Software Construction and User Interface (SE/COMS 319)

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TRELLO FOR AGILE PROCESS AS XP PROJET MANAGEMENT TOOL

About Trello

- Trello is a web-based project management application originally made by Fog Creek Software in 2011
- An Agile Workflow- That Keeps Tasks Flexible in Trello

More About Trello

- Goal of project management tool - to stay out of your way and let you get things done, can be accomplished simply using Trello

- What do developers need to perform at their best?

  - Some limited freedom to choose what to complete

  - A clear indication when work is ready to be done

  - A plan for getting feedback when work is not clear

  - An approval process once work is complete, so they know when work is accepted

  - Accountability after work is done to manage delivery and revisit past work

Using Trello for Agile Software Development

- ## Step 1: Setup your free Trello account

  - Go to www.trello.com and click the signup button.
  - Trello has made a public committment to remaining free to use "forever" so you can feel safe using it with your project if cost is a concern.

Create a Trello Account

Name

e.g., Guybrush Threepwood

Email

e.g., mightypirate@grogmail.com

Password

e.g., ···········

Create New Account

Do you have a Google Account?

Sign up with Google

Already have an account? Log in.

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- ## Step 2: Setup your Product Development board

  - Click on the plus sign (+) next to your profile icon and create a new development board. The default shows 3 lists: To Do, Doing, and Done. You can rename or delete the defaults, in the end you're going to create 6 lists like: Backlog, Next, In Progress, Staged, Approved and Live this week.
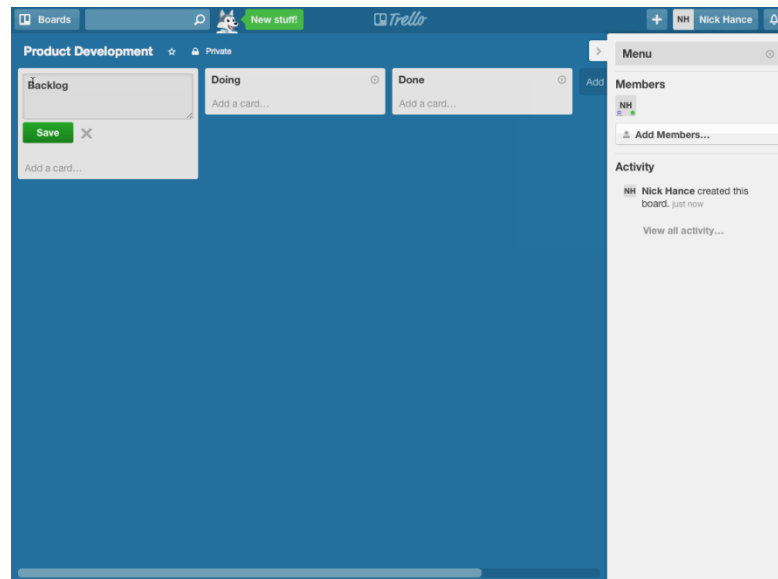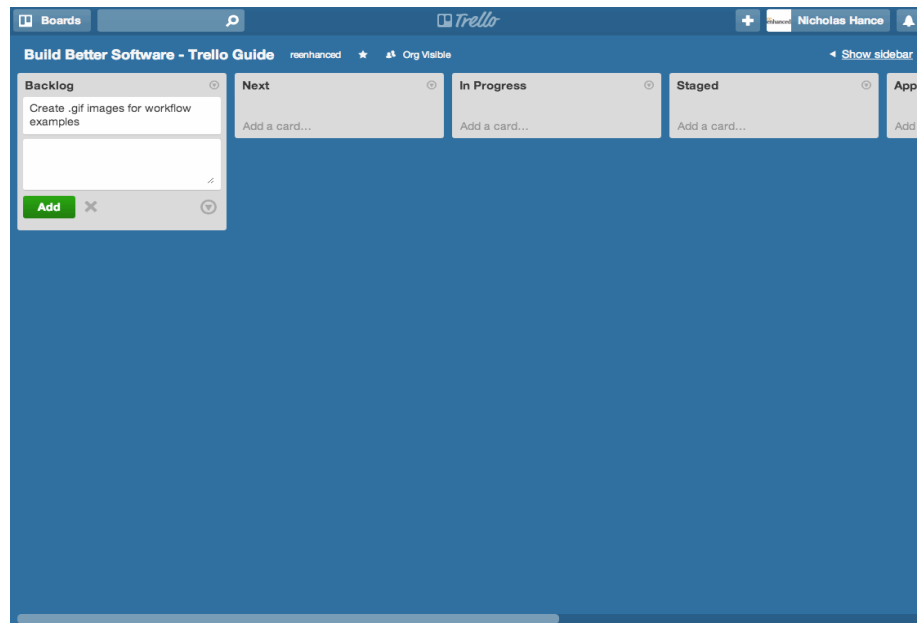
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- Step 2: Setup your Product Development board

