

WorkshopPLUS - Azure DevOps Services: Essentials

Lab Guides

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Module 7: Azure Boards - Plan and Track Projects

Lab 1: Azure Boards - Plan and Track Projects

Introduction

In this lab, you will learn how Azure DevOps Services can help you quickly plan, manage, and track work across your entire team. You will explore the product backlog, sprint backlog, and task boards, which can be used to track the flow of work during an iteration.

[Exercise 1: Managing Sprints and Capacity](#)

[Exercise 2: Kanban Boards](#)

[Exercise 3: Defining Dashboards](#)

[Exercise 4: Managing Delivery Plans](#)

Objectives

After completing this lab, you will be able to:

- Plan and manage team capacity
- Use the task board
- Use the Kanban board
- Define dashboards

Prerequisites

- [Lab 2: PartsUnlimited Lab Setup](#)

Estimated Time to Complete This Lab

45 minutes

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 1: Managing Sprints and Capacity

Exercise 1: Managing Sprints and Capacity

Objectives

In this exercise, you will learn how to:

- Manage capacity planning
- Customize taskboard

Prerequisites

None

Scenario

Your team builds the sprint backlog during the sprint planning meeting, typically held on the first day of the sprint. Each sprint corresponds to a time-boxed interval which supports your team's ability to work using Agile processes and tools. During the planning meeting, your product owner works with your team to identify those stories or backlog items to complete in the sprint.

Planning meetings typically consist of two parts. In the first part, the team and product owner identify the backlog items that the team feels it can commit to completing in the sprint, based on experience with previous sprints. These items get added to the sprint backlog. In the second part, your team determines how it will develop and test each item. They then define and estimate the tasks required to complete each item. Finally, your team commits to implementing some or all the items based on these estimates.

Tasks

- [Task 1: Capacity Planning](#)
- [Task 2: Taskboard Settings](#)

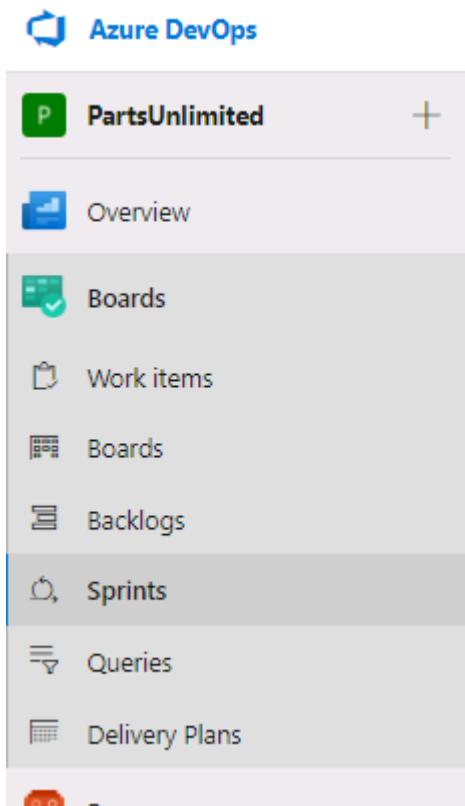
Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 1: Managing Sprints and Capacity

Task 1: Capacity Planning

1. Navigate to the web browser to the **PartsUnlimited** project in Azure DevOps Services.

2. Navigate to the **Boards | Sprints**.

Your sprint backlog should contain all the information your team needs to successfully plan and complete work within the time allotted without having to rush at the end. Before you start planning your sprint, you'll want to have created, prioritized, and estimated your backlog and defined your sprints.



3. Be sure you have selected **PUL-Web** team's sprints.

PUL-Web

September 13

Taskboard Backlog Capacity Analytics + New Work Item ...

Sprint 2

To Do 8 h

In Progress

160 As a customer, I want to view new tutorials
163 Add page for most recent tutorials
164 Optimize data query for most recent tutorials

State Approved

Unassigned 5

State To Do

Work details

Work

Team (8 h)

- From the **View options**, select the **Work details** Side Pane option.

PUL-Web

September 15 - October 6
11 work days remaining

Taskboard Backlog Capacity Analytics + New Work Item ...

Sprint 2 Person: All

To Do 8 h

In Progress

160 As a customer, I want to view new tutorials
163 Add page for most recent tutorials
164 Optimize data query for most recent tutorials

State Approved

Unassigned 5

State To Do

Work details

Work

Team (8 h)

Work By: Activity

Design (3 h)

Development (5 h)

Work By: Assigned To

Unassigned (8 h)

Side Pane

Work details

- The current sprint has a pretty limited scope. There are two tasks in the *To Do* stage that combine for 8 hours of estimated work. At this point, neither task has been assigned.

- Assign** the **Add page for most recent tutorials** task to youself. Note that this updates the **Work details | Work By: Assigned To** view.

The screenshot shows the Azure Boards Taskboard interface. On the left, there's a backlog item: "160 As a customer, I want to view new tutorials" (State: Approved, 8 h). In the center, under the "To Do" column, there are two items: "163 Add page for most recent tutorials" (Student1-190526..., State: To Do, 5 h) and "164 Optimize data query for most recent tutorials" (Unassigned, State: To Do, 3 h). On the right, the "Work details" pane is open, showing a summary of work: "Team (8 h)", "Work By: Activity" (Design: 3 h, Development: 5 h), and "Work By: Assigned To" (Unassigned: 3 h, Student1-19052640: 5 h).

7. Select the **Capacity** tab. This view enables you to define what activities a user can take on and at what level of capacity. In this case, set your capacity to allow **1 hour of Development Activity per day**. Note that you can add additional activities per user in the case they do more than just development.

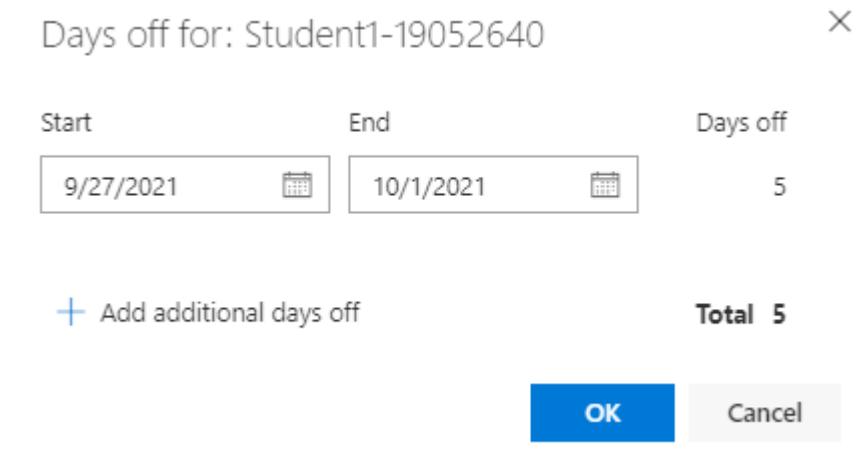
The screenshot shows the Capacity tab settings. Under "User", "Student1-19052640" has "Days off" set to "0 days". In the "Activity" section, "Development" is selected and "Capacity per day" is set to "1". A note says "These days off apply to the whole team."

8. However, let's assume that you are going to take some vacation. Click **0 days** under Days off for your name.

The screenshot shows the Capacity tab settings again. Under "User", "Student1-19052640" now has "Days off" set to "0 days". In the "Activity" section, "Development" is selected and "Capacity per day" is set to "1". A note says "These days off apply to the whole team."

9. Set the vacation to span **five work days** during the current sprint (within the next few weeks). Click **OK**.

The screenshot shows the Sprints page. It displays the current sprint duration as "September 15 - October 6" with "11 work days remaining". The "Sprint 2" dropdown is highlighted with an orange box.



10. Click **Save**.

PUL-Web

Taskboard Backlog Capacity Analytics

Add user Save Undo ...

User	Days off	Activity	Capacity per day
Student1-19052640	5 days	Development	1
Team days off	0 days	These days off apply to the whole team.	

11. Return to the **Taskboard** tab for the current sprint of the **PUL-Web** team.

12. Note that the capacity view has been updated to reflect your available bandwidth. This exact number may vary, but for the screenshots here, that sprint capacity is 11 hours (1 hour per day over 11 working days).

Work details



Drag and drop work items to balance work across your team.

Work

Team



(8 of 11 h)

Work By: Activity

Design

(3 h)

Development



(5 of 11 h)

Work By: Assigned To



Student1-19678973



(8 of 11 h)

13. One convenient feature of the boards is that you can easily update key data in-line. It's a good practice to regularly update the Remaining Work estimate to reflect the amount of time expected for each task. Let's say you've reviewed the work for the **Add page for most recent tutorials** task and found that it will actually take longer than originally expected. Set the **Remaining Work** for this task to **9**.

To Do 12 h

164 Add page for most recent tutorials

S Student1-19678973

State ● To Do

9

Note how this modifies Work Details. In this particular example, while **Development** capacity is still green, **Team's** capacity as well as your capacity is already exceeded.

Work details



Drag and drop work items to balance work across your team.

Work

Team



(12 of 11 h)

Work By: Activity

Design

(3 h)

Development



(9 of 11 h)

Work By: Assigned To

S Student1-19678973



(12 of 11 h)

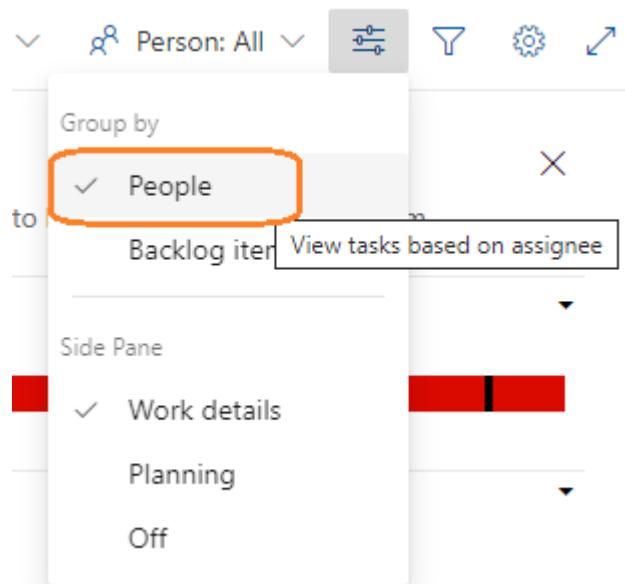
14. One way to resolve this capacity issue would be to move the task to a future iteration. There are a few ways this could be done. First, you could open the task here and edit it in the dialog. The Backlog view, on the other hand, provides an in-line menu option to move it. Don't move it now.

At a glance, you can see that the current iteration runs from October 21 to November 11, with 16 work days remaining.

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 1: Managing Sprints and Capacity

Task 2: Taskboard Settings

1. Return to the Taskboard view.
2. Select **People** from the **View options** dropdown.



3. This adjusts your view such that you can review the progress of tasks by person instead of by backlog item.

The screenshot shows the Azure Boards interface with the 'Taskboard' tab selected. At the top, there are navigation links: 'PUL-Web' (with a refresh icon), a star icon, and a search icon. Below the tabs, there are buttons for 'New Work Item' and 'New Query'. The main area displays a 'To Do' column with two cards:

- Card 1:** ID 164, Title: 'Add page for most recent tutorials', State: 'To Do' (indicated by a grey dot). It has a purple circular icon with a white letter 'S' and a count of 9.
- Card 2:** ID 165, Title: 'Optimize data query for most recent tutorials', State: 'To Do' (indicated by a grey dot). It has a purple circular icon with a white letter 'S' and a count of 3.

4. There is also a lot of customization available. Click the **Configure team settings** button from the top-right corner.

The screenshot shows the Azure Boards interface during sprint planning. At the top, it displays the sprint duration: 'October 21 - November 11' and '16 work days remaining'. Below this, there are filters for 'Sprint 2' and 'Person: All'. On the right side, there is a large button labeled 'Configure team settings' with a red box drawn around it. Below this button are several icons: a gear (settings), a funnel (filter), and a double arrow (refresh).

5. On the **Styles** tab, click **+ Styling rule** to add a styling rule as follows:

- Set the **Name** to **Development**
- Choose the **Card color** as green. This will color all cards green if they meet the rule criteria set below.
- Under **Rule criteria**,
 - Set the Field to **Activity**
 - Operator as =
 - Value as **Development**.

