Innovation Lab 1

Documentation and Project Diary: How to begin…

Using the ORDER model for writing the Project Diary

- During the semester you must provide some documents in addition to your projects:
    - **Project Diary:** This is a combination of a project documentation, a specification, roadmap and rough project schedule, project diary and a section about the deliveries at the end of the semester.
    - **Meeting protocols:** You will have to provide a certain number of meeting protocols on time!
    - **Final Presentation:** Please see Moodle for more info!

- Please look at the Moodle course for recent information! There you will find a Microsoft Word Template for the Project Diary. And upload areas for the meeting protocols at each sprint / course block.

- Write the first sections of your Project Diary using the concept of the ORDER model. Please see the detailed description of what to do within the document template!

Your project: Defining goals and roadmap

- **O**(pportunity)
  - Chose your project!
  - Did we understand the client's definition of problems & needs?
    - Prepare the questions you will have to ask your advisor / project stakeholder in addition to his/her project description!
    - Make an appointment and ask your questions to clarify the scope of the project – especially for the current semester! You can use the Quick-List Technique!

- **R**(esources)
  - Are there any prerequisites (e.g., programming skills, special domain interest)?
  - Are we the right "experts" for that project? What skills will we have to or be able to build up during the project?
  - How(often) will you communicate with your project supervisor?
  - Will you need any "special support"? E.g., help with external interfaces or another system, into which your solution must be integrated?

- **D**(ecision Process)
 - This phase is not applicable to the innovation lab projects.

Your project: The "Project Diary"

- Look at the template first! Fill in the general information section first
  - Team members, name of your team, tooling etc.
  - Set up a semester roadmap. Think about defining milestones if needed.
  - Let this schedule be approved by your supervisor!
- Begin to fill the sections based on all information you were able to gather during the pre-project phase!
  - Please see the template for more information!
- Don't forget to document your project meetings by writing meeting protocols and uploading them on time!
  - Please look at the Moodle course for more information!

Your project: Backlog

- Set up a backlog!
  - Prioritize what you will do first and which project deliveries / features you will deliver at the end of which sprint
    - This is called "look ahead planning": Although you may work agile (build your solution evolutionary and step by step), you should make up a rough schedule for the whole semester.
    - Think about which project deliverables will be "must haves" for passing the course. Have your considerations cross-checked by your advisor!
  - Set up a backlog where you list up what must be done during the project (e.g., as tasks, user stories, features, requirements…)
  - Ask your supervisor if he/she has any constraints regarding how this backlog should look like!
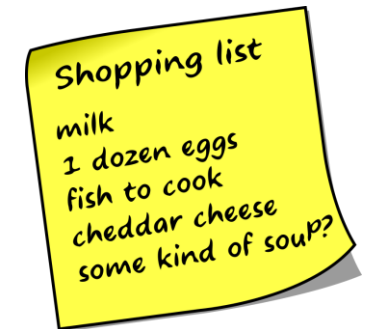
Your project: Tooling and visualization

- Chose and set up a tooling for project visualization and monitoring.
  - Ask your supervisor if he/she has any constraints which tooling to use (e.g., when an external project partner uses a dedicated ALM software etc.)
  - It is highly recommended to use a Kanban Board (or something similar powerful) to visualize & monitor you project.
    - Apply your past semester's learnings from the course "Agile Project Management"!
    - Use software tools for your Kanban board & Backlog so you can access it online for virtual co-working.
      - E.g., Trello (https://trello.com) or Microsoft Azure DevOps (https://azure.microsoft.com/en-us/services/devops/).

Credentials

- © ORDER Model: Mahan Khalsa; Book: Let's Get Real or Let's Not Play - Transforming the Buyer/Seller Relationship

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