  - **Backlog** -Holds all scheduled tasks. It's a space to hold ideas and a place to develop ideas into actionable items until they're ready to be started.

  - **Next** - Contains tasks ready to be completed listed in order with most important tasks at the top, as determined by the project manager. Tasks may be assigned to individual developers at this stage.

  - **In Progress** -Once a developer starts a task, it will be moved to this list to show that work is progressing.

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- ## Step 2: Setup your Product Development board

  - **Staged** - After a developer's task is complete and ready to be reviewed by the project manager or client, it will be moved here. If changes are needed, move the task back to Next with comments. Otherwise, move the task to Approved.

  - **Approved -**Once a completed task has been reviewed and accepted, move it here. This holding area informs the development team that this work is ready to be finalized and delivered to production.

  - **Live** -Developers will move tasks into this list from the Approved list as they are delivered to production and are part of the final product. At any time, the Live list for any week can be archived by clicking the drop down arrow next to the list title. Create a new Live list each week.

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- ## Step 3: Add Trello cards to Backlog

  - Start entering all of the things you need to do into the Backlog, each as a new card. All cards start as a simple title, so it's important to capture enough information in the title right from the beginning.

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- ## Step 3: Add Trello cards to Backlog

  - **Checklist for creating great cards:**

    - Does the card describe a single feature? If any part of this task can be delivered and approved without completing the card in full, then make a separate card for each piece.

    - Does the card clearly indicate who should be able use the feature? For example, if the feature is available only to authenticated users, the title should make that clear.

  - **Examples of great cards:**

    - As an admin, when I'm editing details for a user I can click a button to disable and enable the user's account

    - As a logged in user, when I visit the homepage I will see a "My Profile" link in the top right

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- ## Step 4: Add details to cards

  - Before your team can start working on cards, you'll need to add details to each of them before you moving them to Next. Use the guide below as a resource to help you expand each card into fully specified work that can be completed by your developers.
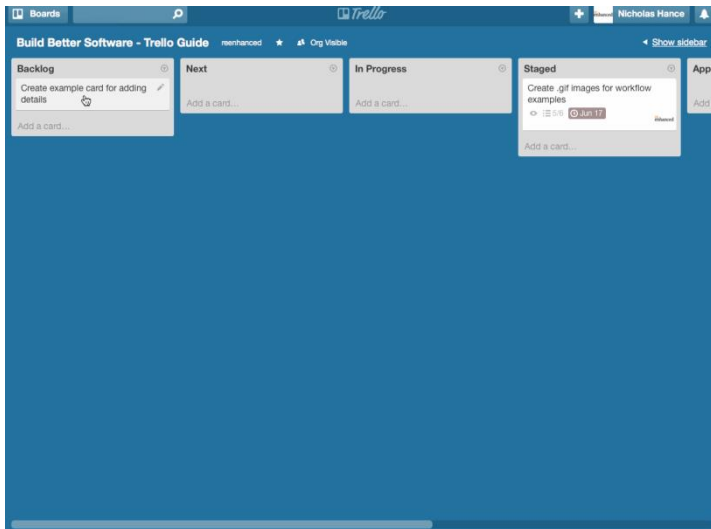
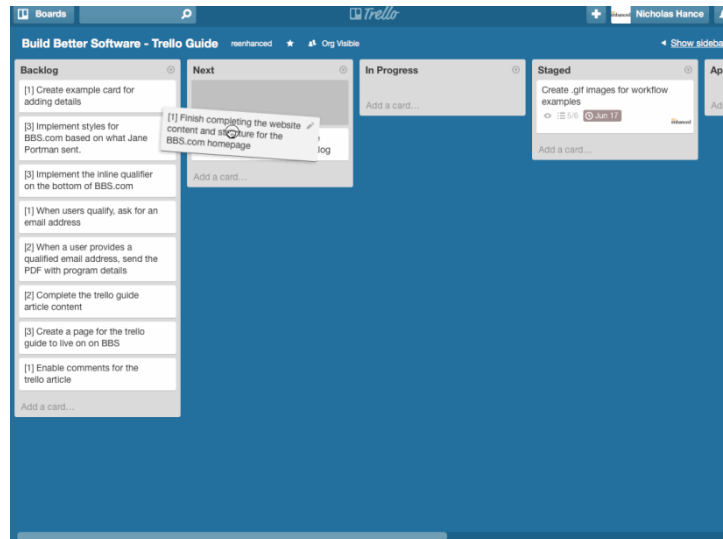# Using Trello for Agile Software Development