DO NOT click *Save and Close* just yet.

This will set all cards assigned to Development activities green

Settings

Cards

Fields

Styles *

General

Backlogs

Working days

Working with bugs

Styles

Styling rules make the cards with important information stand out. When a work item matches more than one rule, the first rule is used.

+ Styling rule

Rule Name

Rule name

Name

Styling

Select your style choices.

Card color

Title style A **B** *I* U

Rule criteria

Your styling choices apply to all work items that match all clauses of your custom criteria.

Field*	Operator	Value
+ X Activity	=	Development

Save and close

Cancel

6. The **Backlogs** tab allows you to set the levels available for navigation. Epics are not included by default, but you could change that here.

Settings

Cards	Backlogs
Fields	See only the backlogs your team manages.
Styles *	Backlog navigation levels
General	<input type="checkbox"/> Epics
Backlogs	<input checked="" type="checkbox"/> Features
Working days	<input checked="" type="checkbox"/> Backlog items
Working with bugs	

7. In the **Working Days** tab, you can also specify the Working days the team follows. This applies to capacity and burndown calculations.

Settings

Cards	Working days
Fields	Capacity and burndown are based on the days your team works.
Styles *	Select days
General	<input checked="" type="checkbox"/> Monday
Backlogs	<input checked="" type="checkbox"/> Tuesday
Working days	<input checked="" type="checkbox"/> Wednesday
Working with bugs	<input checked="" type="checkbox"/> Thursday
	<input checked="" type="checkbox"/> Friday
	<input type="checkbox"/> Saturday
	<input type="checkbox"/> Sunday

8. The **Working with bugs** tab allows you to specify how bugs are presented on the board.

Settings

The screenshot shows the 'Settings' page with a sidebar on the left containing tabs: 'Cards', 'Fields', 'Styles *', 'General', 'Backlogs', 'Working days', and 'Working with bugs'. The 'Working with bugs' tab is highlighted with a blue border. The main content area is titled 'Working with bugs' and contains the following text: 'Set your team's preference for how they manage bugs. Your selection determines where bugs appear in the hierarchy and on backlogs and boards. [Learn more about the bug management setting.](#)' Below this text is a list of three options with radio buttons:

- Bugs are managed with requirements. [ⓘ](#)
- Bugs are managed with tasks. [ⓘ](#)
- Bugs are not managed on backlogs and boards. [ⓘ](#)

9. Click **Save and close** to save the styling rule.

10. The task associated with Development is now green and very easy to identify.

To Do 12 h

 164 Add page for most recent tutorials

 S

Student1-19678...

9

State

 To Do

 165 Optimize data query for most recent tutorials

 S

Student1-19678...

3

State

 To Do

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 2: Kanban Boards

Exercise 2: Kanban Boards

Objectives

In this exercise, you will learn how to:

- Customize Kanban board.
- Move work items between states.

Prerequisites

None

Scenario

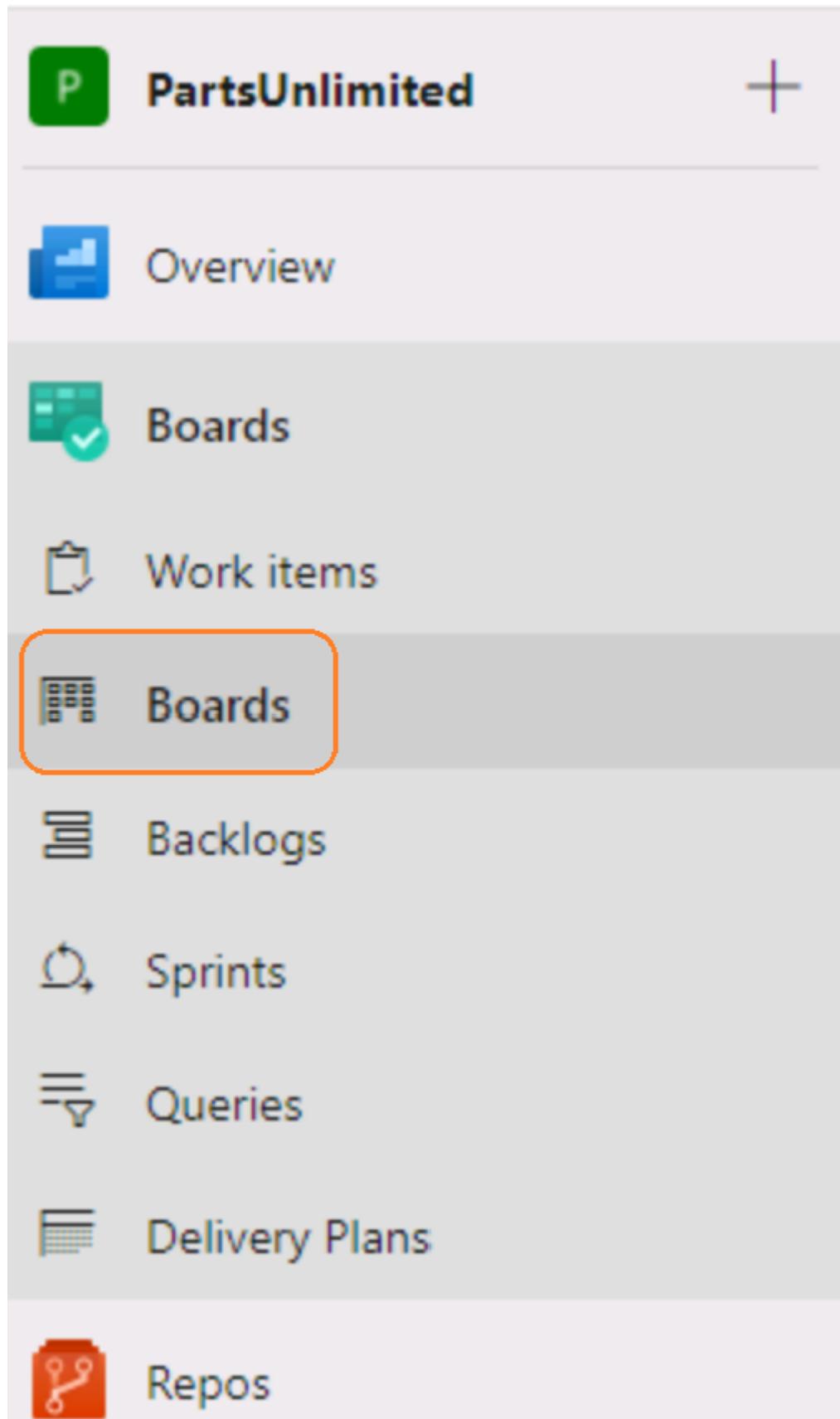
To maximize a team's ability to consistently deliver high quality software, Kanban emphasize two main practices. The first, visualize the flow of work, requires you to map your team's workflow stages and configure your Kanban board to match. The second, constrain the amount of work in progress, requires you to set work-in-progress (WIP) limits. You're then ready to track progress on your Kanban board and monitor key metrics to reduce lead or cycle time. Your Kanban board turns your backlog into an interactive signboard, providing a visual flow of work. As work progresses from idea to completion, you update the items on the board. Each column represents a work stage, and each card represents a user story (blue cards) or a bug (red cards) at that stage of work. However, every team develops its own process over time, so the ability to customize the Kanban board to match the way your team works is crucial.

Tasks

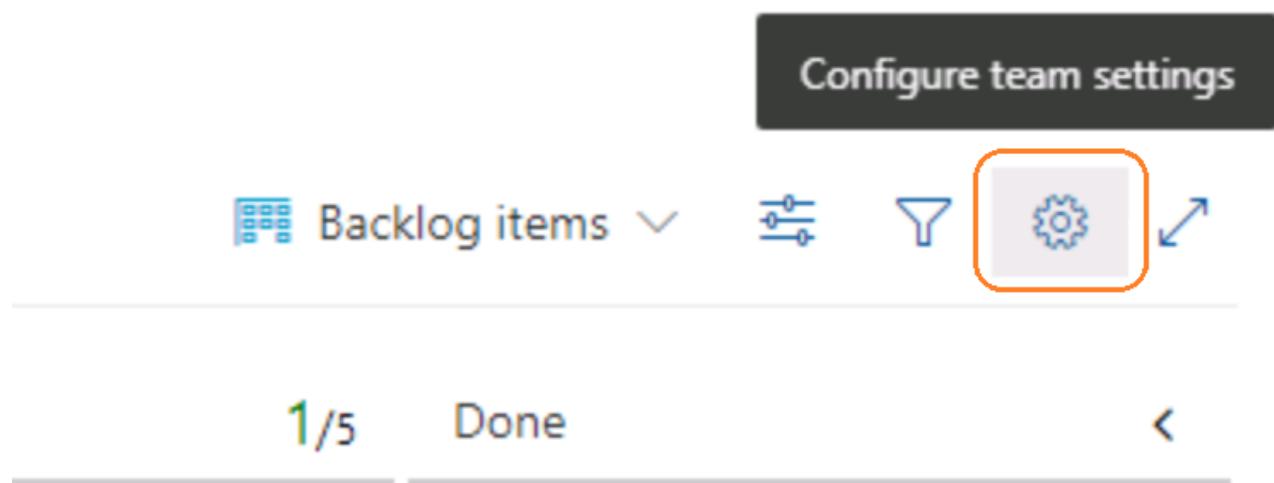
- [Task 1: Customizing Kanban Boards](#)
- [Task 2: Forecasting](#)

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 2: Kanban Boards**Task 1: Customizing Kanban Boards**

1. In Azure DevOps Services in the browser, navigate to **Azure Boards | Boards** for PartsUnlimited project.



2. Click the **Configure team settings** button.



3. Select the **Tag colors** tab. Click **+ Tag color** and enter a **Tag** of **data**. Whenever a backlog item or bug is tagged with data, that tag will be highlighted.

Tag	Color	Enabled
data	Yellow	<input checked="" type="checkbox"/>

4. In the **Annotations** tab, you can specify which annotations you would like included on cards to make them easier to read and navigate. When an annotation is enabled, the child work items of that type are easily accessible by clicking the visualization on each card.

Cards	Annotations		
Fields	Show visual cues on cards.		
Styles			
Tag colors *	Annotation	Visualization	Enabled
Annotations	Task		<input checked="" type="checkbox"/>
Tests	GitHub		<input checked="" type="checkbox"/>
Board	Tests		<input checked="" type="checkbox"/>
Columns			

5. The **Tests** tab enables you to configure how tests appear and behave on the cards.

Settings

Cards	Tests
Fields	Configure how you want tests to appear and behave on the cards.
Styles	Manual tests - Test plans Configure where tests need to be created for manual tests
Tag colors	<input checked="" type="radio"/> Create new plan using area/iteration of selected card <input type="radio"/> Select a test plan
Annotations	Select test plan ...
Tests	Manual tests - Configure test outcome settings Configure how same tests across test suites under a test plan need to behave
Board	<input type="checkbox"/> Show same outcome of the tests in multiple suites under the same plan i Outcomes will be same for tests with same configuration
Columns	
Swimlanes	
Card reordering	
Status badge	
General	
Backlogs	

6. Click **Save and close**.

7. Open **As a customer, I want to view new tutorials** backlog item.

A screenshot of the Azure DevOps Kanban board. The board has four columns: New, Approved, Committed, and Done. There are three cards in the Approved column:

- Card 161:** As a customer, I want to view new tutorials. State: Approved. 0/2.
- Card 162:** As a customer, I want to see tutorials I recently viewed. State: Committed. temp.
- Card 163:** As a customer, I want to request new tutorials. State: Done.

8. Add tags as **data** and **ux**. Click **Save & Close**.

The Product Backlog Item details page for item 161:

- Product Backlog Item 161:** As a customer, I want to view new tutorials
- Status:** Unassigned
- Comments:** 0 comments
- Tags:** data (highlighted with a red box), ux
- Buttons:** Save & Close (highlighted with a red box)
- Details:** State: Approved, Reason: Approved by th..., Area: PartsUnlimited\PUL-Web, Iteration: PartsUnlimited\Sprint 2

9. Note that the two tags are now visible on the card, although the data tag is highlighted yellow as configured.

The backlog item card for 161 shows the following details:

- Summary:** 161 As a customer, I want to view new tutorials
- State:** Approved
- Tags:** data (highlighted with a yellow box), ux
- Progress:** 0/2

10. Click the **Configure team settings** button again.

11. Select the **Columns** tab. This section allows you to add new stages to the workflow.

- Click **+ Column** to add a new column to the Kanban board
- Set the **Name** to **QA Approved**

- Set the **WIP limit** to **1**, which indicates that only one work item should be in this stage at a time. (You would ordinarily set this higher, but there are only two work items to demonstrate the feature with here.)
- Move the stage to occur between Committed and Done.
- Finally click **Save and close**.

