Fanshawe College

SprintCompass Vision

Version 1.5

Revision History

Date	Version	Description	Author
April 21, 2021	1.5	Added the Team Member Work Summary Report.	B. Turford

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Vision

1. Vision Statement

The need for accurate data on a real-time basis is absolutely essential for project managers and other project stakeholders. SprintCompass captures the Sprint Retrospectives submitted by each project team member and creates a consolidated Sprint Retrospective for the entire project; this consolidated information is essential for analysis and reporting purposes.

This tool can be used by project managers to track the progress of a project, and at the same time, will assist developers to enhance their ability to more accurately estimate user stories.

2. Product Features

- Time Capture
    - At the end of each Sprint, project team members create a Sprint Retrospective. The Retrospective includes both time spent working on subtasks associated with a project, and information related to the remaining number of hours required to finish any incomplete tasks. This information will be imported/uploaded into SprintCompass.
    - SprintCompass links all of the vital project information; that includes the product backlog, sprint backlog, time expended by a team member, and time estimated (for any in-complete subtasks) into a single datastore for analytical purposes. For example, Project Managers will be able to monitor/analyze the time spent by each team member as it relates to the project.
- Consolidated Reporting
    - SprintCompass can create consolidated reports that summarize all of the project-related activities into a single comprehensive project view.
- Percentage Complete Calculations
    - Project managers and team members alike always want to know the percentage complete of a user story, sprint or project. SprintCompass provides the ability to capture and consolidate the “actual” and remaining estimates information within each user story.
    - The application automatically calculates the % complete of any user story based upon ongoing re-estimation of user stories on a periodic basis.
- Dashboard
    - The dashboard provides a singular source for important project information:
        - Project Velocity: Initial project velocity and the current project velocity based upon actual hours spent on a project.
        - % Complete by User Story: By user story you can see the % complete based upon actual hours spent and any re-estimates.
        - Projected cost and delivery date: Through consolidation of work completed to date, the total estimate cost and delivery date can be calculated on a real time basis.

Stakeholder and User Roles

2.1 Stakeholder Summary

Name	Responsibilities
Brian Turford	Product Owner

2.2 User Roles

Name	Description
Team Member	Any person who is working in a development capacity on a project team. This is a catch-all term for anyone who works on a development team; ie. DBA, Developer, QA, etc.
PMO	Project Management Office. A person or team that is responsible for managing one or many projects. Typically, the PMO is staffed by the most experienced project managers in the company.

3. Product Backlog (Functional Requirements)

Priority	As a	I want to	So that I can	Relative Estimate	Estimated Cost
1	Team Member	Capture/Maintain basic project information	Facilitate information collection.		
2	Team Member	Maintain a list of team members assigned to the project	Track estimated and actual times for each team member.		
3	Team Member	Capture/Maintain the product backlog including relative estimates (and estimated costs)	Establish a benchmark for comparison purposes.		
4	Team Member	Identify which user stories are going to be included in a given Sprint	Have an understanding what user stories will be part of a planned Sprint.		
5	Team Member	At the end of a Sprint (for each team member) capture the actual number of hours worked and an estimate of time to complete each subtask	Track time spent by each team member on any given user story and provide a metric for the work remaining.		
6	PMO	Generate a Summary report for each team member based upon actual hours worked by User Story	Understand the contributions of each team member. You must create a report using based upon the sample in the Appendix B. **Team Member Work Summary.**		
7	PMO	Generate a Sprint summary report (that reports the status, time spent, and any re-estimates for each user story and it's related subtasks.	Understand the progress that is being made as it relates to the project deliverables. You must create a report using based upon the sample in the Appendix C. **Consolidated Project Retrospective.**		
8	Team Member	Copy any incomplete user stories (and only incomplete subtasks) from a completed sprint to a future sprint	Minimize the amount of information that needs to be moved from one Sprint to another.		
9	PMO	Create a dashboard to display critical percentages associated with the project	Have a better understanding of the quality of my estimates and efficiency of my project team.		
10	Team member/PMO	Authenticate users of the application using an email address and password	Ensure that only authorized users are able to use the application.		

Note:

- All relative estimates are based upon the Fibonacci sequence (1,2,3,5,8). Any user stories greater than 8 will be broken down into separate user stories.
- I expect each team to complete (this term) at a minimum item 1 through 7.
- All reports must be generated using PDF or .XLSX format so that can be submitted in an FOL submission folder.

4. Non-Functional Requirements

Non-Functional Requirements
All code for this project must be licensed as "Open Source" and will be your enduring gift to the world.
This application will be used by students in the 6th semester projects course to generate their Sprint Retrospectives.

5. Development Notes

The following notes are sorted by User Story.

