Project kick-off, better be prepared

1. INTRODUCTION

This document helps you to set up an agile project, by answering important questions. These questions force you to think about the project and how you want to run it. All

Assignment during sprint 1: All team members should have a copy of the document. Together with the team, the template should be discussed and filled in as complete as possible. You can always add more questions to this template, to make it more clear and usable. The main focus is to be as clear and transparent in your writing. File the document in a place where all team members have access to.

It is important to have a discussion about the Kick-off Template at every sprint, to make sure everyone is aware of what has been discussed and what has changed over time. This is a living document.

2. PRODUCT VISION

It is of great importance that all team members have an idea of what the new/improved product should be look like and what its function is. What is the 'overall' goal of this product? Who is going to use/buy the product? What is the contribution of the product? Etc. Try to create an image as clear as possible during sprint 0 (and keep on doing so).

1. Who is our client? What kind of organization/company is it? What are they producing? How big is the company? When did they start? Who are their clients? And so on.

Den Doelder

Den Doelder pallets produces pallets for around 2.5 million euros per year in all kinds of designs and sizes. The pallets provided are produced as two types, wet pallets for both indoor and outdoor use, and dry pallets, for the food industry.

Established in 1938 in Axel, they have been producing timber pallets for the food, chemical, construction and agriculture industries, as well as accepting standard and customized pallet sizes. Orders are taken in bulk at the start of the year but produced in batches when the customer requires them.

They operate both in the Netherlands and internationally, with facilities in Belgium and acquiring materials from other regions such as Poland.

2. Why does the client want a solution/new product? What are the reasons?

A company has reasons to want this new product.

What do you know of those reasons?

The current process is created on their current system and then printed out. The printed form is then filled out manually, and once the order is completed, the form is scanned and stored digitally, the paper documents are then disposed of. The client wants a system which turns the paper process into a digital system, as they believe this is taking up valuable time in the order production process as well as wasting unnecessary materials. This new system should also record current stock numbers (both pre and postproduction) and production stoppages, if possible, so they can optimize the production process.

What is still unclear?

What are the employees' thoughts on the current process?
What are the external systems used?
How do they want to link it into their current systems, or if they want it separate from this (excluding the acquiring of pallet templates)?

What questions can you ask your client to get a better understanding as why this assignment came into being?

How many people are involved?
Should there be specific access privileges for specific staff positions?
Are there people within your organization who might have an idea about solutions or improvements to the current process, or know of other problems with it?

3. What kind of specific product does the client eventually wants to “hold in his/her hands”? (website, database, advice…..)

The client would like a working concept of a new order production process, optimized for touchscreen devices such as tablets and mobile phones, but with Desktop accessibility. They want something that can connect to their existing ERP system but are aware that this might not be possible for the team at this time. They are also aware of the limitations of the team, as we are starting out in the creation and development processes.

The end result of the system is a fully digitized version of the existing order sheet, which can be edited where necessary and easily accessed on varying devices. As well the client will like if we add additional features to our system including timestamps for the production process and making the forms more organized and structured.

4. Who is going to use the product? Is this the client self? The (future) customers?

Who are the people who are actually use the end product?
Administration staff in charge of taking orders
Staff members in charge of counting available products and materials
Production floor staff
Quality checking staff
Truck Drivers, involved in acquiring the necessary materials

What do you know of them? How are they going to use your product?
Currently we have little information about the staff processes, outside of the basic premise of their roles. The current information highlights that specific staff members can create and update the full order, production and quality checking staff can update the produced number of pallets as well as record issues when the arise. The truck driver should be able to insert the total amount of materials that were acquired from their suppliers.

We have plans to meet with the staff and gain better information in the near future.

In due time your understanding of the problem/challenges of this project will become more evident or clear. So keep this template up to date. The client can change his or her mind during the project. Look back during every sprint at this product vision. Is it still up to date?

3. TEAM

1. Team Name

Who are you? What team name matches you as a team and expresses who you are? Keep if functional.

Woodcraft Workshop

2. Team members

Who are the team members? Write down all relevant contact information of every team member, like name, phone number, etc.