Settings

Cards

Fields

Styles

Tag colors

Annotations

Tests

Board

Columns *

Swimlanes

Card reordering

Status badge

General

Backlogs

Working days

Working with bugs

Columns

Columns visualize the flow of work across the board.

+ Column

New ... Approved ... Committed ... QA Approved ... Done ...

Column name

Name **QA Approved**

Work in progress limit
Setting it to 0 specifies no limit.

WIP limit **1**

Split column into doing and done

State mapping
Specify the state this column maps to.

Bug New

Product Backlog Item New

Save and close

Cancel

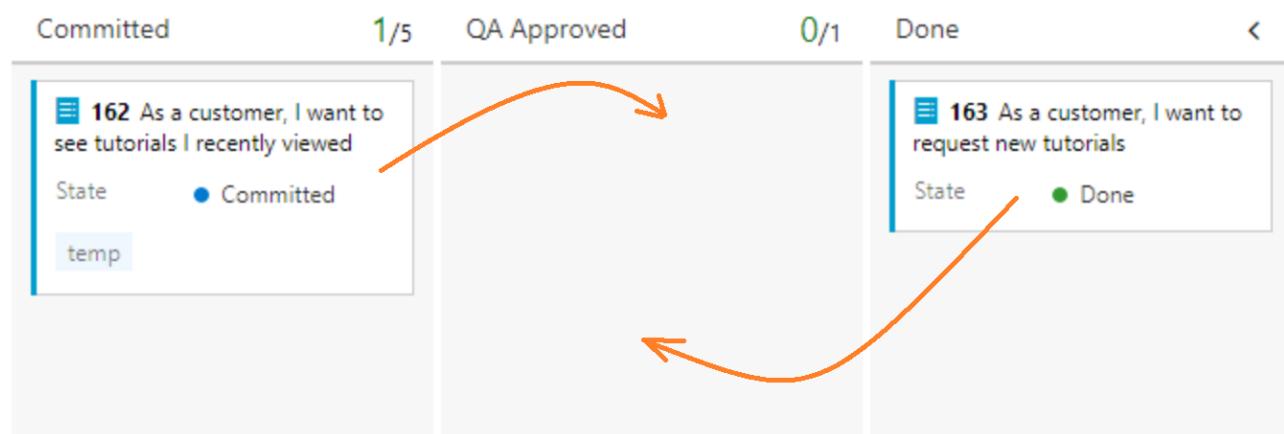
12. You will now see the new stage in the workflow.

PUL-Web

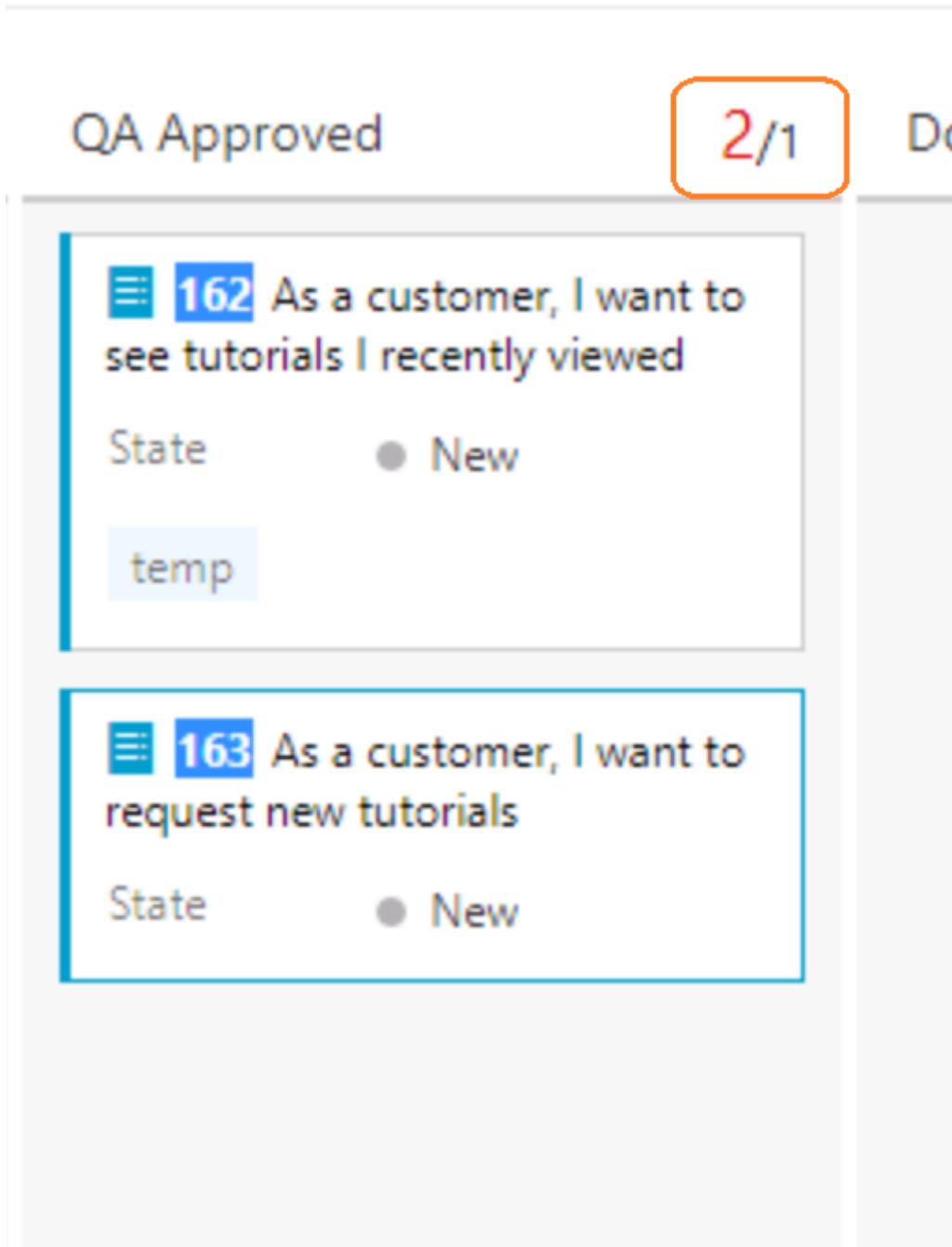
Board Analytics View as Backlog Backlog items

New	Approved	Committed	QA Approved	Done
New item	161 As a customer, I want to view new tutorials State: Approved data ux 0/2	162 As a customer, I want to see tutorials I recently viewed State: Committed temp		163 A request n State

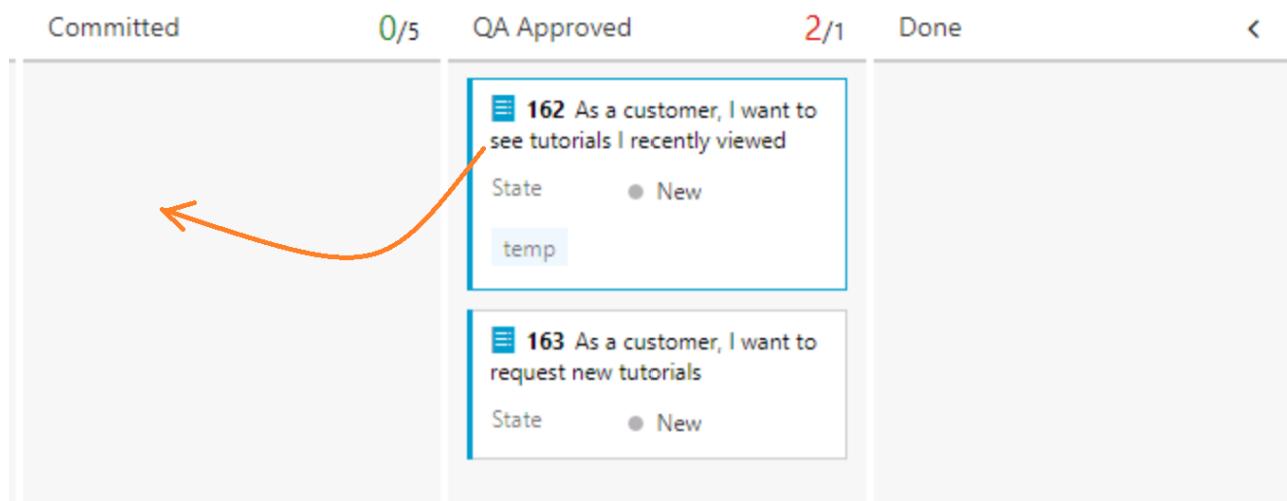
13. Move the work items from Committed and Done into QA Approved.



14. The stage now exceeds its WIP limit and is colored red as a warning.



15. Move **As a customer, I want to see tutorials I recently viewed** backlog item back to **Committed**.



16. Click the **Configure team settings** button again.

17. Return to the **Columns** tab and select **QA Approved**. Check **Split column into doing and done** to create two separate columns for this column.

A lag often exists between when work gets moved into a column and when work starts. To counter that lag and reveal the actual state of work in progress, you can turn on split columns. When split, each column contains two sub-columns: Doing and Done. Split columns let your team implement a pull model. Without split columns, teams push work forward, to signal that they've completed their stage of work. However, pushing it to the next stage doesn't necessarily mean that a team member immediately starts work on that item.

Columns

Columns visualize the flow of work across the board.

+ Column

The screenshot shows the 'Columns' configuration page. A card in the 'QA Approved' column is highlighted with an orange border. Below the columns, there's a section for 'QA Approved' with fields for 'Column name' (set to 'QA Approved'), 'Work in progress limit' (set to 1), and a checked checkbox for 'Split column into doing and done'.

18. Scroll down in the **QA Approved** column settings and add a **Definition of done** using markdown, such as **Passes **all** tests.** Click **Save and close.**

As your team updates the status of work as it progresses from one stage to the next, it helps that they agree on what done means. By specifying the **Definition of done** criteria for each Kanban column, you help share the essential tasks to complete before moving an item into a downstream stage.

Columns

Columns visualize the flow of work across the board.

+ Column

New ... Approved ... Committed ... QA Approved ... Done

Split column into doing and done

State mapping
Specify the state this column maps to.

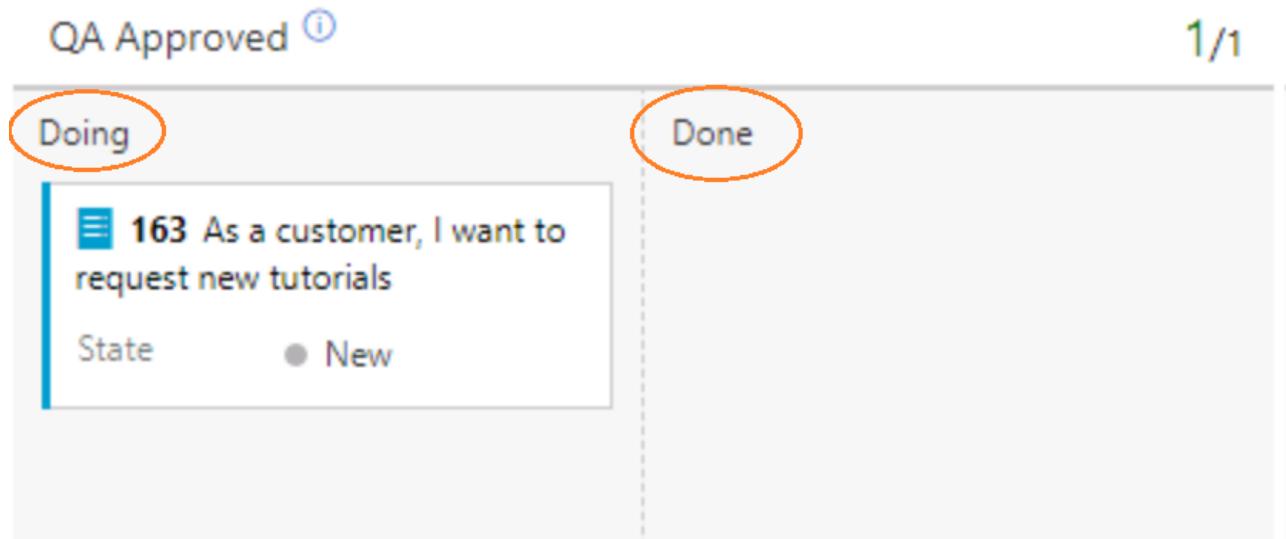
Bug	New
Product Backlog Item	New

Definition of done
Enter plain text or format using markdown.

