

Module 3 : Understanding and Using Work Items

Managing Requirements, Efforts, Quality, Risks

Requirements

- Gathering
- Elicitation and Analysis
- Classification
- Tracking

Efforts (Tasks)

- Work Break Down
- Assignment
- Monitoring
- Status reporting

Quality

- Test Plan
- Bugs Tracking
- Tests Results and Monitoring
- Quality Reports

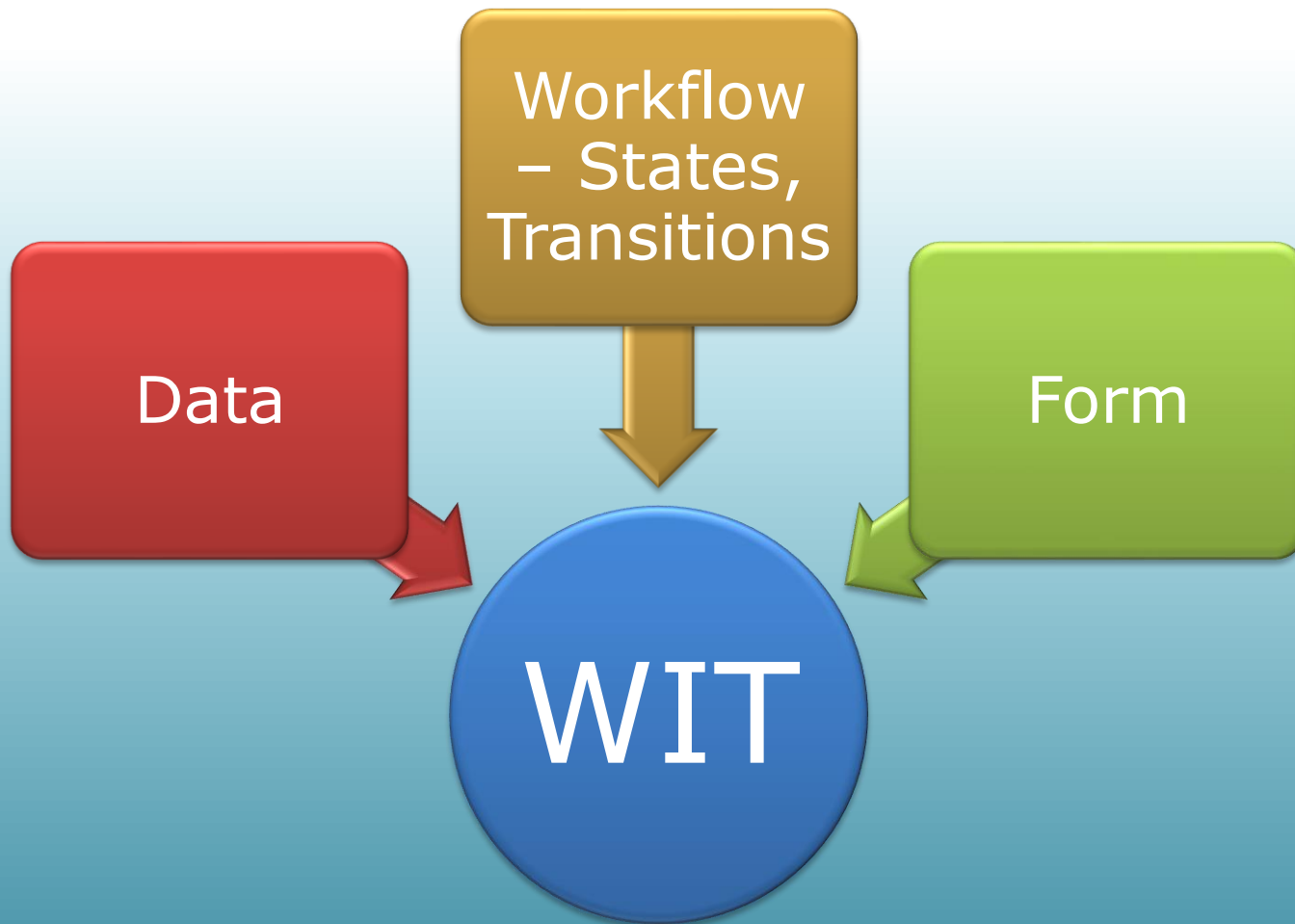
Risks

- Prioritization
- Ownership
- Triggers for Contingency and Mitigation Plans

Work Items

- Any abstract entity that needs to be tracked over a period of time during the project is a candidate for work item type.
- Examples: Bug, Task, Requirement, Usage Scenario, Test Case, Risk, Issue, Change Request