- ## Step 4: Add details to cards

  - Fill in the description

  - Adding links to descriptions

  - Adding development effort estimates (optional) -Instead, it's best to create many small tickets and focus on getting them done quickly.
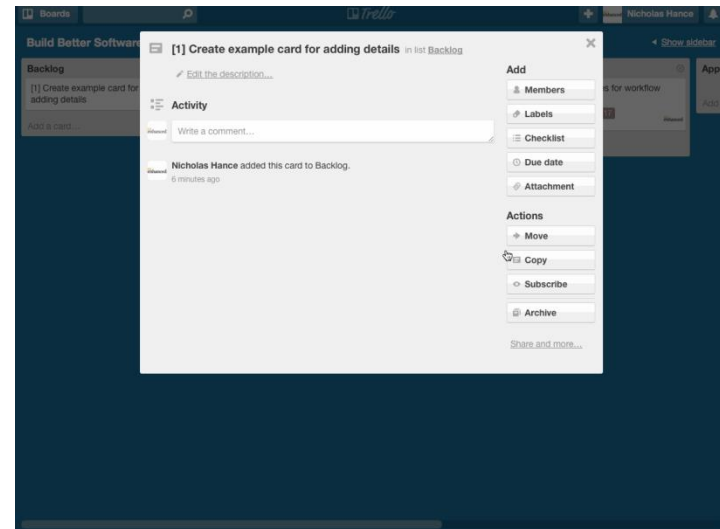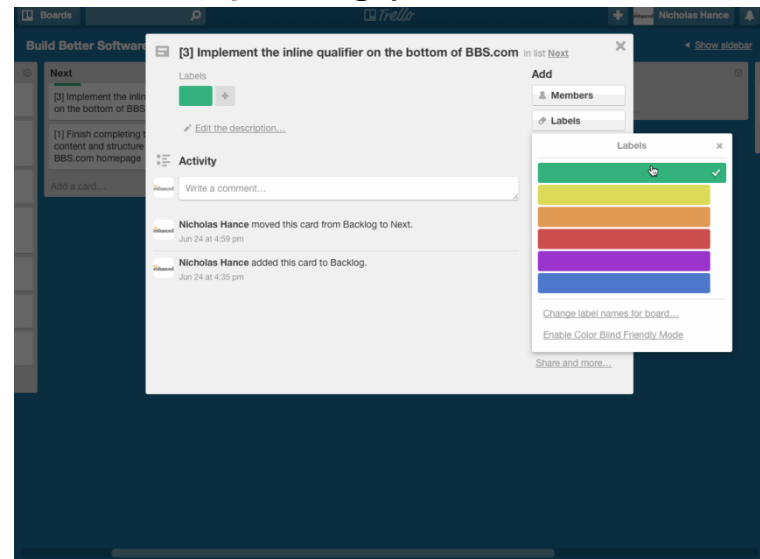
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- ## Step 5: Getting work done

