# Release Planning Document

Course: COSC 4P02  
Date: [Insert Date]  
Group Number

Group Members: [Insert Names]  
Project Title: [Insert Project Title]

# Table of Contents

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# 1. Introduction

Provide a brief overview of the project and its objectives. State the purpose of the document (to outline user stories, backlogs, and the release plan).

# 2. User Stories

User stories are high-level requirements written from the user’s perspective. Each story should include the following details:  
- ID  
- Title  
- Description  
- Acceptance Criteria  
- Priority

Example Table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Description | Acceptance Criteria | Priority |

# 3. Product Backlog

The product backlog is a prioritized list of tasks derived from user stories. Each task should include:  
- Task

Add detailed explanation to the tasks if it is needed.  
- Associated User Story  
- Priority

Example Table:

|  |  |  |
| --- | --- | --- |
| Task | Associated User Story | Priority |

# 4. Sprint Backlogs

Sprint backlogs are subsets of the product backlog, planned for specific sprints. Provide a breakdown of tasks for each sprint (do this for all sprints, understanding that tasks for later sprints can be revised as the project evolves).

Example Table:

|  |  |
| --- | --- |
| Sprint | Tasks |

# 5. Tool Screenshots

Include screenshots from the tool (e.g., GitHub, Trello, Jira) showing:  
- User stories entered into the tool  
- Product and sprint backlogs  
  
Annotate the screenshots for clarity.

# 6. Team Contributions

Provide a breakdown of each team member’s contribution to the project and report.

Example Table:

|  |  |
| --- | --- |
| Team Member | Contribution |

# 7. Challenges and Next Steps

Discuss any challenges faced during the planning process (e.g., tool limitations, unclear requirements, team). Outline actions for the next phase (e.g., refining sprint backlog, completing Sprint 1 tasks).

# 8. Appendices

Include additional supporting materials, such as:  
- Meeting notes from the release planning session  
- Additional screenshots or diagrams