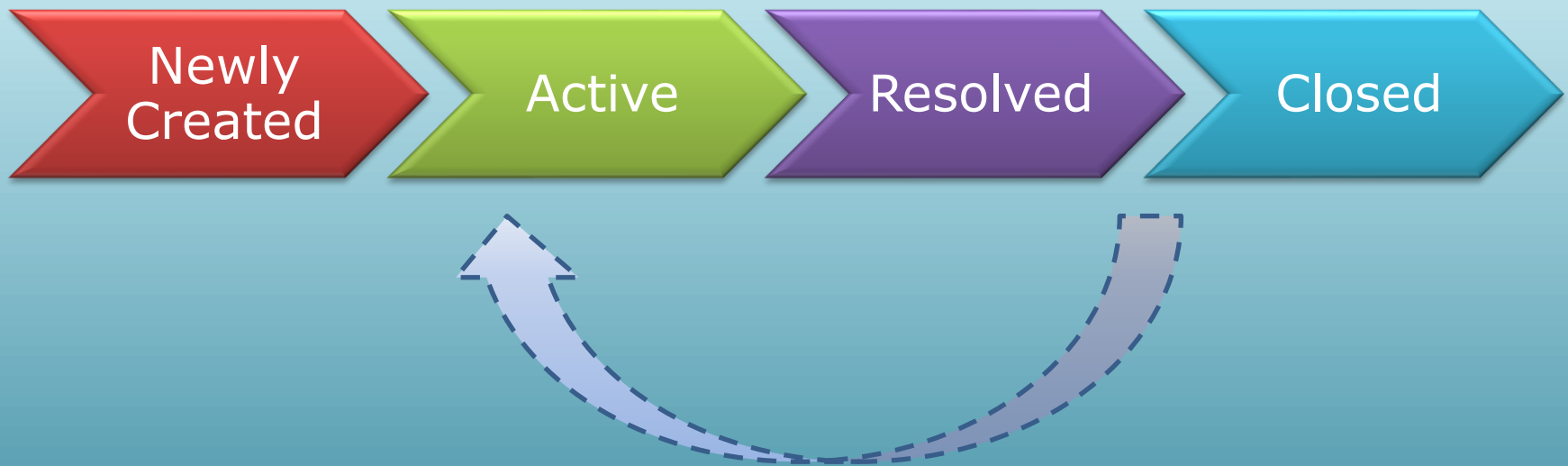
Work Item Type Definition



Common Data Stored for Work Item

- Current: AssignedTo, Iteration, Area, Priority, Reason for state transition, Description, Links, Attachments
- Historical: Date Created, Date Changed, Assignments, State Changes

Example Workflow



Lab: Create Work Items

- Create 6-7 requirements for SSGS EMS
- Set Efforts (Size) for requirements in terms of Story Points / Other Units
- Create tasks as children for first 3 requirements

Work Item Hierarchy

Workitems linked at different levels.

Link Types: Parent – Child, Predecessor – Successor, TestedBy – Tests.



Uses: To trace implementation of requirements and high level tasks by low level tasks, to trace which test cases are going to test a requirement, to trace which tasks are dependant on other tasks etc.






Lab: Queries for Hierarchical Workitems


- Create of Multilevel queries

Work Item Tagging










- Helps in filtering
 - Categories with word phrases
- Helpful in queries
- Add/ Modify from Web Portal
- Bulk Tagging from Excel
- Query with tags


