**IFB299 – Personal Portfolio**

*Tess Nash (N9163166) – Member of Team 82*

*Link to Individual Repository (GitHub) -* [*https://github.com/tessnash95/IFB299-TessNash-N9163166*](https://github.com/tessnash95/IFB299-TessNash-N9163166)

**Release 1:**

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| **What did you do that made a meaningful contribution to the teamwork in producing the final solution?** | **Evidence of the Work – Artefact or Artefact Cluster (i.e. two or more documents that make up an Artefact)**  **E.g. A1** | **How did this fit into the team/project?** |
| Organised the final prioritisation and categorisation of user stories to be included for the Release Plan before commencing the Sprints | **A1:** Finalised Word document of the Release Plan (entitled *Finalised Release Plan – Team 82*) as well as Excel document used to finalise stories have been uploaded to repository (named *Finalised User Stories*) | Team had a clear understanding of the finalised user stories that needed to be developed and how they were to be prioritised |
| Assisted with refining the user story acceptance criteria ensure they were ready for the acceptance tests conducted during the development phases of the project | **A2:** Excel document (*Finalised User Stories*) with categorised user stories with their acceptance criteria as well as the User Story Cards (2 docs) that were finalised with the acceptance criteria allocated to each story | Team has a clear understanding of the acceptance criteria that needed to be achieved to classify each story as being completed and were able to use this criteria for acceptance testing during project development |
| Researched the proper manner to construct a business letter and utilised this research to assist with writing the letter | **A3:** Copy of research obtained has been uploaded to repository (entitled *How to Write a Business Letter* – three pages of research regarding the requirements) | Team was able to utilise this research when creating the business letter to understand how to construct and produce it correctly |
| Assisted with writing the letter and using this research, assisted with the construction of the business letter for the first peer review to be submitted to the client team | **A4:** Copy of the final Business Letter submitted to client and tutor has been uploaded to repository (my contributions are highlighted – named *Business Letter 1 – Tess’s Contributions*) | Team was able to provide feedback to the other team after their Release 1 demonstration and include any points that we believed needed to be altered/reviewed |
| Analysed the client’s business processes and developed a BPMN process model to demonstrate how these new processes will benefit users | **A5:** Copy of the BPMN model that was created has been uploaded to repository to provide the process for Members to interact with the website (entitled *Member Interaction with Website – Tess*) | Team was able to use this model as a basis for how the user (General Member) would interact with the website and construct the website functions accordingly |
| Created the *Release 1 PowerPoint Summary* to provide our client team with an overall perspective on what we have/have not achieved by the end of Release 1 and how we will go about beginning with Release 2 | **A6:** PowerPoint document (entitled *Release 1 Overview – Team 82*) that showcases the user stories our team has completed at the conclusion of Release 1 (in Sprints 1 and 2), includes copies of our burn down charts and details how the team is going to move forward in Release 2 | Team had a clear understanding of where we were at with the end of Release 1 and what we needed to complete for Release 2; Client had a clear understanding and overview of where the team was at with the project development |