  - With your cards fully described, you can now schedule them for development. To do this, the project manager should drag each card from Backlog to Next, placing them in priority order. Cards will be completed in roughly top down order by the development team.
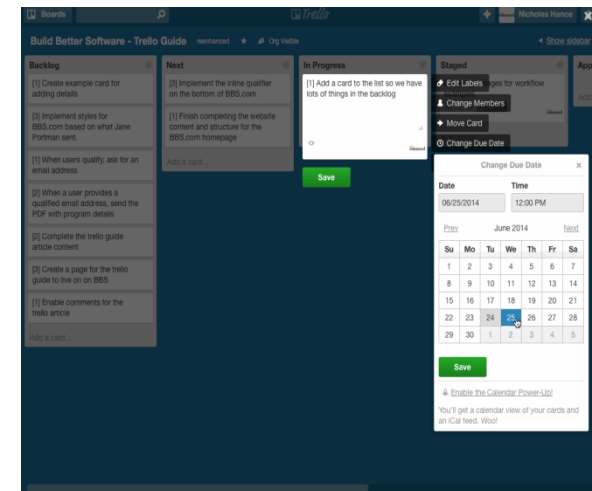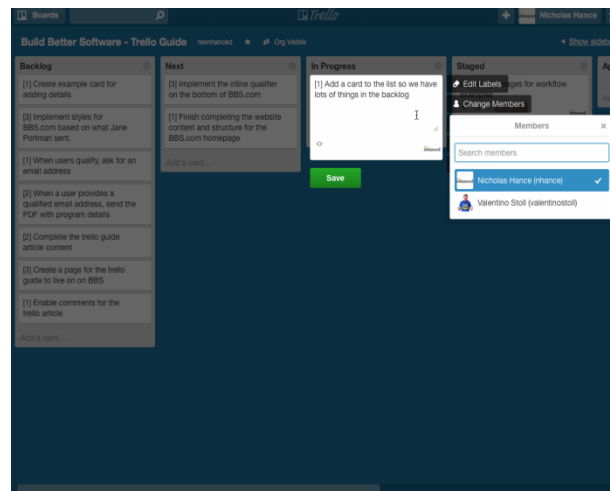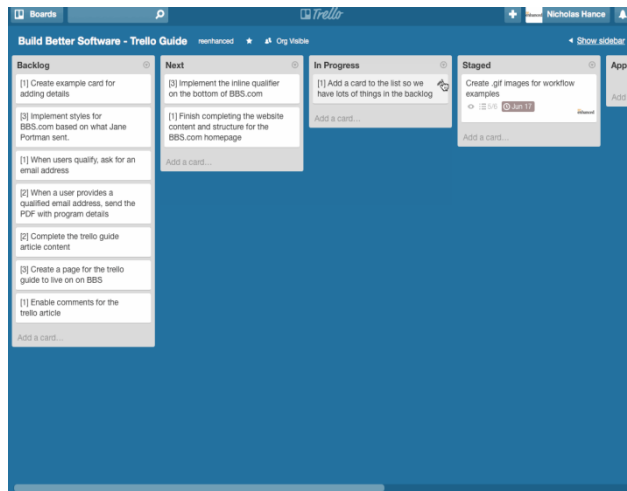
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- ## Step 5: Getting work done

  - ## What if a task is urgent?

    - When you need to mark a task as urgent, assign it a **green** label, so developers know that the task on the card is critical and should be addressed ASAP. Please use this label sparingly.
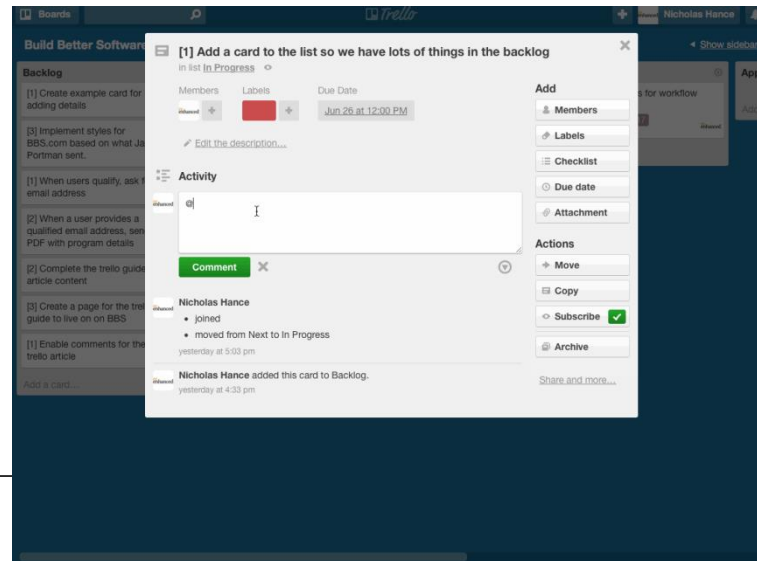
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- ## Step 5: Getting work done