Queries >  My Queries/tag query 

Results Editor Charts |  Run query  New  Save query  Save as...  Rev

Type of query  Flat list of work items

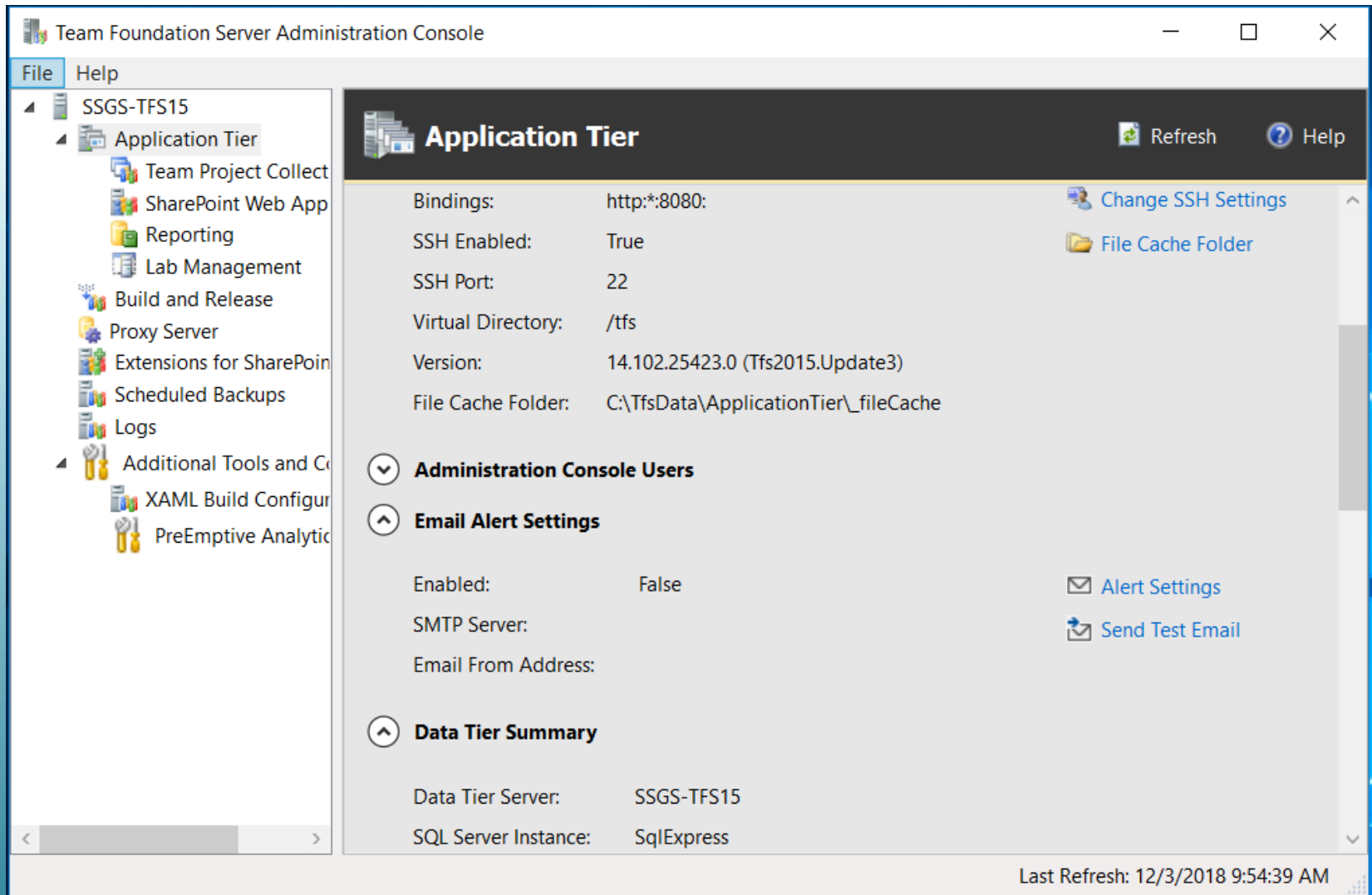
Filters for top level work items

	And/Or	Field	Operator	Value
  		Work Item Type	=	[Any]
   And	And	Tags	Contains	Web
   Or	Or	Tags	Contains	Service

 Add new clause

Project Alerts and Notifications

- Configure SMTP server



The screenshot displays the 'Team Foundation Server Administration Console' window. The left-hand navigation pane shows a tree structure under 'SSGS-TFS15', with 'Application Tier' selected. The main content area is titled 'Application Tier' and includes a 'Refresh' button and a 'Help' icon. The configuration details for the Application Tier are as follows:

Bindings:	http*:8080:	Change SSH Settings
SSH Enabled:	True	File Cache Folder
SSH Port:	22	
Virtual Directory:	/tfs	
Version:	14.102.25423.0 (Tfs2015.Update3)	
File Cache Folder:	C:\TfsData\ApplicationTier_fileCache	

Below the configuration details, there are three expandable sections:

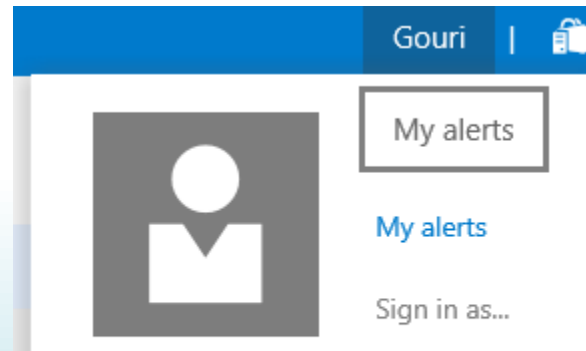
- Administration Console Users** (expanded)
- Email Alert Settings** (collapsed)

Enabled:	False	Alert Settings
SMTP Server:		Send Test Email
Email From Address:		
- Data Tier Summary** (collapsed)

Data Tier Server:	SSGS-TFS15
SQL Server Instance:	SqlExpress

The status bar at the bottom right indicates 'Last Refresh: 12/3/2018 9:54:39 AM'.