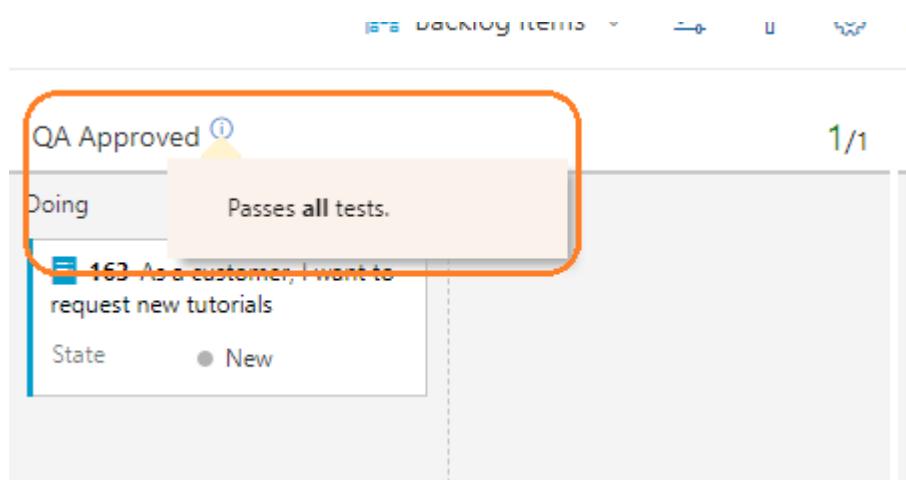
Passes **all** tests.

Save and close Cancel

19. Note that the QA Approved stage now has Doing and Done columns.



20. You can also click the icon next to the column header to read the Definition of done.



21. Click the **Configure team settings** button again.

22. From the **Swimlanes** tab, click **+ Swimlane** to add a swimlane and set the **Name** as **Expedite**. Click **Save and close**.

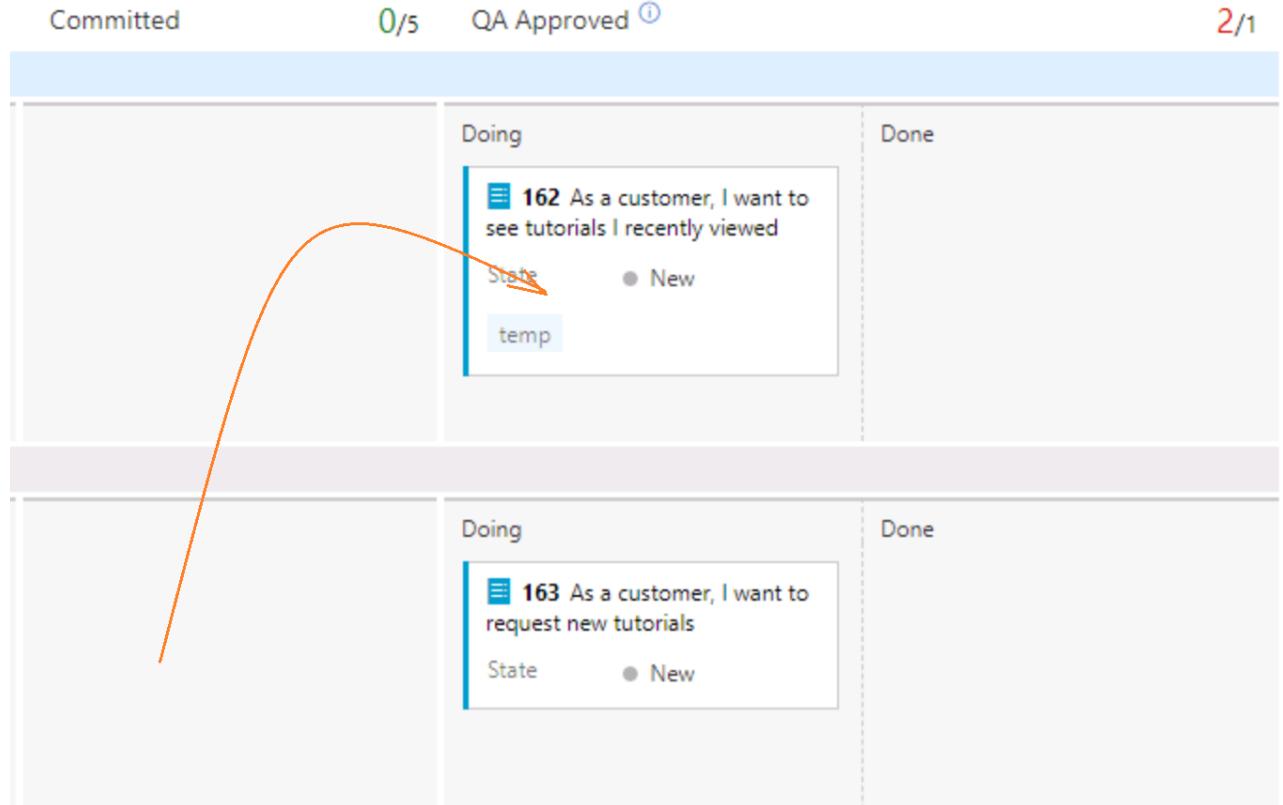
Your Kanban board supports your ability to visualize the flow of work as it moves from new to done. When you add swimlanes, you can also visualize the status of work that supports different service-level classes. You can create a swimlane to represent any other dimension that supports your tracking needs.

Settings

The screenshot shows the 'Swimlanes' settings page. On the left, a sidebar lists options: Cards, Fields, Styles, Tag colors, Annotations, Tests, Board, Columns, **Swimlanes *** (which is selected and highlighted in blue), Card reordering, Status badge, General, and Backlogs. A downward arrow is at the bottom of the sidebar.

The main area is titled 'Swimlanes' and contains the following text: 'Swimlanes visualize different classes of work as horizontal lanes on the board.' Below this is a button labeled '+ Swimlane' with a green plus sign icon. A card for the 'Expedite' swimlane is shown, with its name 'Expedite' highlighted by an orange rectangle. The card also shows '(Default lane)' and three dots. To the right of the card is a form field labeled 'Swimlane name' with a 'Name' input field containing 'Expedite'. At the bottom right are two buttons: 'Save and close' (highlighted with an orange rectangle) and 'Cancel'.

23. Drag and drop the **Committed work item** into the **Expedite** swimlane under **QA Approved | Doing** column so that it gets recognized as having priority when QA bandwidth becomes available.



To review a more sophisticated board with many more work items, select the **PartsUnlimited Team** from the team dropdown. This board provides a playground for you to experiment with and review the results. Take some time to analyze this Kanban board.

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 2: Kanban Boards**Task 2: Forecasting**

1. Switch to **PartsUnlimited** team from the team dropdown and click **View as Backlog**.

The screenshot shows the Azure Boards interface for the 'PartsUnlimited Team'. At the top, there's a dropdown menu showing 'PartsUnlimited Team' with a star icon and a gear icon. Below it, there are two tabs: 'Board' and 'Analytics', with 'Board' being the active tab. To the right of the tabs is a button labeled 'View as Backlog' with an arrow icon, which is also highlighted with an orange box.

The main area is a 'Kanban board' with three columns: 'New', 'Doing', and 'Done'. In the 'Doing' column, there are two items:

- A blue item titled '23 Provide related items or frequently bought together section when people browse or search'.
- A red item titled '142 Decline in orders noticed - Please Investigate immediately'.

Below the board, there's a 'Forecasting' overlay with a light blue header labeled '^ Expedite'. It shows a timeline with a red bar for the 'Doing' column and a grey dashed line for the 'Done' column. There's also a small 'Unassigned' icon.

2. Choose the **view options** icon and slide **Forecasting** to **On**.

Backlog items

Parents

Off

Forecasting

On

In Progress Items

On

Completed Child Items

On

Side Pane

Mapping

✓ Planning

Off

3. To keep things simple, turn the **Mapping** and **Planning** panes **Off**. Set **In Progress Items** to **Off** to hide those items that won't be counted in the forecast.

The forecast tool ignores Scrum items set to Committed or Done and Agile and CMMI items set to Active, Resolved, or Completed.

 Backlog items ▾ 

Parents  Off

Forecasting  On

In Progress Items  Off

Completed Child Items  On

Side Pane

Mapping

Planning  Off

4. Enter **8** as your team's predicted velocity.

PartsUnlimited Team 8

[Backlog](#) [Analytics](#) | [+ New Work Item](#) [View as Board](#) [Column Options](#) ... [Backlog items](#) [Filter](#) [Settings](#) [Edit](#)

Forecasting based on velocity of 8								
Forecast	Order	Work Item Type	Title	State	Effort	Value Area	Iteration	
Sprint 3	1	Product Backl...	Provide related items or frequently bought together section ...	New	0	Business	PartsU...	
	2	Product Backl...	As tester, I need to test the website on all the relevant brosw...	New	8	Business	PartsU...	
	3	Product Backl...	As a customer, I should be able to put items to shopping cart	New	8	Business	PartsU...	
Sprint 4	4	Product Backl...	As a customer, I should be able to print my purchase order	New	0	Business	PartsU...	
	5	Product Backl...	As a customer, I would like to have a sort capability by pric...	New	13	Business	PartsU...	
Sprint 6	6	Product Backl...	Recommended products must be based on customer purch...	New	2	Business	PartsU...	
	7	Product Backl...	As a customer, I would like to save my addresses so that I ca...	New	8	Business	PartsU...	
	8	Product Backl...	As marketer, I want to run an A B test on alternative Web Sit...	New	3	Business	PartsU...	
+ 9	Product Backl...	Notify the user about any changes made to the order	...	Approved	10	Business	PartsU...	

The tool draws lines for each future sprint selected by the team. The Forecast lines show how much work your team should be able to complete in future sprints.

5. Update the velocity to **12** and visualize the changes in the forecasting.

PartsUnlimited Team 12

[Backlog](#) [Analytics](#) | [+ New Work Item](#) [View as Board](#) [Column Options](#) ... [Backlog items](#) [Filter](#) [Settings](#) [Edit](#)

Forecasting based on velocity of 12								
Forecast	Order	Work Item Type	Title	State	Effort	Value Area	Iteration	
Sprint 3	1	Product Backl...	Provide related items or frequently bought together section ...	New	0	Business	PartsU...	
	2	Product Backl...	As tester, I need to test the website on all the relevant brosw...	New	8	Business	PartsU...	
	3	Product Backl...	As a customer, I should be able to put items to shopping cart	New	8	Business	PartsU...	
Sprint 4	4	Product Backl...	As a customer, I should be able to print my purchase order	New	0	Business	PartsU...	
	5	Product Backl...	As a customer, I would like to have a sort capability by pric...	New	13	Business	PartsU...	
Sprint 5	6	Product Backl...	Recommended products must be based on customer purch...	New	2	Business	PartsU...	
	7	Product Backl...	As a customer, I would like to save my addresses so that I ca...	New	8	Business	PartsU...	
	8	Product Backl...	As marketer, I want to run an A B test on alternative Web Sit...	New	3	Business	PartsU...	
+ 9	Product Backl...	Notify the user about any changes made to the order	...	Approved	10	Business	PartsU...	
10	Product Backl...	As a admin, I should be able to update prices on ad-hoc con...	Approved	6	Business	PartsU...		
11	Product Backl...	As a customer, I would like to provide my feedback on items...	Approved	5	Business	PartsU...		

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 3: Defining Dashboards

Exercise 3: Defining Dashboards

Objectives

In this exercise, you will:

- Create a new dashboard
- Add widgets to a dashboard
- Add work item charts to dashboard

Prerequisites

- [Exercise 1](#)

Scenario

Customizable, highly-configurable dashboards provide you and your teams with the flexibility to share information, monitor progress and trends, and improve your workflow processes.