**Release 2:**

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| **What did you do that made a meaningful contribution to the teamwork in producing the final solution?** | **Evidence of the Work (Artefact)** | **How did this fit into the team/project?** |
| Constructed a questionnaire template and a tests scripts template for team members to use throughout user testing phases of Release 2 (doc entitled *Templates – User Testing Questionnaire and Test Scripts*) | **A7:** Word document with the template of the user testing questionnaire that covers 3 categories on the website (Ease of Use, UI/Design and Functionality) as well as the template with the test scripts that team members can use when testing users in order to evaluate the functionality of the website | Team was able to use these questionnaire and test scripts templates to test potential users to gain valuable feedback on how these users are able to interact with the website as well as whether there were aspects that needed improvement |
| Used the user testing questionnaire and test scripts template to test potential users and collect valuable data and feedback on the performance of the website that can be used to improve the website’s functionality during development, and once this data was collected, it was compiled to give an overall perspective of the feedback to improve performance | **A8:** Word documents with my results/contributions that I found whilst testing potential users (docs entitled *Testing Questionnaire Results – Tess* and *Test Script Results – Tess*) as well as collective Excel document with compiled results from all data collected by team members (doc entitled *Collated User Testing Results – Team 82*) | Team was able to use the templates to conduct their own interactions with potential users on the website and collect data/feedback to determine aspects of the website that need to be worked on and conduct these tests at different stages of development to gain current feedback to incorporate in future sprints |
| Created the Burn Down charts for the Release 1 and Release 2 Plans and Sprints for the group (doc entitled *Burndown Charts – Release and Sprint Plans*) | **A9:** Excel document with burn down charts for Release Plan and Sprint plans have been uploaded to the repository as well as copies of the charts being in the Release 2 PowerPoint presentation | Team had a clear understanding of the progress we were making with each sprint in order to help determine our velocity |
| Assisted with the construction of the business letter for the second peer review to be submitted to the client team | **A10:** Copy of the final Business Letter submitted to client and tutor has been uploaded to repository (my contributions are highlighted – named *Business Letter 2 – Tess’s Contributions*) | Team was able to provide feedback to the other team after their Release 2 demonstration and include any points that we believed needed reviewing |
| Created the *Release 2 PowerPoint Summary* to provide our client team with an overall perspective on what we have/have not achieved by the end of Release 2 and what we have to present to the clients at the conclusion stage of the project | **A11:** PowerPoint document (entitled *Release 2 Overview – Team 82*) that showcases the user stories our team has completed at the conclusion of Releases 2 that also includes copies of our burn down charts (Overall Release Burn Down, Release 2 Burn Down, and Sprint 3 and 4 Burn Downs) | Team had a clear understanding of where we were at with the conclusion of Release 2 and what we have achieved at the end of the project development; Client had a clear understanding of what the team was able to produce at project’s conclusion |
| Created the *Customer Engagement Summary* for Release 2 that provided a summary of our interactions and engagements with our clients during Release 2 | **A12:** Word document (entitled *Customer Engagement Summary – Release 2*) that illustrates our interactions with clients and potential users throughout the duration of Release 2 (Sprints 3 and 4) | Team had a clear understanding of our interactions with clients and potential users and how these interactions were utilised to improve our website design |

**Justification for Chosen Artefacts**

*Release 1*

**A1 – Finalised Release Plan (Word Doc) and User Stories (Excel Doc)**

The chosen artefact cluster, the Final Release Plan and User Stories documents, demonstrates that I have assisted with the final prioritisation and categorisation of user stories for the clients before we commenced our first sprint. This artefact cluster has been chosen as part of my Personal Portfolio as I believe it illustrates the information systems skills that I have acquired in previous units that have aided me to successfully prioritise these user stories for the client. I also feel that this has contributed to the team’s development of the project as with these finalised and prioritised user stories, we were able to effectively construct our Release and Sprint Plans in order to get started on completing the tasks involved with these stories for the sprints to develop the website.

**A2 – User Stories (Excel Doc) and User Story Cards**

The chosen artefact cluster, user stories and user story cards, demonstrates that I have assisted with the refining of the user acceptance criteria that was allocated to each user story to ensure that these stories were ready to undertake acceptance tests during the future development of the project. This artefact cluster has been chosen as part of my Personal Portfolio as I believe it illustrates the relevant information systems skills that I have acquired in previous units that has assisted me to effectively determine how each of these stories can be deemed as completed in order for our development team to be able to complete the acceptance tests to ensure that these stories have been finalised at the conclusion of each sprint. I also feel that this has contributed to the team’s development of the project as once this acceptance criteria was finalised, we were able to gain an understanding of how we can deem each story to be completed and what was involved in the testing process that could determine if each story had been completed effectively during the development phases.

**A3 – ‘How To Write A Business Letter’ Research Document**

This artefact, a research document for how to write a business letter, demonstrates that I have conducted further research on the correct and appropriate manners to construct and effectively write a business letter that was required for our two peer reviews that we had witnessed from our partner team. This artefact has been chosen as part of my Personal Portfolio as I believe it illustrates my ability to effectively research a topic that I am unfamiliar with, such as writing a formal and professional business letter to provide to our partner team, in order to gain a better understanding of the topic in question. I also feel that this had contributed to the team’s development as our team was able to effectively gain an understanding of how to write these business letters that we were to submit to our partner team in order to provide them with feedback on their presentations.