Project Alerts and Notifications



MANAGE TFS ALERTS
✕

Send my alerts to ([Edit...](#))

[No default email address]

Team alerts can be managed from the [Advanced Alerts Management Page](#)

BASIC ALERTS

CUSTOM ALERTS

Send me an email alert when

☐ My work items are changed by others
☐ Anything is checked in
☐ Any build completes
☐ My build completes
☐ A build quality changes
☐ A code review I am working on changes

Agile Project Management

- Product Planning
 - Product Backlog
 - Iteration Balancing
 - Sprint Plan

How many bugs do we have?

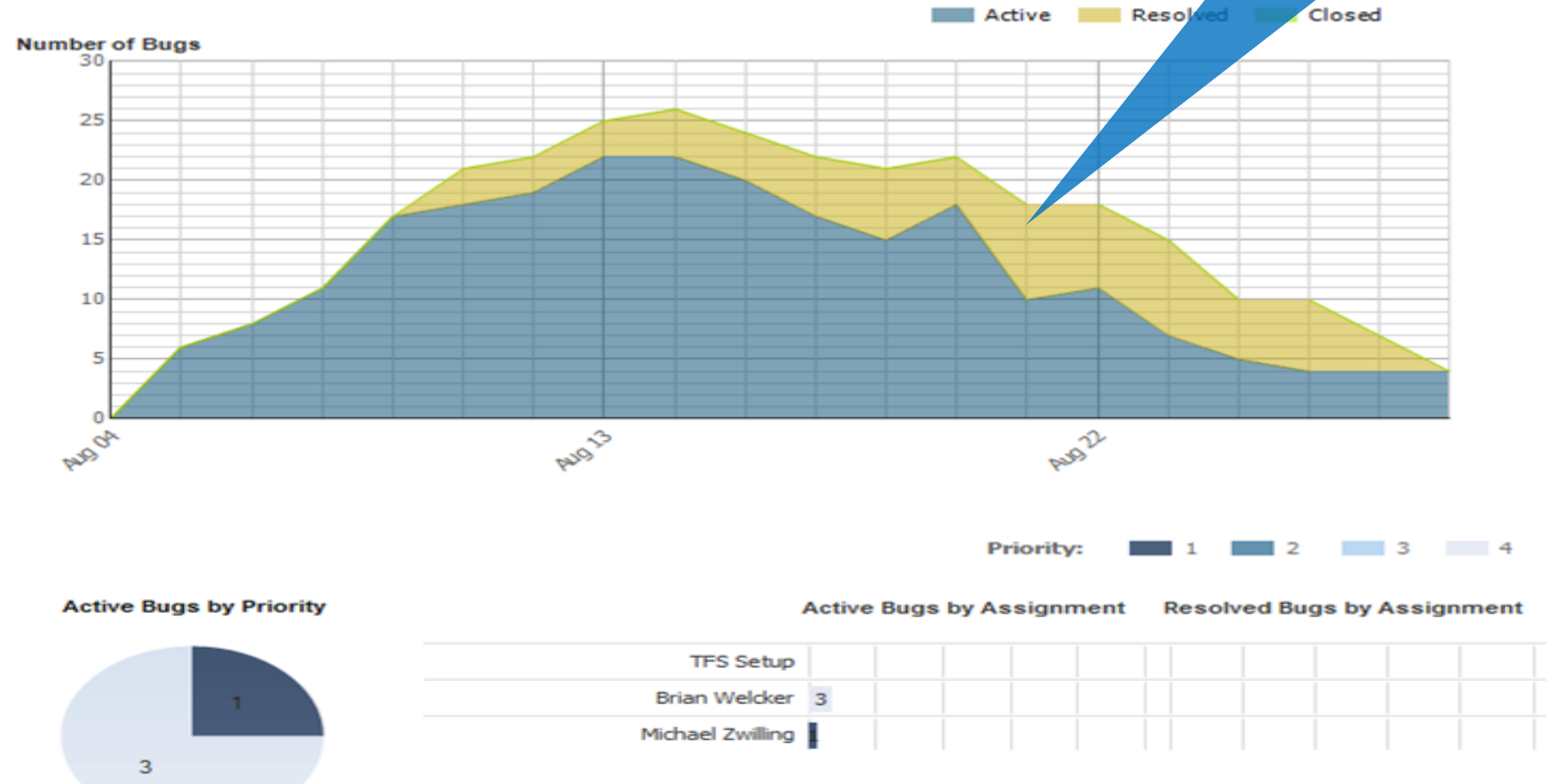
Bug Status

Helps you track the team's progress toward resolving bugs. Shows the number of bugs in each state over time, a breakdown of bugs by priority or severity, and the number of bugs that are assigned to each team member.

Related Reports

- Burndown and
- Story
- Status

Shows bug state, priority, severity, and who they are assigned too



How fast are bugs being found and fixed?

