BYSL Global Technology Group

Development Studio (Dubai, UAE)
Property No. 09, Building 16, Plot No. 416-6547
Nad Al Hamar, Dubai, UAE

Development Studio (Dhaka, BD)
39/2 Kalachandpur (North Baridhara)
Gulshan, Dhaka-1212, Bangladesh

STANDARD OPERATING PROCEDURE: SPRINT PLAN AND REVIEW

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1 WHAT IS SPRINT?

Sprint is a 2 weeks work plan.

During this time-boxed period a team works on a set of specific tasks and goals. Following Sprints, as outlined in a framework, offers several advantages to teams and organizations engaged in development and complex environments.

Here are some compelling reasons we have to follow Sprint:

1.1 IMPROVED PREDICTABILITY

Sprints provide a predictable cadence for work delivery. By establishing fixed time frames (2 weeks), teams can better estimate what they can accomplish within each Sprint. This predictability helps teams plan and manage expectations effectively.

1.2 REGULAR INSPECTION AND ADAPTATION

Sprint promotes regular inspection of work and processes. Teams can adapt to changes, identify issues early, and make continuous improvements.

1.3 REDUCED RISK

Sprint encourages teams to break down complex work into smaller, manageable chunks. This approach reduces the risk of failure and allows teams to pivot or change direction based on feedback and changing requirements.

1.4 INCREASED COLLABORATION

Sprint fosters collaboration among team members and stakeholders. It provides opportunities for communication, alignment, and feedback, which can lead to better outcomes.

1.5 TRANSPARENCY

Sprint promotes transparency through the Planning and Review. Everyone involved in the team has visibility into progress, priorities, and potential obstacles.

1.6 FOCUS ON GOAL

Sprint requires teams to set specific goals for the duration of the Sprint. Sprint emphasizes delivering valuable increments of work, a goal. Teams prioritize items based on value, ensuring that the most important tasks are tackled early.
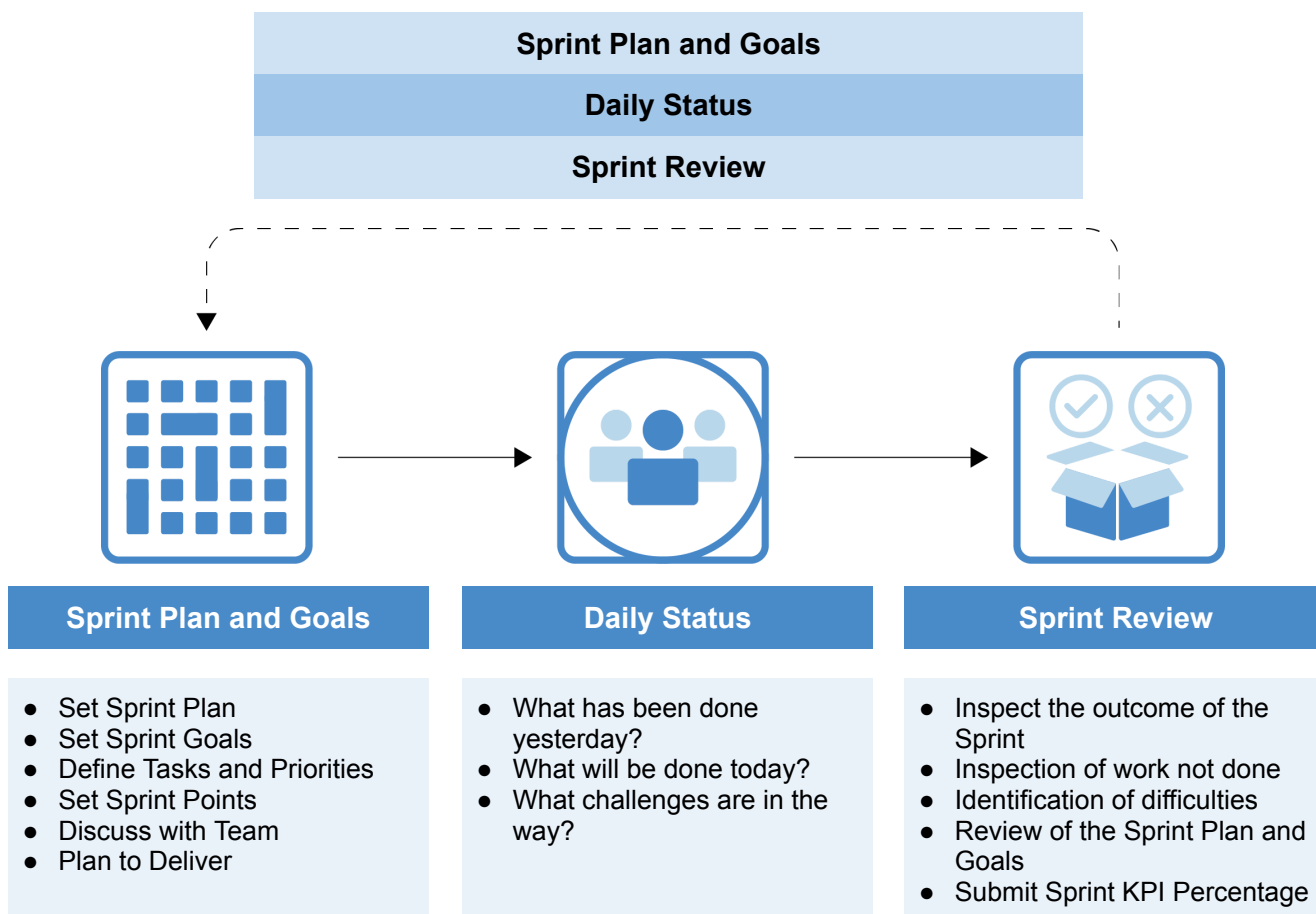
1.7 CONTINUOUS IMPROVEMENT

