**Project kick-off, better be prepared**

# 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 discuss 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.**

1. 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.

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| **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 in 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. |

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

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| 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?**  User access and authorization – different roles or different people having their own accounts and views.  How to implement the extra features required by the studies in this project while still satisfying our client.  **What questions can you ask your client to get a better understanding as to why this assignment came into being?**  The reason for this project is clear to us from the third quartile.  **What questions can you ask your client to adjust the solution to the requirements from this quartile?**  Asking different workers if they would prefer to have their own account and why.  Presenting to the client the different new features and |

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

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| 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 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 it if we add additional features such as reports showing the downtimes of the production lines, the completion time for the orders, common and repeating errors. |

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

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| **Who are the people who use the end product?**  Administration staff in charge of taking orders, doing the initial checkup, keeping track of the orders, and closing them.  Production floor staff in charge of producing the pallets.  Head operator in charge of the first batch checkup and checking the production machines' status.  Truck Drivers, involved in acquiring the necessary materials and producing pallets.  **What do you know of them? How are they going to use your product?**  Administration staff - will create new orders using the new system, will be able to update its details and status, will record the initial checkup, and book a production line for each order.  Production workers – View the order details and drawings, can add notes, update the hourly checkup, stop production, and document errors or any reasons for stopping production.  Head operator – View the order details and drawings, update the hourly checkup, can add notes, stop production, and document errors or any reasons for stopping production, document the first batch checkup.  Management – views all the reports and statuses of the production lines.  Truck driver – view list of orders and their statuses, material needed for each order, locations of both existing pallets and materials, production line of each order, add notes to the delivery. |

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.

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| 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.

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| --- | --- | --- | --- | --- |
| 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 |
| Ayodeji Olagoke | olag0002 | +31 6 33452936 | Dejihz | Nigeria |
| Noah Roth | roth0010 | +31 6 28273277 | roth0010 | South Canada |
| Manon Mampaey | mamp0002 | +31 6 53709833 | mamp0002 | Netherlands |

# PROJECT LOCATIONS

*The most ideal circumstance 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

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| Project Room – GW203, GW309. |

Virtual meeting location

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| Teams |

Documents

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| OneNote, Teams, OneDrive |

# 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.

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| **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 arise 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 is 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 – Valentijn  On-site Client (part time) – Deji Valentijn  Team Coach – Manon  Developers – everyone but Valentijn  These roles are not fixed and are open for changes if the team wants at the beginning of each sprint. |

1. **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?

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| 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 on what the team wants and agrees on.  Work compensation procedures are outlined in the Work Agreements above. |

1. **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?

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| **Communication:**  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 on progress, changes, issues.  Asking for help when it is 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.  Respect the commitments made with the team in scheduling - Don’t skip meetings without a reason.  **Courage:**  Do not 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. |

1. **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 carrying out the planned activities!

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| Sprint | Date | Activity |
| Sprint 4 – week 1 | 25th April | Video games |
| Sprint 4 – week 2 | 9th May | Ice cream |
| Sprint 5 – week 1 | 16th May | Lunch in the city |
| Sprint 5 – week 2 | 23rd May | Boardgames |
| Sprint 6 – week 1 | 30th May | Bowling/ Escape room |
| Sprint 6 – week 2 | 6th June | Dinner |
| Sprint 7 – week 1 | 13th June | Lunch in the city |
| Sprint 7 – week 2 | 20th June | BBQ |

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

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| With No Morning Classes: Each morning at 09:00  With Morning Classes: Each Afternoon between 11:00 and 13:00  No issues with online participation for stand-ups. |

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

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| Sprint # | Retro date/time | Location |
| ~~Sprint 2~~ | ~~Thursday March 3~~~~rd~~ ~~@ 13:00~~ | ~~GW306~~ |
| ~~Sprint 3~~ | ~~Thursday March 10~~~~th~~ ~~@ 13:00~~ | ~~GW306~~ |
| ~~Sprint exam week~~ | ~~Thursday March 17~~~~th~~ ~~@ 13:00~~ | ~~GW306~~ |
| Sprint 4 | Thursday May 12th @ 13:00 | GW309 |
| Sprint 5 | Thursday May 26th @ 13:00 | GW309 |
| Sprint 6 | Thursday June 9th @ 13:00 | GW309 |
| Sprint 7 | Thursday June 23rd @ 13:00 | GW309 |

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]](#footnote-2)? When is the client available and when not? Can you contact them daily for questions or only once per sprint? Have you agreed upon a reasonable time to answer? Describe this.

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| **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 (after 36 hours) then we would escalate to the project lecturer.  Client Contact: Robert de Jonge  Email: robert@dendoelderpallets.eu  Phone: +31610933708 |

# 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?

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| 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. |

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

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| 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 – given that we are also being contacted by the other team and they will share information with us. |

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

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| 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 |

# 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?

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| Every first Monday of a sprint we will hold a sprint planning meeting 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 and wiki, 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.  A task will be done after it was also reviewed by an additional team member and approved (coding and documentation). Specifically with code, an additional factor is considered, as the code must complete the user story it originates from. |

**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?

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| 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?

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| Push, Pull and Merge requests are performed when we are certain that a component is completed and ready for merge.  The group will go over any merge conflicts together, then one team member is assigned to completing each merge request (including peer review). |

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

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| Each feature will have a dedicated branch on GitHub for working on the code.  At the end of each day, all completed work is pushed to their branch on Github once it was reviewed by a group member and approved. |

# 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
    - Administration
    - Head operator
    - Production Line workers
    - Truck drivers
* External influences
  + Materials Suppliers
  + Customers
* Machines
  + Pallet production machines
  + Company’s ERP system

# 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.

[Group 06 - Risk Management FINAL.xlsx](https://myhz.sharepoint.com/:x:/t/Group06Project/ER4GJlNlrg5EtTw_qYCqd6gBHP0XkNDRUct30crgF0qtIQ?e=A53fTR)

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. [↑](#footnote-ref-2)