**A4 – Business Letter for Peer Review 1 (with my contributions highlighted)**

This artefact, the business letter produced for Peer Review 1, demonstrates my ability to effectively construct a formal and professional business letter to submit to our partner team regarding their performance during the peer review demonstrations of their website development thus far. This artefact has been chosen as part of my Personal Portfolio as I believe it illustrates my ability to utilise the information that I had gathered – including research on how to effectively write a business letter and the observation notes that my team and I had gathered during our partner team’s demonstration – to produce a professional document that highlighted their strengths and weaknesses during their presentation and provide them with ways that they could improve in the future. I also feel that this has contributed to the team’s development as we were able to critically assess the progress that the other team has made with regards to their production of the website, comparing it to the progress we had made to determine if we were all on par with each other or not, and as their clients, this gave us the opportunity to reflect on what they had/hadn’t completed by this stage and provide them with feedback that they could utilise in future demonstrations.

**A5 – BPMN Model (Member Interaction with Website)**

The chosen artefact, the BPMN model produced that describes how a member would interact with the website, demonstrates my ability to draw on the skills I had acquired during my previous information systems units in order to effectively construct a BPMN model that represents the ways in which a typical member of the community centre would interact with the website that we were developing. This artefact was chosen as part of my Personal Portfolio as I believe it illustrates my ability to critical examine a process (i.e. the process that we were trying to improve upon) and transform this process into an detailed model and provide our clients with a visual representation of the process that is being conveyed. I also believe that this has contributed to the team’s development of the project as we were able to look back on this model, as well as the other models that were created by other team members, in order to gain a better understanding of how a general member would interact with the website, which in turn provided us with opportunities to reflect back on this model once we had concluded a sprint to compare the actual flow of the website to the model to assess if the website met the functionality requirements outlined in the process.

**A6 – Release 1 Overview (PowerPoint Doc)**

The chosen artefact, the Release 1 Overview PowerPoint document, demonstrates my ability to effectively analyse the outcome of the team’s performance and development over the course of Sprints 1 and 2 and provide this analysis and overall result to our clients in the form of a formal presentation. This artefact was chosen as part of my Personal Portfolio as I believe it illustrates my ability to summarise the team’s performance thus far during the development of our website and provide our clients with an overall perspective on what was and was not completed during the sprints and illustrate to them how best we were going to complete the tasks that we had not finalised during the first release. I also feel that this has contributed to the team’s development of the project as this summarisation of our current status with regards to the project’s progress provided us with the opportunity to critically examine what we had and hadn’t completed by the conclusion of the sprints in order to determine what we would have to complete during the next release, as well as providing our clients with a better understanding of our team’s progress and demonstrate to them what we were going to do to improve upon this in the future.

**Justification for Chosen Artefacts**

*Release 2*

**A7 – Templates for User Testing Questionnaire and Test Scripts (Word Doc)**

The chosen artefact, the templates document for the user testing questionnaire and the test scripts, demonstrates my ability to effectively analyse the functionality of the website and what we were aiming to achieve during the development stages in order to construct templates of a questionnaire and test scripts to be used to assess potential users. This artefact was chosen as part of my Personal Portfolio as I believe my ability to construct these templates was able to create a questionnaire that would provide vital feedback as to how users were to interact with the website upon testing, as well as providing insight into how each of these users would go when completing the tasks required in the test scripts. I also feel that this has contributed to the team’s development of the project as the templates can be utilised to gain insight into how users were going to interact with the website when given no instructions and use any observations and feedback provided to us from these users to work at improving the quality of the website and make any necessary adjustments to accommodate more users.