Name	HZ Username	Contact Number	GitHub ID	Country of Origin
Nick Meade	mead0001	+353 87 950 8590	NickGMeade	Ireland
Shirel Snopik	snop0001	+972 52 367 0494	snoop0001	Israel
Valentijn Boostra	boon0105	+31 6 10465936	boon0105	Netherlands
Kevin de Block	blok0047	+31 6 26979189	Kedeblo	Netherlands
Borna Vileta	vile0003	+31 6 46730075	bornavileta	Netherlands
Ayodeji Olagoke	olag0002	+31 6 33452936	Dejihz	Nigeria

4. PROJECT LOCATIONS

The most ideal circumstances for working Agile is being together in one room, face to face. Sometimes, this is not possible and other tools must be used. Describe them here.

Physical meeting location

Project Room - GW306

Virtual meeting location

Teams

Documents

OneNote, Teams, OneDrive

5. COOPERATION

What are our team values? What do we stand for? As part of teambuilding, it is relevant to discuss team values and write them down. You can refer to these team values during difficult cooperation times.

1. **Work agreements**. What kind of agreements are there about team cooperation? What to do for instance if someone doesn't show up? What is expected behavior? Do you accept that team members do not show up, because of an appointment to the hairdresser? Or a team member has his/her own company and is not always available? And so on.

Expected behavior from the team:
This part applies to both online/ offline meetings
If there are other commitments that are planned in advanced that may interfere with scheduled teamwork and appointments with the client / lecturer – we expect the team member to notify the rest of the team as early as possible and no later than 48 hours prior.

If there is an urgent unexpected situation that will cause the team member to not attend that day or be late – we expect the team member to notify the rest of the team as soon as possible and not later than 2 hours before.

Any other situations that appear during the week should be notified not later than 24 hours prior to the group meeting and not later than 48 hours if the client / lecturer are involved.

If someone repeatedly does not reply to group messages/contact and is not available or If someone is unable to complete a task in a specific date, they provide an updated date/time of when they can provide it – not later than the end of that sprint and if they cannot make it they need to raise that problem to the group and then their responsibilities will be either divided between the rest of the group or reassigned.

if one of these issues continues without a valid reason the matter will be escalated to the project-lecturer.

if a critical team member (team-coach, tracker, or the on-site client) is missing or can't attend for any valid reason – the rest of the team present is expected to take initiative and responsibility for that meeting by either assigning another team member for that role for that day/sprint or by dividing it between the group.

About any issue with attendance there will be a group member assigned on checking in with the missing member and a list of attendance will be updated at each meeting. Notes will also be taken to update and keep the missing team member in the loop.

Currently the roles in our team are:
Tracker – Nick
On-site Client (full time) - Valentijn
Coach – Shirel
Developers – everyone but Valentijn
These roles are not fixed and are open for changes if the team wants at the beginning of each sprint.

2. **Working hours**. If a team member can't work during the scheduled working hours (i.e. due to doctor's visit), how will you compensate?

Monday to Thursday: 09:00 – 16:00
Fridays: 09:00 – 16:00 (Catch-up purposes)
Breaks: 12:00:13:00 and option for 10 minutes break in the mornings/evenings depending what the team wants and agrees on.
Work compensation procedures are outlined in the Work Agreements above.

3. **Team values.** Discuss the five agile values: simplicity, communication, feedback, respect, courage. What do they mean for your team? How do you make sure team members are living up to your interpretation of the values?

Communication:
Would be one of the most important values. So that we can respect each other's time and commitment, being able to communicate with each other will help us easily navigate the project as well as work out any issues.
Keeping the team updated of progress, changes, issues.
Asking for help when it's needed.

Respect:
Live up to the expectations set out by the team.
Respect each other in how we act and communicate
Respect everyone's time.
Treat each other like how we want to treat ourselves, we are all working professionals in this situation.
We all came here to learn from each other as well as together.

Courage:
Don't be afraid to ask questions, for help, for feedback.
Being open/upfront with any issues that might affect your performance, how you feel you are progressing with the project.

Feedback:
Feedback might not always be nice, but we need to recognize our achievements as well as our faults.

Simplicity:
Always be open to different approaches to getting work done, which doesn't make things confusing or convoluted for yourself and others.
Delivering a fully working program might not be possible but providing a small working piece of code and our ideas about how the project should work is equally as important.