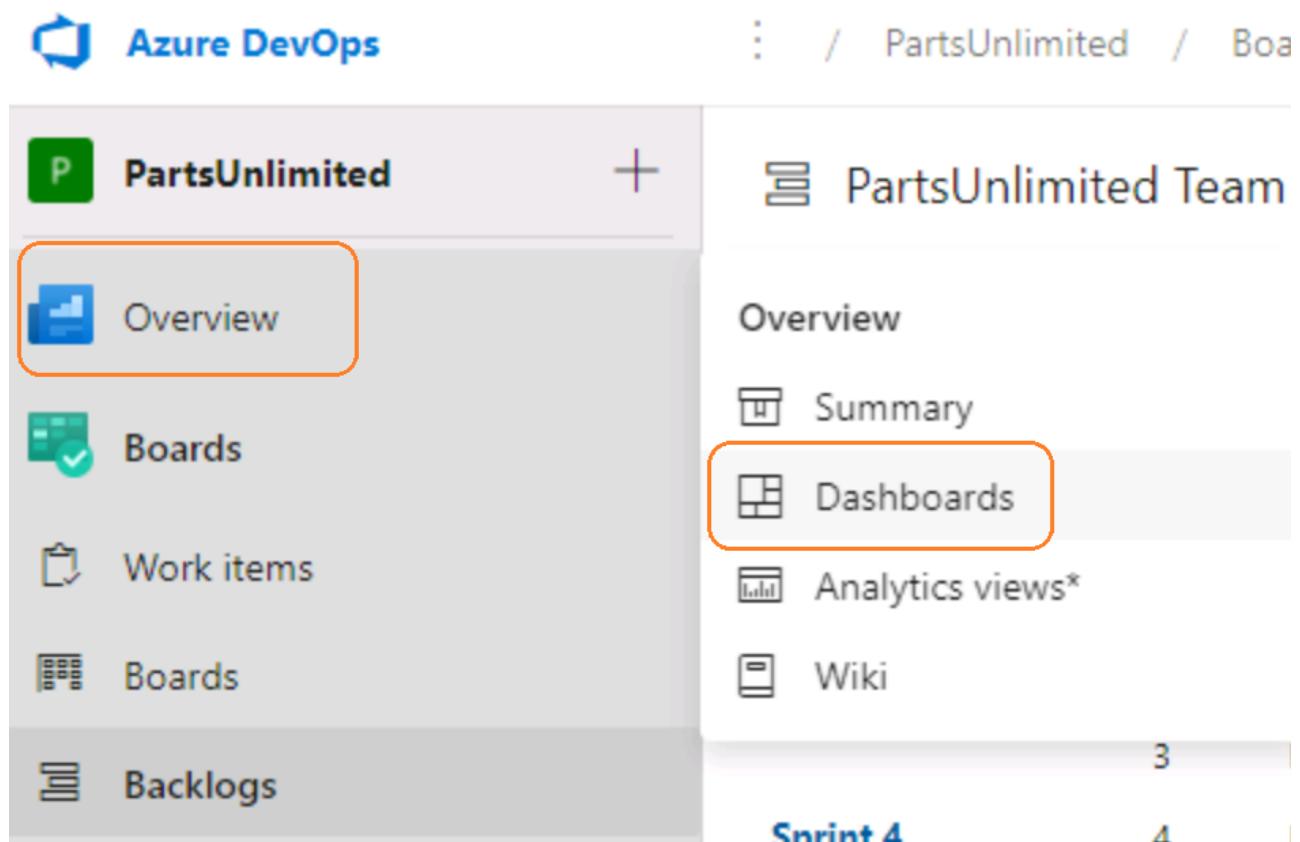
Tasks

- [Task 1: Add Widgets](#)
- [Task 2: Create Work Item charts](#)

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 3: Defining Dashboards

Task 1: Add widgets

1. In the browser that has **PartsUnlimited** project open in Azure DevOps Services, select **Overview | Dashboards**.



2. In the Dashboards page, select **PartsUnlimited Team - Overview**.

Dashboards allow teams to visualize status and monitor progress across the project. At a glance, you can make informed decisions without having to drill down into other parts of your team project site. The Overview page provides access to a default team dashboard which you can customize by adding, removing, or rearranging the tiles. Each tile corresponds to a widget that provides access to one or more features or functions.

The screenshot shows the PartsUnlimited Team - Overview dashboard. At the top left, there's a dropdown menu for 'PartsUnlimited Team - Overview'. To its right are icons for search, refresh, and other navigation. Below the header, there are several sections:

- Welcome:** A section with four cards: 'Manage Work' (Add work to your board), 'Collaborate on code' (Add code to your repository), 'Continuously integrate' (Automate your builds), and 'Visualize progress' (Learn how to add charts).
- Work assigned to Student1-19678973 (3):** A summary card showing 1 Epic, 1 Feature, and 1 Product Backlog item. Below it is a table with columns ID, State, and Title, containing three rows of data.
- Critical Bugs:** A red box showing 1 Work items.
- User Stories (21):** A table with columns ID, Work item type, Title, Assigned to, and State, showing three rows of user stories.
- User Stories by Assigned To:** A stacked area chart showing the distribution of user stories across different assigned-to categories.
- User Stories by Status:** A donut chart showing the status distribution of user stories.

3. From the dashboard dropdown, select + New dashboard.

The screenshot shows the 'Search dashboards' screen. At the top, there's a search bar with the placeholder 'Search dashboards'. Below it, there are two main sections:

- PartsUnlimited Team:** Shows the 'PartsUnlimited Team - Overview' dashboard, which is currently selected and highlighted in grey.
- PUL-Web:** Shows the 'PUL-Web - Overview' dashboard.

At the bottom of the list, there are two buttons:

- + New dashboard:** A button with a plus sign and the text 'New dashboard', which is highlighted with an orange border.
- Browse all dashboards:** A button with a house icon and the text 'Browse all dashboards'.

4. Set the **Name** to **Product training**, select the **Dashboard Type** as **Team Dashboard** and select the **Team** as **PUL-Web** team. Click **Create**.

Create a dashboard



Name*

Product training

Description

Enter a description

Automatically refresh the dashboard every 5 minutes

Dashboard Type

Team Dashboard

The dashboard is associated with a single team. Team admins can edit and manage this dashboard. Everyone can view the dashboard.

Project Dashboard

The dashboard is not associated with a team. You decide which users and groups can edit and manage this dashboard. Everyone can view the dashboard.

Team

PUL-Web

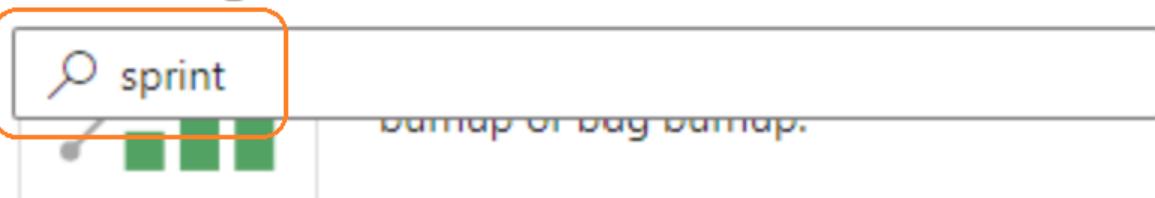


Create

Cancel

5. Click on **Add a widget**. In the **Add Widget** panel, search for **sprint** to find existing widgets that focus on sprints. Select **Sprint Overview** and click **Add**.

Add Widget



The screenshot shows a search interface with a magnifying glass icon and the word "sprint" typed into the search bar. Below the search bar, there are several small preview images of different widgets.



Sprint Burndown

Displays a burndown chart for the work of a team in a single iteration.



Sprint Burndown (Legacy)

A legacy version of the sprint burndown widget. Use this version if you don't have access to Analytics.



Sprint Capacity

Displays a visual overview of the current sprint capacity and highlights if the team is under or over capacity.



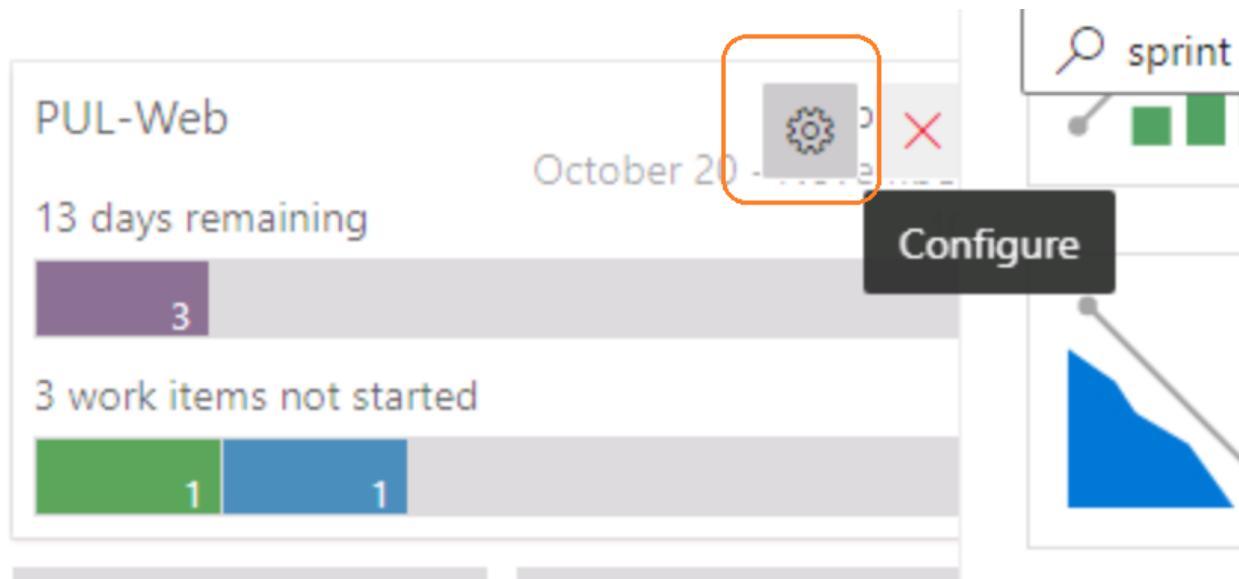
Sprint Overview

Displays a visual overview of the current sprint progress.