Sprint is dedicated to inspecting the team's performance and finding ways to improve. This commitment to continuous improvement fosters a culture of learning and adaptation.

2	SPRINT EVENTS

Sprint is the container for all of the work that's done by a Team to achieve Sprint Goals and completing the planned tasks. Each Sprint starts with a plan and ends with a review of the work completed during the Sprint. During the Sprint, the team meets daily to review their progress toward their Sprint Goal.

There are several key events that help teams plan, track, and review their work. These events are designed to promote collaboration, transparency, and continuous improvement. The primary Sprint events are as follows:

Sprint Plan and Goals
Daily Status
Sprint Review

Sprint Plan and Goals	Daily Status	Sprint Review
● Set Sprint Plan ● Set Sprint Goals ● Define Tasks and Priorities ● Set Sprint Points ● Discuss with Team ● Plan to Deliver	● What has been done yesterday? ● What will be done today? ● What challenges are in the way?	● Inspect the outcome of the Sprint ● Inspection of work not done ● Identification of difficulties ● Review of the Sprint Plan and Goals ● Submit Sprint KPI Percentage

2.1 SPRINT PLAN AND GOALS

During Sprint Plan and Goals, the team selects a set of backlog items to work on during the upcoming Sprint. The team also shares how they will achieve the Sprint Goals.

- **Purpose**
  To plan the work to be performed during the Sprint.
- **Frequency**
  First working day of each Sprint.

To set "Sprint plan and Goals" should include the tasks to be done per sprint in ClickUp sprint list and should be recorded in the "Sprint Plan and Goals" section of the PMIS folder according to the followings:

Participants:
Names of participants to set Sprint plans and Goals.

Sprint Plan:
Need to submit a Sprint link.

Sprint Goals:
Submit tasks link from the Sprint Plan that sets out some concise, high-level objectives that the team wants to achieve during a particular Sprint.