  - ## Starting work: To start working on a card, a developer will move it from the Next column into the In Progress column and assign the card to himself. At the same time, he/she will assign an estimated date of completion for the due date.
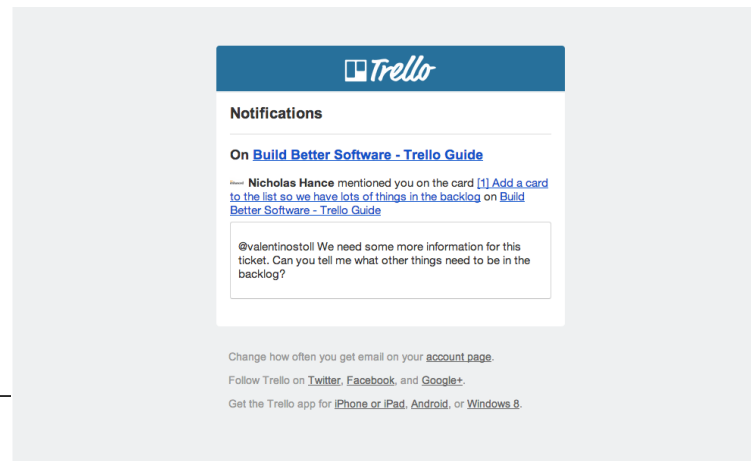
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- Step 5: Getting work done

  - Requesting feedback: Seeing a card on the In Progress list assigned to a developer means that work is being done on that task. Some of thedecisions cannot be made without input from the project manager. When that happens, the developer will block the task for feedback by assigning a red label and @mention you in a comment.
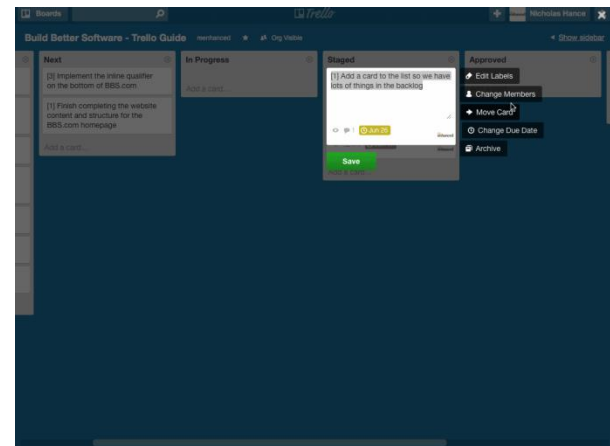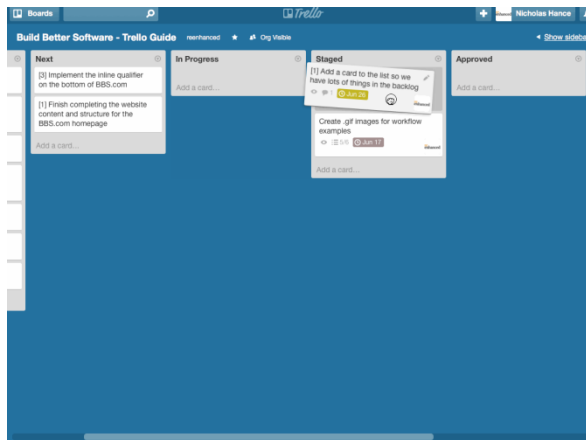
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- ## Step 5: Getting work done