4. **Team building.** Set dates and activities for the coming two sprints. Which teambuilding activities will you do and when will you do them? Some example activities: grabbing a drink, playing a game, seeing a movie, lunching at your favorite restaurant, et cetera.
   Remember that the team coach is responsible for the team actually carrying out the planned activities!

Sprint	**Date**	**Activity**
Sprint 2 – week 1	16th March	Coffee/Lunch in the city
Sprint 2 – week 2	23rd March	Bowling
Sprint 3 – week 1	30th March	Boardgames/Videogames
Sprint 3 – week 2	6th April	Coffee/Lunch in the city

5. **Daily Standup** When are the standups planned? Is online participation allowed?

With No Morning Classes: Each morning at 09:00 With Morning Classes: Each Afternoon at 13:00 No issues with online participation for stand-ups.

6. **Sprint retro**. When are the retrospectives? Day/time/which room?

Sprint #	Retro date/time	Location
Sprint 2	Thursday March 3rd @ 13:00	GW306
Sprint 3	Thursday March 10th @ 13:00	GW306
Sprint exam week	Thursday March 17th @ 13:00	GW306
Sprint 4	Thursday March 24th @ 13:00	GW306
Sprint 5	Thursday March 31st @ 13:00	GW306
Sprint 6	Thursday April 7th @ 13:00	GW306
Sprint 7	Thursday April 14th @ 13:00	GW306

6. THE CLIENT

Availability of the Client. What are the contact details of your client? Via what medium does the client want to communicate? Is there 1 contact person in the team[1]? When is the client available and when not? Can you contact them on a daily basis for questions or only once per sprint? Have you agreed upon a reasonable time to answer? Describe this.

Client Availability:
Sprint 1 & 2

Monday to Friday: 09:00 – 14:00

Sprint 3 & 4
Monday to Friday: 14:00 – 23:00

Sprint 5 ->
Monday to Friday: Regular business hours

Contact Information/Preferences:
Client confirmed they are always open for call or email during these times, any emails outside of this time might not receive an immediate reply.

Response times have not been set yet but will contact the client to confirm this timeframe. Expecting a 48-hour response window for emails/messages. If more than 72 hours with no response, including follow-up emails/messages (approximately after 36 hours) then we would escalate to the project lecturer.

Client Contact: Robert de Jonge
Email: robert@dendoelderpallets.eu
Phone: +31610933708

[1] Note that some clients prefer to stay in contact with only one person, because that's less confusing than a different on site customer every sprint.

7. Tuning

What to do if someone is gone for a longer period, like illness or holiday? Do we expect those team members to make up for lost hours? What if there is a team building meeting and the Team coach is sick? Who is replacing her/him? Discuss various scenarios. You all have personal experiences with this.

1. Agreements what to do with long term absence?

If it is an illness, we factor in the time they have been told to sit out of college activities. If the team member in question is unable to complete their full workload, if any at all, then their responsibilities will be divided between the remaining team members, as appropriate. When the absent team member returns, the team can redistribute the workload among all members again. We keep the project lecturer in the loop regarding this planned absence, so they are aware of our planning around the situation. If this scheduled absence goes beyond 2 weeks, then the team will need to escalate the matter further with the project lecturer so we can adjust any existing planned and take any additional necessary actions.

2. Does our team cooperate with the other team on the same project? If so, how do we organize fine-tuning, team learning and cooperation?

All team members are happy with cross-team cooperation, this is also confirmed with the other team. Main points of contact between teams are between Shirel (INT) and Ivy (NL). Both teams are happy to cooperate in the gathering and sharing of information and requirements, planning group visits to the client together.

3. What questions will we ask the project teacher and what questions will we ask specific teachers because it is their expertise?

Who to ask for what:
Loek – Good at Back End, Networking, Agile, GitHub, VMWare.
Rimmert – Front End, Apple related processes, Javascript, Typescript, Design Ideas, Useful apps to use/implement
Daan – Windows, requirements elicitation (gathering requirements information), Laravel, General Programming
Frans – Data related questions, security, architecture, business rules, descriptions
Elio – Back-end development (database / services), knowledge on working as a team and the rituals that belong with the process (stand-up, planning, retro etc.)
Esther – Social Scientist of Information Technology Practices [?] (What is Agile, cooperation, etc.
Daphne – Planning, Groupwork, Communication

Questions for project teacher:
Any advice on how to get useful information from the client?
Ask for their help in their expertise and to help us find good solutions
Help in group – dynamic
Recommendations on how to use the framework

8. Definitions

Here you will put together your own "dictionary" of jargon. What do the words/terms mean to you as a team?