Don't see a widget? Explore the Extension Gallery

 Add

6. Many widgets have options you can configure. Click the **Configure** button.



PUL-Web
13 days remaining
3 work items not started

October 20

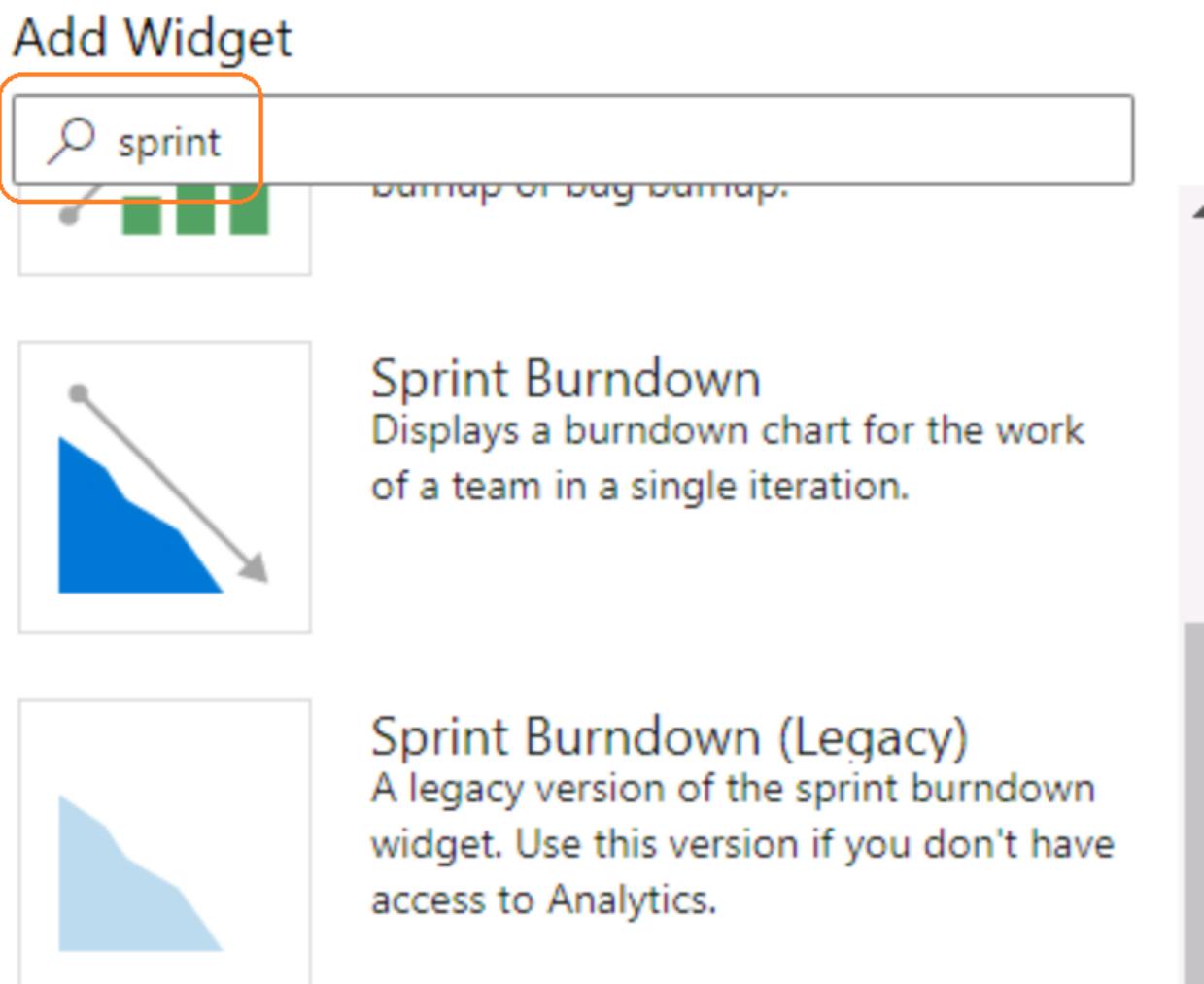
sprint

Configure

A screenshot of an Azure Boards board. On the left, there's a card for 'PUL-Web' with metrics: '13 days remaining' and '3 work items not started'. To the right is a 'Sprint' burndown chart. A configuration menu is open over the chart, with a gear icon highlighted by an orange box. A 'Configure' button is also visible in the menu.

7. The quantity and depth of settings will vary by widget. Click **Close** to dismiss.

8. Search the widgets again for **sprint** and add the **Sprint Capacity** widget.



Add Widget

sprint

Sprint Burndown

Displays a burndown chart for the work of a team in a single iteration.

Sprint Burndown (Legacy)

A legacy version of the sprint burndown widget. Use this version if you don't have access to Analytics.

The screenshot shows the 'Add Widget' interface. A search bar at the top contains the text 'sprint'. Below it, a list of widgets is displayed. The first item is 'Sprint Burndown', which is highlighted with a larger preview window. This window shows a blue burndown chart with a downward-sloping arrow. To the right of the chart, its name and a brief description are shown. Below this, another 'Sprint Burndown' entry is listed, labeled '(Legacy)'.



Sprint Capacity
Displays a visual overview of the current sprint capacity and highlights if the team is under or over capacity.

By Microsoft

[Learn More](#)



Sprint Overview
Displays a visual overview of the current sprint progress.

Don't see a widget? Explore the [Extension Gallery](#)

[Add](#)

9. Click **Done Editing**.

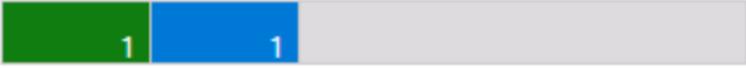
10. You can now review two important aspects of your current sprint on your custom dashboard.

PUL-Web - Product training

Edit Refresh

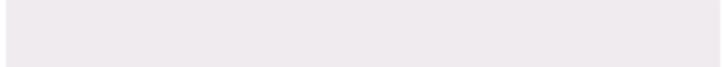
PUL-Web **Sprint 2**
October 20 - November
13 days remaining **10**



3 work items not started


Sprint 2 - PUL-Web
October 20 - November 10

8 h
Backlog items: 1 not started, 1 in progress



Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 3: Defining Dashboards

Task 2: Create work item charts

1. Another way of customizing dashboards is to generate charts based on work item queries, which you can share to a dashboard. Select **Boards | Queries**.

The screenshot shows the Azure DevOps interface with the 'PartsUnlimited' project selected. The left sidebar lists various navigation options: Overview, Summary, Dashboards, Analytics views*, Wiki, Boards, Repos, Pipelines, Test Plans, and Artifacts. The 'Boards' option is highlighted with an orange rounded rectangle. The right side shows the 'PUL-Web - Product tr...' dashboard. At the top of the dashboard, it says 'PUL-Web' and '13 days remaining'. Below that is a progress bar with the number '3'. Further down, there's a chart showing '3 work items not started' with values '1' in green and '1' in blue. A section for 'Sprint 2 - D111 - Web' is visible. The bottom right section is titled 'Queries' and is also highlighted with an orange rounded rectangle. Other items in this section include Work items, Boards, Backlogs, Sprints, Delivery Plans, and Artifacts.

2. Click **+ New query**.

PartUnlimited

Overview

Boards

Work items

Boards

Backlogs

Sprints

Queries

Queries

Favorites All [+ New query](#) [Import Work Items](#)

Title	Folder
My favorites	
No favorites yet! Favorite a query  to q...	

3. Set the first clause as **Work Item Type = Task** and the second clause to **Area Path = PartsUnlimited\PUL-Web**.

Queries > My Queries

Run to see the query results.

Results Editor Charts | Run query New Save query Revert changes Column options ...

Type of query Flat list of work items Query across projects

Filters for top level work items

	Field*	Operator	Value
+ <input type="checkbox"/>	Work Item Type	=	Task
+ <input type="checkbox"/>	And Area Path	=	PartsUnlimited\PUL-Web
Add new clause			

4. Click **Save query** and set the **Name** field to **Web tasks** and the **Folder** to **Shared Queries**. Click **OK**.

Queries > My Queries

Results Editor Charts | Run query + New Save query Revert changes Column

Type of query Flat list of work items

Filters for top level work items

And/Or Field* Operator
Work Item Type =
Area Path =

+ Add new clause

New query

Name * Web tasks

Folder * Shared Queries

OK Cancel

ID Work Item... Title Assigned To State

5. Select the **Charts** tab and click **New chart**.

Queries > Shared Queries > Web tasks

Results Editor Charts Refresh charts + New chart



Visualize query results with charts

Create several types of charts - such as pie, column, or trend - to quickly view the status of work.

New chart

6. Set the **Name** of the chart to **Web tasks - By assignment** and **Group by** to **Assigned To**. Click **OK** to save.

Configure Chart

Chart Type

- Pie
- Bar
- Column
- Stacked bar
- Pivot table
- Stacked area
- Area
- Line

Name: Web tasks - By assignment

Group by*: Assigned To

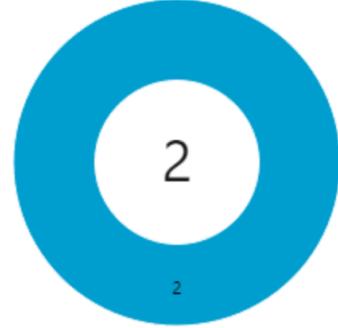
Aggregation: Col of work items

Sort: Value Descend

Series: (blank) (blue square)

Clear custom colors

OK Cancel



7. You can now add this chart to the **Product training** dashboard.

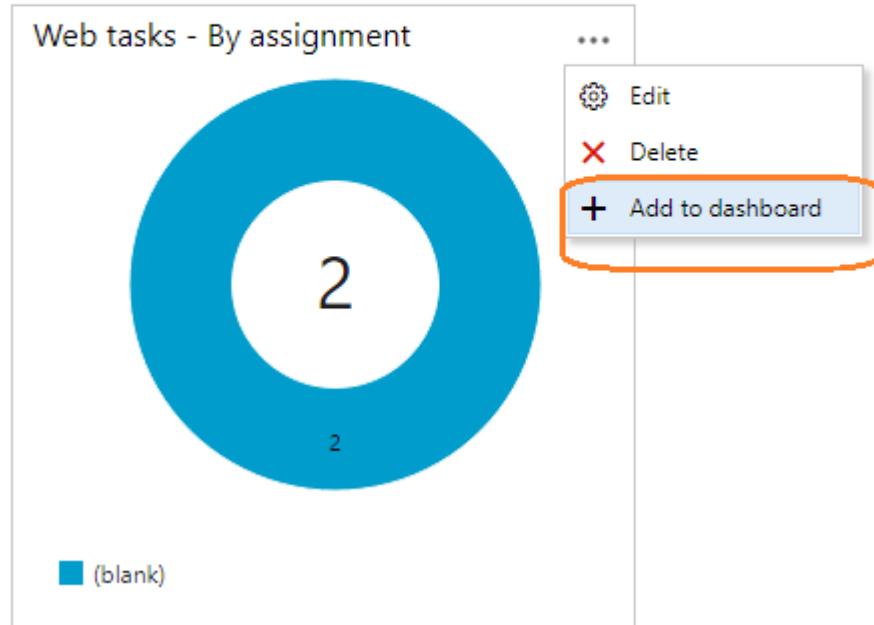
Queries > Shared Queries > Web tasks

Results Editor Charts Refresh charts New chart

Web tasks - By assignment

...

Edit Delete + Add to dashboard



Select a dashboard

By selecting a dashboard you will create a copy of **Web tasks - By assignment** as a widget on that dashboard

Select a dashboard

PartsUnlimited Team

- Overview
- PUL-Web**
- Product training
- Overview

All team dashboards

- PUL-Web - Overview
- PUL-Web - Product training

8. Switch to the **PUL-Web - Product training** dashboard to see the newly added chart.

Azure DevOps / PartsUnlimited / Overview / Dashboards

P PartsUnlimited +

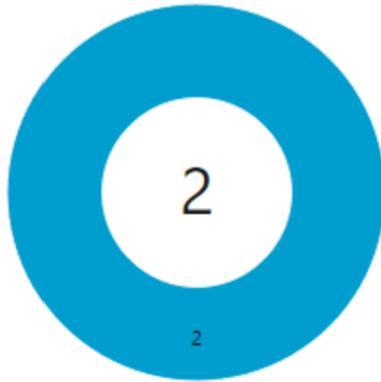
PUL-Web - Product training

Edit

PUL-Web Sprint ...
October 20 - November 10
13 days remaining
3 work items not started
1 1

Sprint 2 - PUL-Web
October 20 - November 10
8 h
Backlog items: 1 not started, 1 in progress

Web tasks - By assignment



2

2

(blank)

The screenshot shows the Azure DevOps interface for the 'PartsUnlimited' project. The left sidebar lists various project management features: Overview, Summary, Dashboards (which is selected and highlighted with an orange border), Analytics views*, Wiki, Boards, Repos, Pipelines, Test Plans, and Artifacts. The main dashboard displays a summary for the 'PUL-Web - Product training' sprint, which runs from October 20 to November 10. It shows 13 days remaining, 3 work items not started, and 1 task in progress. Below this, a section for 'Sprint 2 - PUL-Web' provides details for the same period, indicating 8 hours of work and 1 backlog item. A large donut chart titled 'Web tasks - By assignment' shows two tasks assigned to 'web'. At the bottom, there is a note '(blank)'.

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 4: Managing Delivery Plans

Exercise 4: Managing Delivery Plans

Objectives

In this exercise, you will:

- Create a Delivery Plan and make a delivery decision based on data from the plan.

Prerequisites

None

Scenario

It takes several teams to develop large software projects. Very large projects require multiple autonomous teams that can manage their own backlog and priority while contributing to a unified direction for that project. Regular reviews of the project schedule with these teams help ensure that the teams are working toward common goals. Delivery Plans provide the needed multi-team view of your project schedule.