Bug Trends

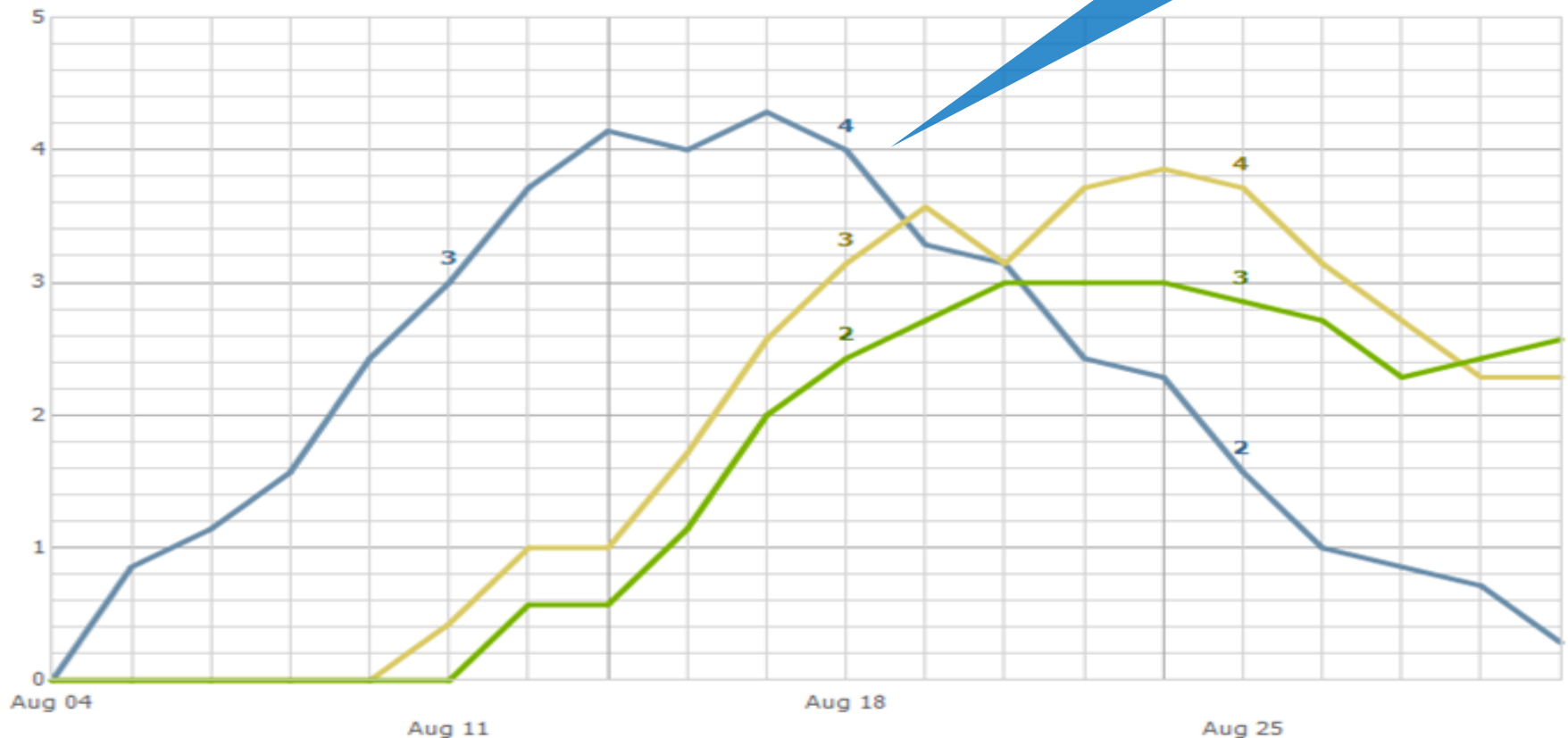
Helps you track the rate at which the team is discovering and resolving bugs. Shows a moving average of bugs discovered and resolved over time.