Example:

◯ Add comment   ⤴ Link to task or Doc

Sprint 01

Last Updated: **19/11/23 at 5.00PM**

Participants:

1. Fazlur Rahman
2. Md. Nazmus Sakib
3. Sarowar Monjil Shuvo
4. Saad Ibne Amin
5. Md. Imtiaz

Sprint Plan:

▤ PMO > Sprint Folder > Sprint 01 (19/11/23 - 2/12/23) > List

Sprint Goals:

- Coordinate with the relevant stakeholders and make a comprehensive list of all the identified problems to establish and maintain a fool-proof attendance tracking system

- Coordinate with the Communications Department to organize their ClickUp Folders, Lists and Workflow

- Coordinate with the Industrial Design Division to create a ClickUp Workflow for organizing, maintaining and tracking Product Development activities

- Developing Standard Operating Procedures (SOP) for Sprint Plan and Goals

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2.2 DAILY STATUS

To keep work moving smoothly, the team gets together for 15 minutes every day to focus on the Sprint Goal and to plan the upcoming day's work. During the Daily Status, they identify any issues they need help in resolving, and ask for help when they need.

- **Purpose**
  To provide a daily opportunity for the Team to synchronize and discuss progress.
- **Frequency**
  Held daily, typically in the morning.

2.3 SPRINT REVIEW

The Sprint Review is where the Team demonstrates the completed work. Together, the Team discusses the progress made toward the Sprint Goal, any emerging changes or technical climate and collaborate on what to do next.

- **Purpose**
  To inspect the increment of work produced during the Sprint and adapt if necessary.
- **Frequency**
  Last working day of each Sprint.

To review the Sprint outcome should be recorded in the "Sprint Review" section of the PMIS folder according to the followings:

Participants:
Names of participants to input Sprint Review.

Acceptance Criteria:
The team must set a "Definition of Done" (DoD) for Acceptance Criteria

Completed Tasks and Goals:
List of completed Tasks and Goals.

Sprint KPI Percentage:
Need to submit Sprint KPI percentage based on completion of sprint plan and goals and PMO Department will verify Sprint KPI percentage. If a department does not submit the Sprint KPI Percentage, it will be considered as "Fail".

Challenges and Difficulties:
Take a moment to address challenges and difficulties encountered during the sprint.

Example:

◯ Add comment   ⤢ Link to task or Doc

Sprint 01

Last Updated: **Today at 7.30PM**

Participants:

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1. Fazlur Rahman
2. Md. Nazmus Sakib
3. Sarowar Monjil Shuvo
4. Saad Ibne Amin
5. Md. Imtiaz

Acceptance Criteria:

- Storing task documentation in a designated document repository.
- Tasks documentation is reviewed and approved by top management.

Completed Tasks and Goals:

- Fazlur Rahman **Developing Standard Operating Procedures (SOP) for Sprint Plan and Goals**

- Md. Nazmus Sakib **Coordinate with the Communications Department to organize their ClickUp Folders, Lists and Workflow**

- Sarowar Monjil Shuvo **Coordinate with the relevant stakeholders and make a comprehensive list of all the identified problems to establish and maintain a fool-proof attendance tracking system**

- Saad Ibne Amin Gathered Sprint Feedback from all departments.

- Md. Imtiaz Coordinate the BYSL commerce issue fixation.

- Md. Nazmus Sakib **Coordinate with the Communications Department to organize their ClickUp Folders, Lists and Workflow**

- Sarowar Monjil Shuvo Completed BRD of BYSL Commerce.

Sprint KPI Percentage: 100%

Challenges and Difficulties:

- Fazlur Rahman Project's requirements and objectives expand beyond the initial plan. This can lead to delays, and resource allocation issues.

- Md. Nazmus Sakib We need 2 executives for our department to grow and expand our operations.

- Saad Ibne Amin We collected the Sprint Challenges and Difficulties manually by visiting each department's desks. This process was very time-consuming, which also slowed down our progress on other tasks.

- Md. Imtiaz I need a secondary monitor to speed up work progress.

- Sarowar Monjil Shuvo We need a laptop for meeting purposes.

