2 to 4 hours; the meeting should not be over 4 hours as it can be an unnecessary meeting that spend too much time on the unnecessary planning frames.

The priority items are always to come first to get done with and move on to the next items by listing the priority to not priority items.

**Tracking**:

* *Project Status*

Tracking the status of the project by re-viewing on the the project map and release plan.

* *Iteration Status*

Tracking the status of the iteration by re-viewing on the iteration plan.

* *Burn Charts*

This tool is a graphical chart to show the tasks that needed to be done and what left of the

tasks that can help the team to know the process without asking other member, but if needed, can ask for a clarify in the sprint meeting.

**Change Management:**

* *Reflection Workshop*

The tool to keep up with the reflection of the team called “Keep and Try Reflection

Workshop” which have the three lists on the flip chart that is for the team to see what is going on with the project and its team members. The three lists are ”What we should keep”. “Where we are having ongoing problems” and “What we want to try in the next time period”; these lists can be supporting the team members to express their thoughts and their problems with doing the project.

* *Version Control Configuration Management*

The Version Control Configuration Management is a process of the life cycle in the

project development which can be turned into a deliverable project. The tool can take the discontinued project into accorded to the information to be better for next project which is very supportable for the new project to know the issues behind the previous discontinued project, hopefully won't make the same mistakes in the future.

**Quality Assurance:**

* *Test Driven Development*

The tool to keep the project quality better is called “Test Driven Development” which is a

process of the replications of the short cycle. This tool can help the team to think what they will do and how to test the project. The tests will help to acknowledge the quality, costs and features of the project.

* *Automated Testing*

The Automated Testing is a tool for testing the outcomes of the project and comparing

the previous testings; reporting the results. This tool can run repeatedly at any time or at the specific time which ensures the quality of the project and less money to spend to test the project. It is an usable tool for either smaller and bigger projects as it will help improving the hardware or software qualities and expected the process of the project outputs without using of the manual testings.