Related Reports

- Bug Status
- Reactivations
- Status on All Iterations

Shows the rate of discovering and resolving bugs

— 7-day arrival rate — 7-day resolved rate — 7-day closed rate



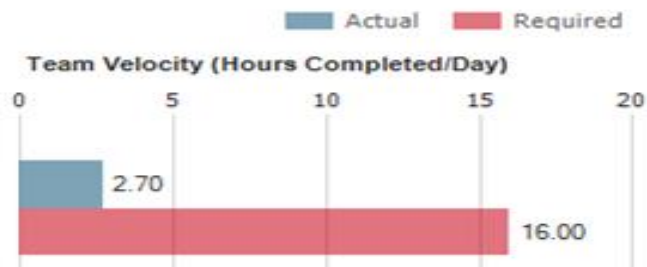
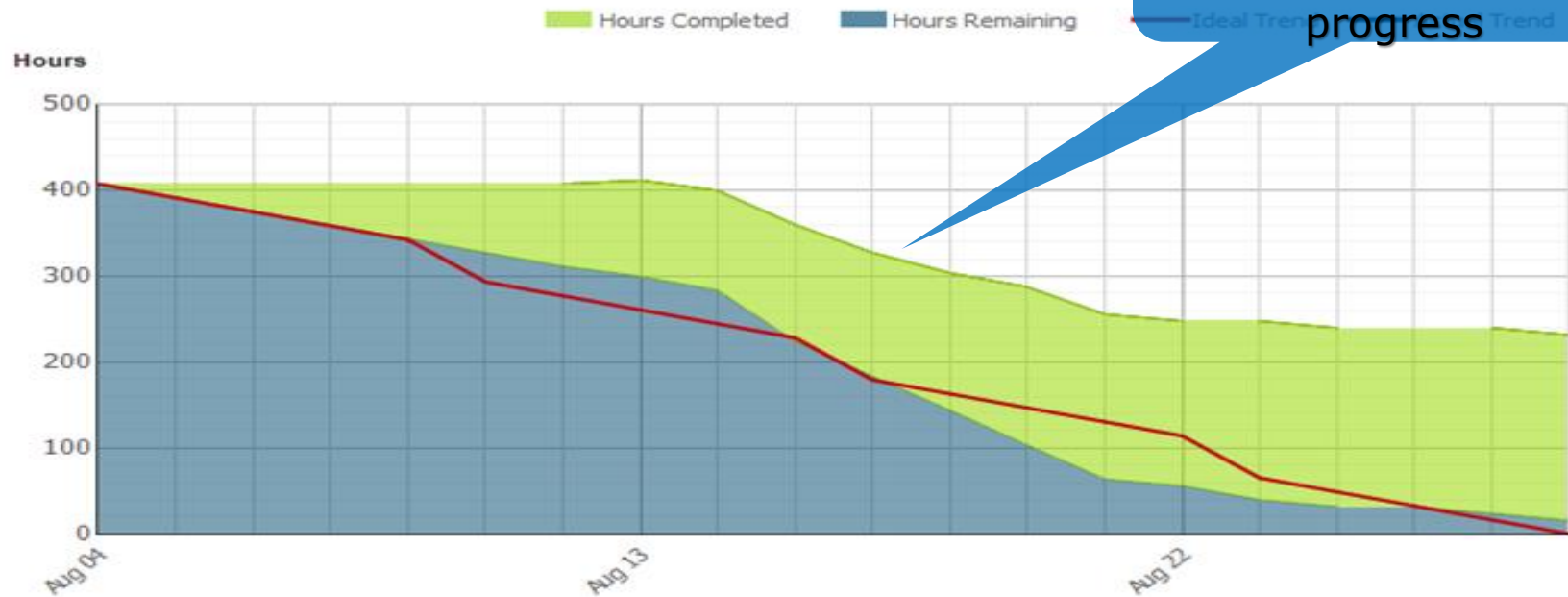
How much work is remaining?

Burndown and Velocity

Helps you track the team's progress toward completing the work for an iteration. Shows how many hours of work the team has completed, how many hours remain, the rate of progress, and the work assigned to each team member.

Related Reports

Hours of work completed, remaining, and the rate of progress



How are the user stories tracking?

Stories Overview

Helps you track how far each user story has been implemented. Shows each story's actual number of hours of work remaining and completed, its acceptance test results, and the number of bugs that are linked to each story.

Related Reports

- [Bug Status](#)
- [Status on All Iterations](#)
- [Stories Progress](#)
- [Test Case Readiness](#)
- [Test Plan Progress](#)

Shows how far each user story has been implemented

Title	Work Progress		Test Status		
	% Hours Completed	Hours Remaining	Tests	Test Results	Bugs
Customer can see new functionality in their profile as they are introduced	100 %	0	3	33 % 67 %	
Customer enters personal reviews	100 %	0	5	56 % 44 %	
Admin/editor publishes customer submitted review	100 %	0	3	33 % 67 %	
Customer rates review	100 %	0	3	40 % 40 %	
Customer comments on review	13 %	112	5	100 %	
Customer searches for reviews	100 %	0	3	33 % 67 %	
Customer finds restaurant from review	100 %	0	2	33 % 67 %	
Customer finds reviews for restaurant	100 %	0	2	50 % 50 %	3

How many stories are remaining?

Stories Progress

Helps you track recent progress for each user story. Shows each story's remaining, completed, and recently completed work.

Shows hours of work remaining and completed per user story

Hours Completed
Recently Completed
Hours Remaining

Title	Progress (% Completed)		Hours Remaining
Customer can see new functionality in their profile as they are introduced	100 %	<div></div>	0
Customer enters personal reviews	100 %	<div></div>	0
Admin/editor publishes customer submitted review	100 %	<div></div>	0
Customer rates review	100 %	<div></div>	0
Customer comments on review	13 %	<div></div>	112
Customer searches for reviews	100 %	<div></div>	0
Customer finds restaurant from review	100 %	<div></div>	0
Customer finds reviews for restaurant	100 %	<div></div>	0

How many test cases are ready to run?