Definition of Done. When is a task complete? How do you know your individual effort is enough? How do you cope with different levels of finishing a task?

Weekly sprint planning meetings can identify the workload for the week ahead, their level of difficulty and estimated time required to complete them. These are displayed as a sprint planning board, with the level of difficulties identified for an evenly distributed workload across all team members.

Daily discussions in the sprint stand-ups go over the tasks required to be completed that day, any potential issues that may arise, highlight if we need to discuss the task further with a lecturer and any help that we would need from other team members.

Evening catchups will discuss what we completed, had issues in completing, how the workload is looking for the week ahead and finally push any completed updates to Github, resolving any merge conflicts and code-sniffer issues identified. This is scheduled for the last 30-45 minutes of the day, depending on workload. Sprint board tasks are updated accordingly.

At the end of each sprint, the team will meet and update the documentation regarding team and individual tasks, wireframes, web sequence diagrams and any remaining sprint planning boards tasks.

Definition of Done:
After the end of day/sprint review when all team members are happy with the result.

User story estimation. Which “measure” will you estimate in? Traditional agile teams do it with relative numbers, which are called story points: 1 is an easy task and 5 is a hard task. It takes some time getting used to this. Maybe you want to estimate the number of hours? Or the amount of project afternoons?

Divide User Stories into individual tasks in order of importance (High, medium, low) and then assign a level of difficulty to them, using a 1 to 5 scale (1 being easy – 1 or 2 afternoons, 5 being most difficult – taking all/the majority of the week).
A timeframe is assigned to each task, based off the above. This will be measured in Morning’s, Afternoon’s, or Days, as defined below.

Definition:
Mornings – The 09:00 to 12:00 time slot in the college day, dedicated to working on the project.
Afternoons – The 13:00 to 16:00 time slot in the college day, dedicated to working on the project.
Day – The full 09:00 to 16:00 college day, dedicated to working on the project. Can be split into a Morning and Afternoon slot for work.

Pull request. Who is allowed to merge pull requests? And when are pull requests allowed to be merged?

Push, Pull and Merge requests are performed at the end of each day.
The group will go over any merge conflicts together, then one team member is assigned to completing each merge request.

Branching model. Which branching model will you use in Git?

Each team member will have a dedicated branch on Github for working on their code, when necessary.
At the end of each day, all completed work is pushed to their branch on Github once everyone is happy that the work is completed.
At the end of the sprint week, or when we have completed a working component, the branch(es) is merged into the Main branch and any merge conflicts are resolved.

9. STAKEHOLDERS

In a project you have a client. But is he or she really the only person who has influence on the project or the direction of the project? That is almost never the case. It can be that within the organizations of the client there are departments with more or less influence on the end product or the project itself. There can also be external parties who have influence. Think of clients, concerned citizens, media, government, suppliers and so on. Maybe you have encountered a project in which you need to take law enforcement into account; i.e. when you are dealing with personal data.

Identify stakeholders who can/are of influence on the project. Make use of for instance this matrix:

https://www.lucidchart.com/blog/how-to-do-a-stakeholder-analysis

- People
    - Staff
        - Management
        - Order processing
        - Stock/Materials counting checker
        - Production Line
        - Truck drivers
- External influences
    - Materials Suppliers
    - Customers
- Machines
    - Pallet production machines
    - Company's ERP system

10. Risk management

One of our values states that "we plan for success, not excuses". That does not mean, however, that we should never think of things that could endanger the progress in a project. Last two years are a good example: everybody had to take into account the risk of contracting Covid and needing to quarantine. But very few people actually managed that risk. Most people had no idea what to do and how to react when lockdown or quarantine hit. The result? Panic, stress, frustration, …

Risk management. Take 45 minutes to brainstorm with your team. Let your creative mind run free and think of anything that could endanger the project.
Then, decide on the top 5 risks of the project and put them in the Excel template provided to you. The template contains 1 absurd example risk, so you can see how it should be filled in. Your own risks should of course be relevant to the project.

See attached Excel file - Group 06 - Risk Management template FINAL.xlsx