3	DEFINING TASKS

Defining tasks and goals is a crucial part of planning and accomplishing. Tasks and goals should be clear, specific, measurable, and attainable.

If there are long-term tasks and goals, break them down into smaller, manageable tasks or sub-tasks. This makes the larger goal less intimidating and allows to track progress more easily.

Examples:

Undefined	Defined
Sale Plan	Development and submission of a comprehensive sales plan for the upcoming Season Winter 2024
Products Selection	Product Selection for Brand Forum Magazine Content Design – October 2023 Edition
EvryDy website readiness collaboration	Preliminary Discussion and collaborating on a EVRYDY Website Project
Post 23 Video on ICT Division	Motion Graphics Design of ICT Division for BYSL Social Media Post No. 23
Planning for MARKETPLACE Campaigns	Make a comprehensive plan for Marketplace Campaigns for Upcoming Season Winter 2024
Follow-up ILLIYEEN Ad Campaign	Diligently follow-up and coordinate with Digital Marketing Department for Season Winter 2024 Ad Campaigns
Departmental RACI - Sales Planning & Operations	Define the Responsibility Matrix by determining who is Responsible, Accountable, and who needs to be Informed and Consulted for Sales Planning and Operations Department
Platinum Panjabi Design	Platinum Panjabi Concept Design - 5 Approvals for Winter 2024 Season
Yellow Rice	"Yellow Rice" Food Product Photography ready for graphics.
Clearing Ongoing Recruitment Processes in BD	Employee Recruitment for Development Studio, Bangladesh ● Executive/Sr. Executive, Product Development (Apparel) - 2 Recommended ● Manager, Material Development (Textile) - 1 Recommended ● Sales Associate (Retail) - 5 Recommended
Intelli App Landing Page	UI/UX Design of INTELLI Applications Website Complete Landing Page
Team meeting to review the project timeline	Conduct a 30-minute team meeting to review the project timeline and assign responsibilities for the upcoming sprint

PowerPoint presentation on the PMO department's Q3 goals and performance.	Develop a 10-slide PowerPoint presentation on the PMO department's Q3 goals and performance

4 SPRINT POINT MATRIX

During Sprint Planning, the concern department assigns **Sprint Points** to each task they plan to work on during the Sprint. These points help in capacity planning and understanding the team's velocity.

Description	Time Effort	Sprint Points
Trivial or no effort required	Below 1 Hour	0.5
Very small, quick, and easy	1 Hour	1
Small, simple tasks	2 Hours	2
Small and straightforward	3 Hours	3
Moderate, requires some effort	4 Hours	4
Significant effort	5 Hours	5
Significant effort and complexity	6 Hours	6
Large, challenging	7 Hours	7
Large, challenging and complexity	1 Working Day	8
Large, needs breakdown	2 Working Days	16
Very large, needs breakdown	3 Working Days	24
Very large, needs breakdown	4 Working Days	32
Extremely large, needs breakdown	5 Working Days	40
One week, needs breakdown	6 Working Days	48

Tasks spanning multiple days may limit the ability to adapt quickly to changes in priorities. It is recommended to break down tasks into smaller tasks or subtasks, more manageable units and not recommended to add tasks that take more than one working day to complete.

5 SPRINT KPI PERCENTAGE CALCULATION

Sprint KPI Percentage helps teams assess their performance and progress. Teams calculate their Sprint KPI Percentage based on what they successfully complete during a sprint.

Sprint KPI percentage will be considered as follows based on Sprint Points of Sprint Plan and Goals.

SL	Description	Sprint KPI Weight
1	Sprint Goal Completion	50%

2	Sprint Plan Completion	50%
	Total	100%

Note:
- Each task must have Sprint Points.
- Sprint Goals should be high-level and challenging.
- Only **"Done"** status will be considered as Goal/Tasks completion.

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*Following this SOP is mandatory for all concerned departments; not complying with this SOP would be considered a gross violation of **Internal Compliance.***