Test Case Readiness

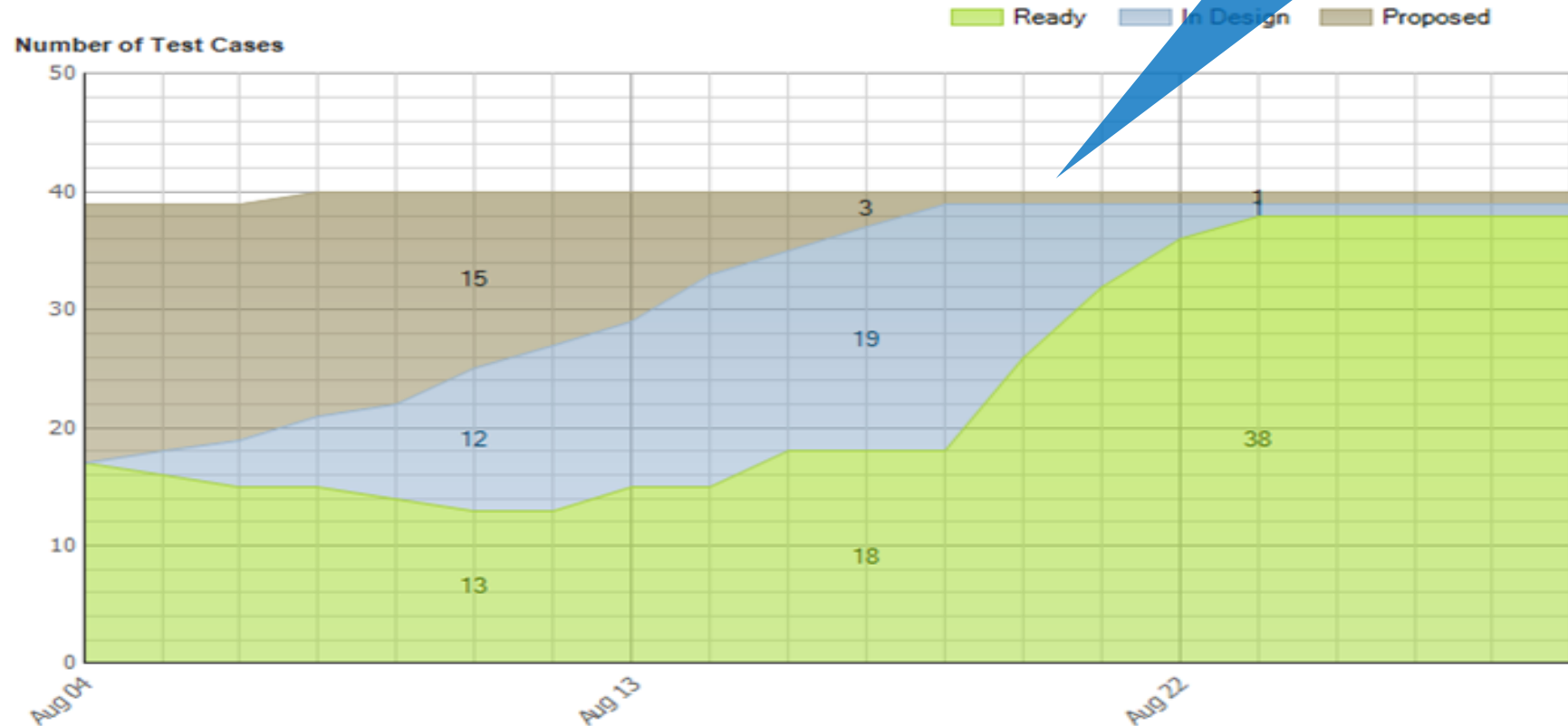
Helps you track how many test cases are ready to be run. Shows the number of test cases in each state of preparation.

Related Reports

- Bug Status
- Status on All Iterations

• Test Run Results

• Shows what state the test cases are in



How is the progress or our test plans?