  - ### Notification received when mentioned: Once a task has been blocked, it can remain on the In Progress list, but must retain the red label until the task is unblocked and work can begin again. Resuming progress on a blocked task is as simple as removing the red label. The comments should never be removed. When you @mention another person in a comment, they'll receive an email with details from the mention.
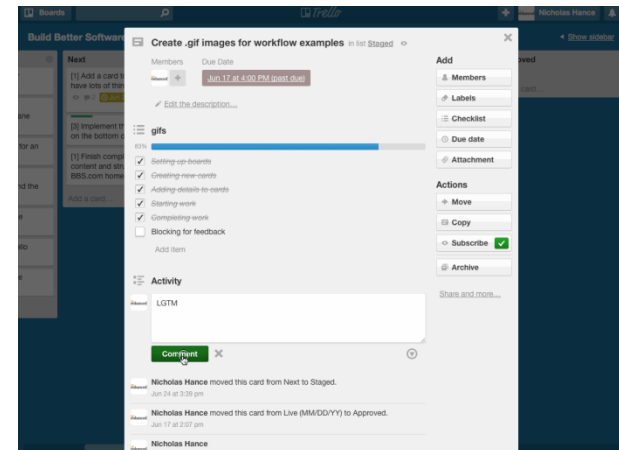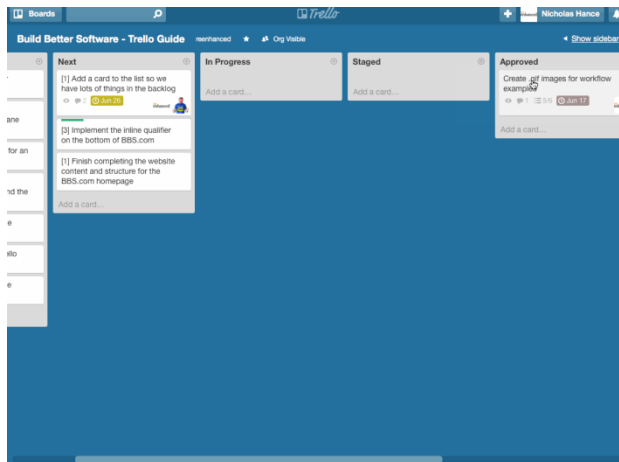
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- ## Step 6: Delivering new features to production

  - When a developer finishes a card and the completed work is uploaded to the staging or test location, then he/she will move the card from In Progress to Staged where the work can be reviewed and either approved or kicked back with a comment for more changes.

  - In order to keep the project manager updated about new cards added to the Staged list, developers should add the project manager to the card at the same time that they move it to the Staged list.
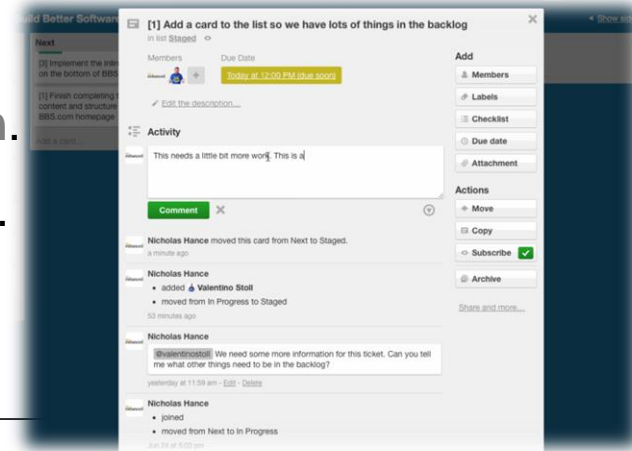
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- ## Step 6: Delivering new features to production

  - ## Approving completed cards:

    - When a card is completed and approved, then the reviewer should leave a LGTM (Looks Good To Me) comment and move the card to the Approved list. The developer will move the card from the Approved list to the Live list when the code is deployed to the production or release environment.

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- ## Step 6: Delivering new features to production

  - ### When more work needs to be done:

    - Sometimes when a card is delivered, it needs more work before it can be released to production. Maybe an issue is found in testing, or it doesn't provide the experience desired. When this happens, the following things need to happen:

    - The project manager/reviewer leaves a comment describing the additional changes needed.

    - If a response is required, then use a **@mention**.

    - The card should be moved back to the Next list. If priority is an issue, it should be labeled as urgent (**green**.)

References

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- https://blog.trello.com/an-agile-trello-workflow-that-keeps-tasks-flexible

- https://blog.trello.com/beginners-guide-scrum-and-agile-project-management