**A8 – Questionnaire/Test Script Results (Word Docs) and Collated User Testing Results (Excel Doc)**

The chosen artefact cluster, the user testing questionnaire and test script results as well as the collated user testing results, demonstrates my ability to effectively utilise the questionnaire and test scripts that I had constructed to assess potential users of all ages and skill levels to gain their feedback on the development of the website thus far. This artefact was chosen as part of my Personal Portfolio as I believe it illustrates my ability to examine a potential user as they interact with the website and assess them on what they felt was good and what could be improved, as well as getting them to perform the test script tasks and gaining their feedback on these processes to determine what aspects of the website are working well and what aspects need further review or improvement. I also believe that this has contributed to the team’s development of the project as the feedback and results that we gathered from these user tests were able to be utilised to determine what aspects of the website needed to be reviewed and improved upon based on the results from these users, meaning that our team was able to adjust certain areas or features of the website to make it more user-friendly and to improve the quality of the final website design for our clients.

**A9 – Burn Down Charts for Sprints and Releases (Excel Doc)**

The chosen artefact, the Burn Down charts produced for the Releases and Sprints, demonstrates my ability to effectively monitor my team’s performance with regards to the development of our website and interpret the time taken to complete each task to transform this into a visual representation in the form of a graph. This artefact was chosen as part of my Personal Portfolio as I feel it illustrates my ability to interpret the information gathered from my team regarding our progress and the time taken to effectively complete each task and transform this information into a graph format that illustrates our progress for presentation to the clients during our demonstrations. I also feel that this has contributed to the team’s development of the project as these burn down charts allow us to visually see our progress and track our velocity to determine where we were during the sprints and releases, keeping us on track and allowing us to adjust the charts if necessary if we feel we need more time to complete a specific task, along with providing our clients with an effective representation of our progress during the sprints and releases for them to gain a better understanding of our ability to complete the specified tasks of each sprint.

**A10 – Business Letter for Peer Review 2 (with my contributions highlighted)**

This artefact, the business letter produced for Peer Review 2, demonstrates my ability to effectively construct a professional business letter to submit to our partner team regarding their performance during their website demonstrations. This artefact has been chosen as part of my Personal Portfolio as I believe it illustrates my ability to utilise the information that I had gathered – including the feedback presented to the clients from our previous business letter and the observation notes that my team and I had gathered during their second demonstration – to produce a professional document that highlighted their strengths and weaknesses and provided them with areas for improvement during the final stages of development. I also feel that this has contributed to the team’s development as we were able to critically assess the progress that the other team has made with regards to their website development, comparing it to what we had achieved thus far to determine if our teams were on par with each other, and as their clients, this gave us the opportunity to reflect on what they had/hadn’t completed.

**A11 – Release 2 Overview (PowerPoint Doc)**

The chosen artefact, the Release 2 Overview PowerPoint document, demonstrates my ability to effectively analyse the outcome of the team’s performance and development over the course of Sprints 3 and 4, along with the entirty of the project’s development, to provide our clients with this overall result in the form of a presentation. This artefact was chosen as part of my Personal Portfolio as I believe it illustrates my ability to summarise the team’s performance at the conclusion of the website’s development and provide our clients with an overall perspective on what we were able to achieve and what we were not able to achieve by the end of the release. I also feel that this has contributed to the team’s development of the project as this summarisation of our final status with regards to the project’s progress provided us with the opportunity to critically examine what we had and hadn’t completed by the conclusion of the sprints and compare this with our expectations of what we wanted to achieve, as well as providing our clients with a better understanding of our team’s progress throughout the development stages and demonstrate to them what we were going to do to improve upon this in the future (if given the opportunity).

**A12 – Customer Engagement Summary for Release 2 (Word Doc)**

The chosen artefact, the Customer Engagement Summary constructed for Release 2, demonstrates my ability to effectively analyse our team’s interactions with our clients and potential users in order to gain vital feedback that we could use to improve the overall structure, functionality and design of our website. This artefact was chosen as part of my Personal Portfolio as I believe it illustrates my ability to summarise the team’s performance in terms of how we have engaged with our client team as well as utilising potential users through user testing to gain important feedback regarding the progress of our development and the successfulness of creating and implementing these user stories to effectively construct our website. I also feel that this has contributed to the team’s development of our project as the feedback that we have gathered from the various interactions we’ve had with our clients and users has been utilised in order to determine aspects of our website that need to be improved upon and identify aspects that are working well so that we are able to deliver a final product to our clients that provides them with business value and functions according to our intended plans and sprint task completions.