Test Plan Progress

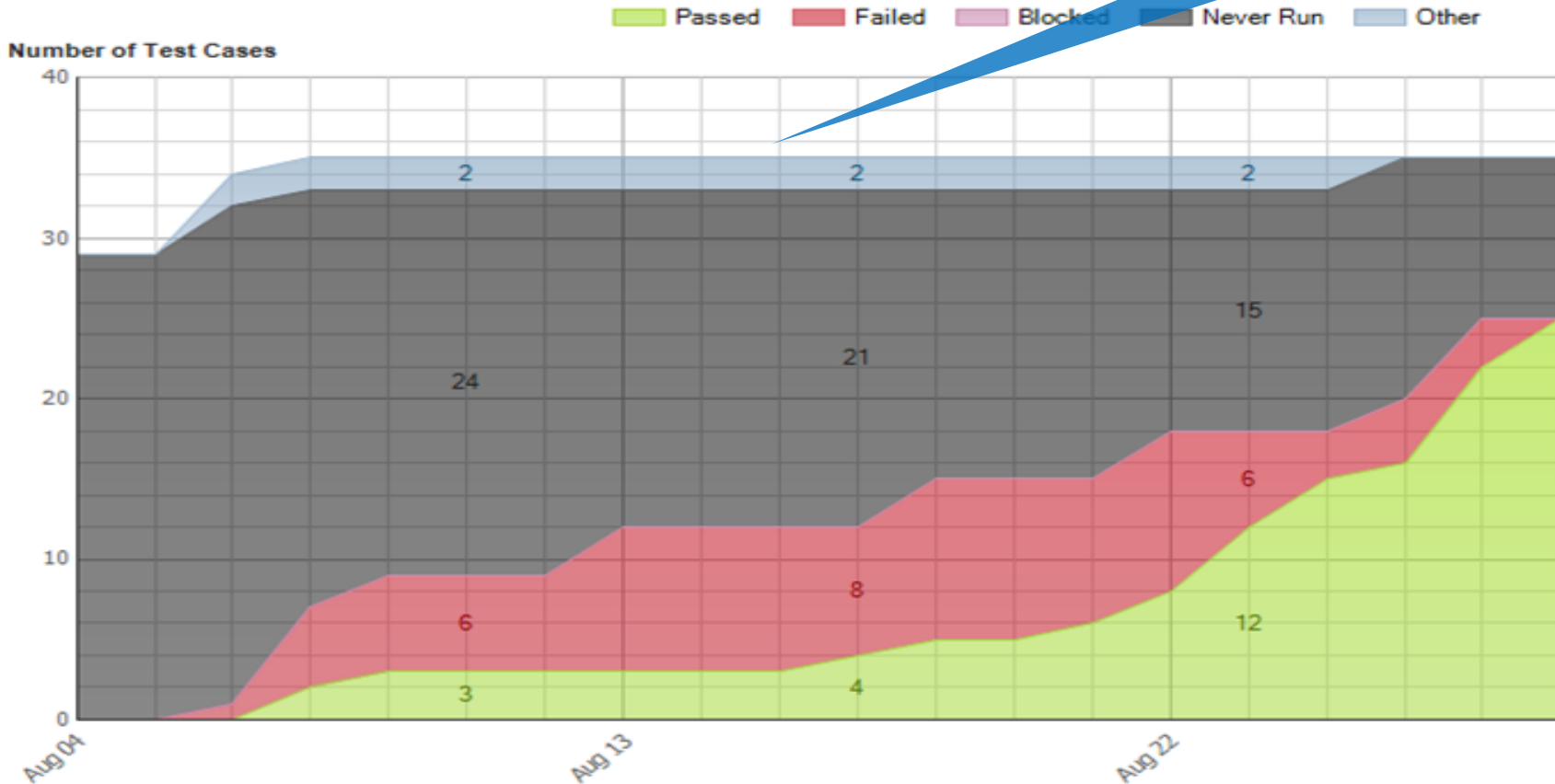
Helps you track the progress of your test plans.
Shows the results of running the tests over time.

Related Reports

- Bug Status
- Status on All Iterations

• Test Case Readiness

Shows the progress of
your test plan



How is the progress of our test runs?

Test Run Results

Helps you track the progress of test runs. Shows counts of results within each test run.

Related Reports

- Bug Status
- Status on All Iterations
- Test Case Readiness
- Test Plan Progress

Shows the progress of your test runs

■ Passed
 ■ Failed
 ■ Blocked
 ■ Never Run
 ■ Other

Test Plan	Test Run	State	# of Test Cases Passed/Failed/Blocked/Never Run/Other as 11/23/2008 8:58:16 PM.
Test Plan for Iteration 1	US_105 can get lucerne reviews...	In Progress	4
	US_112 can see new func. in profile	In Progress	3
	US_115 Customer enters personal reviews	In Progress	5
	US_124 Admin/editor publishes customer submitted review	In Progress	3
	US_131 Customer rates review	In Progress	3
	US_134 Customer comments on rreview	In Progress	6
	US_147 Customer searches for reviews	In Progress	3
	US_155 Customer finds restaurant from review	In Progress	2
	US_161 Customer finds reviews for restaurant	In Progress	2
Test Plan For Iteration 2	End To End Test	In Progress	1
	US_134 Customer comments on review	In Progress	5