Tasks

- [Task 1: Creating a delivery plan](#)
- [Task 2: Adding an external team to the project](#)
- [Task 3: Making delivery decisions](#)

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 4: Managing Delivery Plans

Task 1: Creating a delivery plan

1. For the **PartsUnlimited** project in Azure DevOps Services, select **Boards | Delivery Plans**.

The screenshot shows the Azure DevOps interface for the 'PartsUnlimited' project. The top navigation bar includes the Azure DevOps logo, the project name 'PartsUnlimited', and a '+' icon for creating new items. Below this, a vertical menu lists several options: 'Overview', 'Boards' (with a checkmark icon), 'Work items', 'Boards' (with a grid icon), 'Backlogs' (with a list icon), 'Sprints' (with a circular arrow icon), 'Queries' (with a funnel icon), 'Delivery Plans' (which is highlighted with an orange rounded rectangle), and 'Repos' (with a gear icon).

2. Click **New plan**.

Delivery Plans

Delivery Plans

Filter plans...

You haven't created a plan yet!

Once you create a plan you will be able to visualize and track work across all your teams.

New plan

3. Enter following information for the new Delivery Plan:

- **Name: Web delivery.**
- **Project: PartsUnlimited**
- **Team: PartsUnlimited Team**
- **Backlog: Features**
- Click **Create**.

You could also organize your deliveries by Stories if you used that model instead. There is also the option to add additional teams and criteria to filter stories/features by, but we'll revisit those later.

New delivery plan



A delivery plan shows you when work will be delivered across your teams. The plan overlays each team's sprint onto a familiar calendar view. You can view multiple backlogs and multiple teams across your whole organization. [Learn more](#)

Name

Required

Web delivery

Description

Add a description to make finding plans simpler and faster

Project

Team

Backlog

PartsUnlimited

PartsUnlimited Team

Features

+ Add team

Field criteria

Use field criteria to limit the work items appearing on your plan. This criteria applies to all users of the plan.

+ Add criteria

Cancel

Create

4. You can notice that "Today" marker is at the beginning of Sprint 2. You have a number of Features listed for delivery in the previous sprint. You can also see an empty Sprint 3. Note that some of the Features shown are Done. Although it's useful to see the progress of work, we'll use that as an example by which to filter items out in a moment.

The screenshot shows a 'Web delivery' plan in Azure Boards. The plan is organized by team ('Teams') and sprint ('Sprint 1', 'Sprint 2', 'Sprint 3'). Each sprint contains several work items, each with a title, state ('New' or 'Done'), and assignee. The 'Field criteria' tab is highlighted in the navigation bar.

Sprint	Work Item Title	State	Assignee
Sprint 1	As marketeer, I want us to reuse...	New	
Sprint 1	Ops needs the ability to quickly ...	Done	nmunger109@outlook.com
Sprint 1	As an Ops guy, I want to ensure ...	Done	Student1-19678973
Sprint 1	As a business owner, I would lik...	Done	ckelly109@outlook.com
Sprint 1	As a marketeer i want our websi...	Done	

5. Click on **Settings** at the top-right corner of the "Web delivery" plan.

6. Select the **Field criteria** tab and click **+ Add criteria**.

Plan settings

The screenshot shows the 'Plan settings' page with the 'Field criteria' tab selected. A large orange button labeled '+ Add criteria' is prominently displayed.

- Overview
- Teams
- Field criteria**
- Markers
- Fields
- Styles
- Tag colors

7. Set the new criteria to filter down to items where **State** is **not equal (<>)** to **Done**.

Plan settings

- Overview
- Teams
- Field criteria ***
- Markers
- Fields
- Styles
- Tag colors

Field criteria
Use field criteria to limit the work items appearing on your plan. This criteria applies to all users of the plan.

Field	Operator	Value
State	<>	Done

+ Add criteria

8. Click on **Markers**. You can add a custom marker to keep track of significant dates. Click + **Add marker**.

Plan settings

- Overview
- Teams
- Field criteria ***
- Markers**
- Fields
- Styles
- Tag colors

Plan markers

Plan markers are key dates and events you want to track

Date	Label
	+ Add marker

9. Select the **fourth Friday from today** (it will be the Friday in the middle of Sprint 3) and set the **Label** to **Team offsite**. Leave the default color and click **Save**.

Plan settings


[Overview](#)
[Teams](#)
[Field criteria *](#)
[Markers *](#)
[Fields](#)
[Styles](#)
[Tag colors](#)

Plan markers

Plan markers are key dates and events you want to track

[Date](#)
[Label](#)
[Color](#)


[+ Add marker](#)
[Cancel](#)
[Save](#)

10. The first thing to notice is that the "Done" Features are no longer visible on the delivery plan due to the criteria set in the configuration. In addition, there is now a "Team offsite" marker in the middle of Iteration 3.

Web delivery


[Settings](#)

The screenshot shows a delivery plan for a team named 'PartsUnlimited ...'. The timeline spans from September to December. The board is divided into three sprints: Sprint 1 (9/28 - 10/19), Sprint 2 (10/20 - 11/10), and Sprint 3 (11/11 - 12/2). A 'Team offsite' marker is placed on the timeline between Sprint 1 and Sprint 2. A tooltip for a task in Sprint 1 states: 'As marketeer, I want us to reuse...'. The interface includes navigation arrows, search and filter icons, and a settings menu.

11. Another neat feature of the delivery plan extension is the ability to easily scale the calendar. Click **Zoom out** all the way through to view multiple months at once.

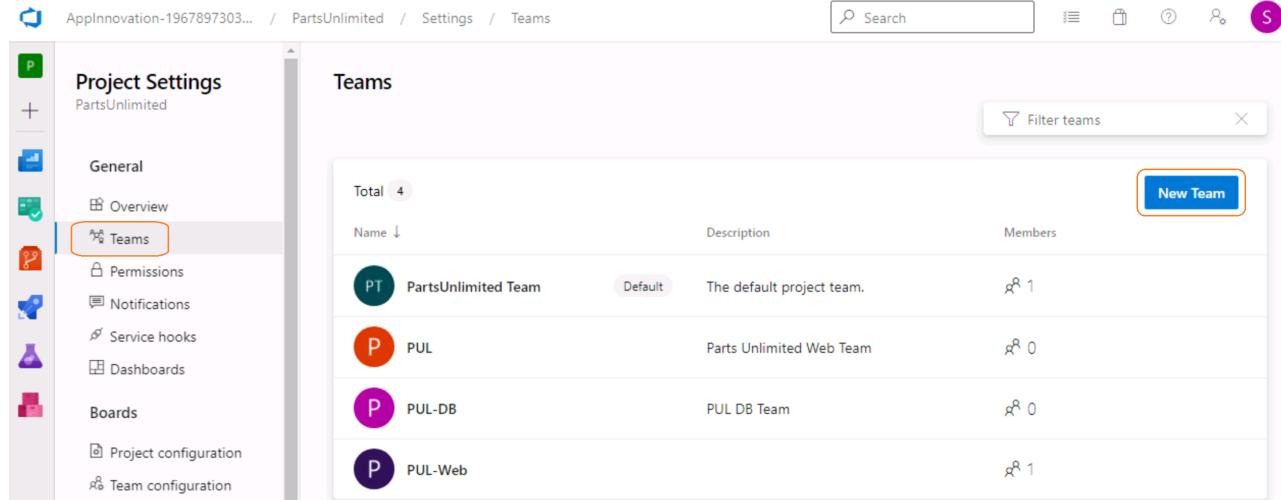
The screenshot shows a 'Web delivery' board in Azure Boards. The board displays a timeline from October to May 2022. A purple vertical bar highlights the period from November 1st to November 12th, labeled 'Team offsite'. On the far left, there's a 'Teams' section for 'PartsUnlimited ... Features'. The main board area shows several sprints: Sprint 1 (9/... +), Sprint 2 (10/... +), Sprint 3 (11/... +), Sprint 4 (12/... +), Sprint 5 (12/... +), Sprint 6 (1/... +), and Sprint 7 (2/... +). The 'Zoom out' button in the top right corner is highlighted with an orange box.

12. Similarly, you can click on **Zoom in** to view a much more precise view.

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 4: Managing Delivery Plans

Task 2: Adding an external team to the project

1. Your Delivery Plan has been pretty simple so far because you only have the one team. However, the real power of delivery planning comes into play when orchestrating multiple autonomous teams across their efforts. Click **Project settings** for the **PartsUnlimited** project in Azure DevOps Services.
2. From the **Teams** tab, Click **New team**.



The screenshot shows the 'Teams' section of the 'Project Settings' for the 'PartsUnlimited' project. The sidebar on the left has 'Teams' selected. The main area displays four existing teams: 'PartsUnlimited Team' (Default), 'PUL', 'PUL-DB', and 'PUL-Web'. A 'New Team' button is located in the top right corner of the table area, also highlighted with a red box.

Name	Description	Members
PartsUnlimited Team	The default project team.	1
PUL	Parts Unlimited Web Team	0
PUL-DB	PUL DB Team	0
PUL-Web		1

3. This new team will be responsible for the efforts that involve integrating with external services, such as 3rd party services for things like weather forecasts and payment processing. Set the **Name** to **External integration team** and click **Create**.

Create a new team



Name

External integration team

Members



Add members

Description

Add a description to your team this will appear in the team page

Cancel

Create

4. Select the **Project configuration** tab under **Boards** of **Project settings**

Project Settings

PartsUnlimited

General

 Overview

 Teams

 Permissions

 Notifications

 Service hooks

 Dashboards

Boards

 Project configuration

 Team configuration

 GitHub connections

5. Note the dates Sprint 2 and Sprint 3, which will vary for your account based on when you generated the project data.

Iterations [Areas](#)

Create and manage the iterations for this project. These iterations will be customizing areas and iterations ↗

To select iterations for the team, go to the default team's settings.

New [New child](#) |  

Iterations	Start Date	End Date
PartsUnlimited		
Sprint 1	9/28/2021	10/19/2021
Sprint 2	10/20/2021	11/10/2021
Sprint 3	11/11/2021	12/2/2021
Sprint 4	12/3/2021	12/24/2021
Sprint 5	12/25/2021	1/15/2022
Sprint 6	1/16/2022	2/6/2022
Sprint 7	2/7/2022	2/25/2022

6. We're going to add two new iterations for the external services team that do not align exactly with the main team's schedule. With the root PartsUnlimited node selected, click **New child**.

The screenshot shows the 'Iterations' section of the 'Project Settings' page for a project named 'PartsUnlimited'. The 'Iterations' tab is selected. A callout bubble points to the 'New child' button, which is highlighted with an orange border. Below the table, there is explanatory text: 'To select iterations for the team, go to the default team's settings.'

	Start Date	End Date
Sprint 1	9/28/2021	10/19/2021
Sprint 2	10/20/2021	11/10/2021
Sprint 3	11/11/2021	12/2/2021
Sprint 4	12/3/2021	12/24/2021
Sprint 5	12/25/2021	1/15/2022
Sprint 6	1/16/2022	2/6/2022
Sprint 7	2/7/2022	2/25/2022

7. Set the **Iteration name** to **Iteration 50**. Use **Monday of the current week** as the **Start date** and set the **End date** to **three Fridays from today**. This will also happen to be the day of the team offsite. Click **Save and close**.

Iteration 50

Iteration name

Iteration 50

Start date

10/25/2021



End date

11/12/2021



Location

PartsUnlimited



Save and close

Cancel

8. Use the same process to add **Iteration 51** that starts the **Monday after Iteration 50 ends** and has an end date **three Fridays later**.

Iterations	Start Date	End Date
PartsUnlimited		
Sprint 1	9/28/2021	10/19/2021
Sprint 2	10/20/2021	11/10/2021
Iteration 50	10/25/2021	11/12/2021
Sprint 3	11/11/2021	12/2/2021
Iteration 51	11/15/2021	12/3/2021
Sprint 4	12/3/2021	12/24/2021
Sprint 5	12/25/2021	1/15/2022
Sprint 6	1/16/2022	2/6/2022
Sprint 7	2/7/2022	2/25/2022

9. Now we need to configure the new team to use those new project sprints as its iterations. Select the **Teams** tab and click **External integration team**.

The screenshot shows the 'Project Settings' page for the 'PartsUnlimited' project. On the left, there's a sidebar with 'General' settings like Overview, Permissions, Notifications, Service hooks, Dashboards, Boards, Project configuration, Team configuration, GitHub connections, and Pipelines. The 'Teams' tab is currently selected and highlighted with an orange box. The main area is titled 'Teams' and shows a table with the following data:

Total	5
Name	External integration team
Description	
Members	1

Below this table, there are four other teams listed:

- PartsUnlimited Team (Default): The default project team. Members: 1.
- PUL: Parts Unlimited Web Team. Members: 0.
- PUL-DB: PUL DB Team. Members: 0.
- PUL-Web: PUL-Web. Members: 1.

A 'New Team' button is located at the top right of the 'Teams' section.

10. Click **Iterations and Area Paths**.

External integration team

Relevant links: Notifications | Dashboards | Iterations and Area Paths

Members Settings

11. Select the **Iterations** tab.

Project Settings

PartsUnlimited

General

- Overview
- Teams
- Permissions
- Notifications
- Service hooks
- Dashboards

Boards

- Project configuration
- Team configuration**
- Github connections

Pipelines

Iterations

This project is currently using the Scrum process. To customize

General Iterations Areas Templates

To manage iterations for the project, navigate to Project settings

Default iteration *i*
@CurrentIteration Change

Backlog iteration *i*
PartsUnlimited Change

The iterations selected below will appear in the Sprints hub for your team to manage work.

+ Select iteration(s) X Remove | New New child

Iteration

12. Click **+ Select iteration(s)** and use the dropdown button to select **Iteration 50** and **Iteration 51**. Click **Save and close**.



Select iteration(s)

These iterations will be available on your team's backlog

+ Iteration

PartsUnlimited\Iteration 51



[Learn more](#)

Save and close

Cancel

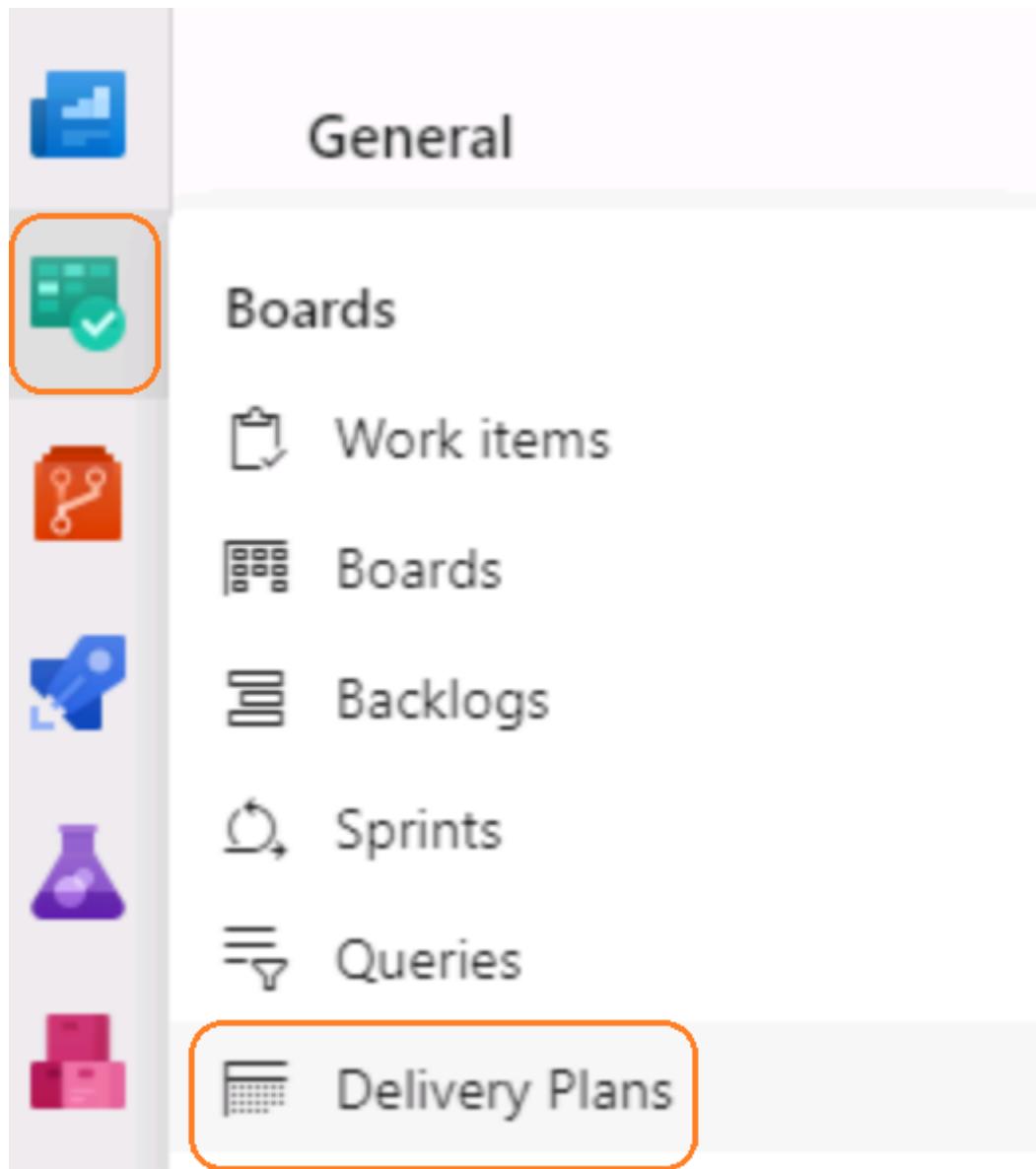
+ Select iteration(s) X Remove | New New child

Iteration	Start Date	End Date
PartsUnlimited\Iteration 50	10/25/2021	11/12/2021
PartsUnlimited\Iteration 51	11/15/2021	12/3/2021

Module 7: Azure Boards - Plan & Track Projects, Lab 1: Plan & Track Projects, Exercise 4: Managing Delivery Plans

Task 3: Making delivery decisions

1. Move back to **Boards | Delivery Plans**.



2. Select **Web delivery** plan and click **Settings** button.

Web delivery

The screenshot shows a 'Web delivery' board in Azure Boards. The timeline spans from September to November. A card for 'PartsUnlimited ... Features' is present in the September column. A tooltip for this card indicates 'As marketeer, I w...' and 'New'. The 'Team offsite' button is highlighted at the top right of the board area.

3. Select the **Teams** tab and click **Add team**.

Plan settings

The screenshot shows the 'Plan settings' dialog for the 'Teams' tab. The 'Teams' tab is selected. In the center, there's a section titled 'Teams' with the instruction 'Add, edit or delete the teams for this plan. Drag teams up or down to re-order their position in the plan.' Below this are three dropdown menus: 'Project' set to 'PartsUnlimited', 'Team' set to 'PartsUnlimited Team', and 'Backlog' set to 'Features'. At the bottom is a large orange-outlined button labeled '+ Add team'.

4. Select the **External integration team** as the **team** and **Features** as **Backlog**. Click **Save**.

Plan settings

The screenshot shows the 'Plan settings' dialog for the 'Teams *' tab. The 'Teams *' tab is selected. In the center, there's a section titled 'Teams' with the instruction 'Add, edit or delete the teams for this plan. Drag teams up or down to re-order their position in the plan.' Below this are three dropdown menus: 'Project' set to 'PartsUnlimited', 'Team' set to 'PartsUnlimited Team', and 'Backlog' set to 'Features'. The 'Team' dropdown is highlighted with an orange box and shows 'External integration team'. The 'Backlog' dropdown is also highlighted with an orange box and shows 'Features'. At the bottom is a large orange-outlined button labeled '+ Add team'.

5. Use the **Zoom in/out** settings and the **calendar slider** to fit the width of Iteration 50 and Iteration 51.

Web delivery

The screenshot shows the 'Web delivery' section of the Azure DevOps Delivery Plan. The timeline spans from October to December. A new team, 'PartsUnlimited...', is listed under 'Features' for Iteration 50 (10/25 - 11/12). The 'Add item' button for Iteration 51 (11/15 - 12/3) is highlighted with a red box.

6. The new team doesn't have any Features added yet. Fortunately, you can add them directly to their team and iteration using the inline functionality of the Delivery Plan. Select the **Iteration 50** iteration. Click the **New item** button that appears.

Web delivery

The screenshot shows the 'Web delivery' section of the Azure DevOps Delivery Plan. The timeline spans from October to December. The 'Add item' button for Iteration 51 (11/15 - 12/3) is highlighted with a red box.

7. Enter **Integrate with weather service** and press **Enter**. This item is now in the backlog with its area and iteration configured.

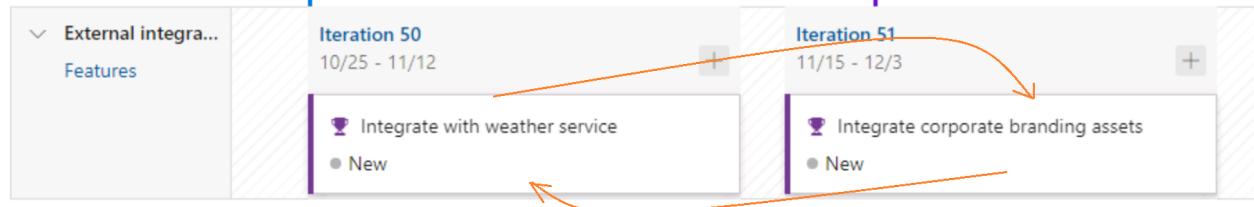
The screenshot shows the backlog for Iteration 51 (11/15 - 12/3). A new item, 'Integrate with weather service', has been added and is highlighted with a red box. The 'Add to top' button is also visible.

8. Follow the same process to add an item **Integrate corporate branding assets** to Iteration 51.

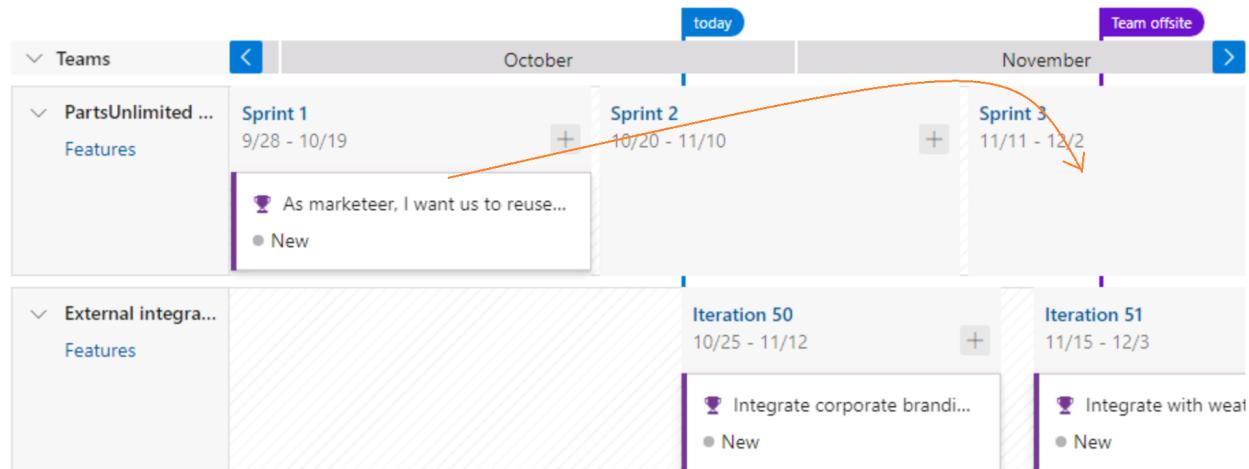
The screenshot shows the backlog for Iteration 51 (11/15 - 12/3). Two items have been added: 'Integrate with weather service' and 'Integrate corporate branding assets'. Both items are highlighted with red boxes.

Now you can step back to see how these two teams are working toward our common goals. Upon closer examination, it appears that the main team is planning to reuse some corporate branding assets during the current sprint that will not be available until well after it's over. It's a good thing you have this view to catch these sorts of potential problems early on.

9. The first thing you should do is to move the branding integration work to an earlier iteration. **Drag and drop** the **Corporate branding assets** Feature onto **Iteration 50**. In order to free up the bandwidth, **drag** the **Weather service** Feature onto **Iteration 51**.



10. Next, **drag** the **branding** Feature from **Sprint 1** to **Sprint 3** so that there's a chance the dependencies will be available in time for this team to be unblocked.



11. Now we can review the delivery plan again. It should be more feasible now.