General Information	The primary source of information for this system in the Sprint Retrospective.
Capture/Maintain basic project information.	For each project the following should be captured: • Team Name • Product Name • Project Start Date • Number of hours that are equivalent to a story point • Total Estimated number of Story Points • Total Estimated cost for the application development. This information is captured at the beginning of the project and should remain static for the duration of the project.
Maintain a list of team members assigned to the project	Should just be the first and last name for each team member that is assigned to the project.
Capture/Maintain the product backlog including relative estimates (and estimated costs)	The information for each User Story should be as follows: • Portion of the User Story (“I want to”) • Priority • Initial Relative Estimate • Initial Estimated Cost
Identify which user stories are going to be included in a given Sprint	Using the Sprint plan identify which stories are going to be included in the development of a sprint. Keep in mind that a user story may be included in more than one sprint.
(At the end of a Sprint, and for each team member) capture the actual number of hours worked and an estimate of time to complete subtask	This information will be sourced from the Sprint Retrospective. The information is provided by each Team member individually. As the project progresses, team members are responsible for capturing their time against each subtask. In addition, at the end of the Sprint, the developer must re-estimate any subtasks that are not completed in the sprint. If the subtask is complete, the remaining estimate should be 0. Any subtasks with a re-estimate amount greater than 0 should be included into the next Sprint plan.
Generate a Summary report for each team member based upon actual hours worked by User Story	A report should be generated that is very similar to the Sprint Retrospectives. A copy of the report format can be found in the appendix B of this document.
Generate a Sprint summary report (in PDF format) that reports the status, time spent, and any re-estimates for each user story	A report should be generated that is very similar to the Sprint Retrospectives. A copy of the report format can be found in the appendix C of this document. As part of the report you will need to calculate the % complete to date for every User Story. This information is calculated using the following formula: Actual hours to date / actual hours to date + any re-estimated hours to complete. For example, if the Actuals hours is 8, and the re-estimate is 2 hours, then is would be 8+2/8 = .8 or 80%.

	To calculate the actual hours and re-estimates for each user story, just create the totals based upon the data input for each subtask.
Copy any incomplete user stories (and any incomplete subtasks) from a completed sprint to a future sprint	The history associated with the sprint needs to be maintained over time. To simplify the data entry process, it is best to provide the capability to copy 'any' incomplete user stories from a completed sprint into a new sprint. For example, at the end of Sprint 1... copy all of the user stories (and their associated subtasks) from Sprint 1 into Sprint 2. By copying the information, it will minimize the amount of data that a developer will have to enter when reporting progress on a project.
Create a dashboard to display critical percentages associated with the project	The dashboard would include the following information: • Project Name • Total Estimated Hours to complete the project (estimated hours for user stories that have not been started) and the re-estimated hours based upon stories that have been started but yet complete. • Project Velocity: Initial project velocity and the current project velocity based upon actual hours spent on a project. • % Complete by User Story: By user story you can see the % complete based upon actual hours spent and any re-estimates. • Projected cost and delivery date: Through consolidation of work completed to date, the total estimate cost and delivery date can be calculated on a real time basis.

Appendix A

Sprint Retrospective (Document is used to capture the data for analysis)

Student:				Sprint #:
	Origional	Origional	Actual Hours	Estimate to complete
User Stories/Sub tasks	Story Points	Hours Est.	Worked	(Re-Estimate in Hours)
Total	0	0	0	0
Issues during Sprint	Recommended Solutions			

Appendix B

Team Member Work Summary

Project Team Name: Miracle Triplets

Priority	User Stories	Team Member	Actual Hours
1	Capture/Maintain basic project information	Susan Kraft	4
		Janice Lang	32
		Kyle Pierce	4
		John Commeau	1
2	Maintain a list of team members assigned to the project	Susan Kraft	2
		Janice Lang	32
		Kyle Pierce	1
3	Capture/Maintain the product backlog including relative estimates (and estimated costs)	Susan Kraft	4
		John Commeau	1
4	Identify which user stories are going to be included in a given Sprint	Kyle Pierce	4
		Janice Lang	2
		John Commeau	1
5	At the end of a Sprint (for each team member) capture the actual number of hours worked and an estimate of time to complete each subtask	Susan Kraft	2
		Janice Lang	32
		Kyle Pierce	1
6	Generate a Summary report for each team member based upon actual hours worked and any re-estimates by User Story	Susan Kraft	4
		John Commeau	
7	Generate a Sprint summary report (that reports the status, time spent, and any re-estimates for each user story and it's related subtasks		
	Total		127

Appendix C

Consolidated Project Retrospective

Project Team Name: Miracle Triplets

User Stories/Sub tasks		Percentage Complete	Origional Hours Est.	Actual Hours Worked	Re-Estimate to Complete
As a patron I want to view a menu of the items that are available to order.		78%	20	25	7
Review the user story requirements	Susan Kraft		8	10	0
Modify Database to Support the menu data	Susan Kraft		4	14	2
Build a form to display menu data	Susan Kraft		4	1	1
Add navigation control in app to access menu	Susan Kraft		1	0	1
Testing of application code	Janice Lang		2	0	2
Code peer review	John Commeau		1	0	1
As a patron I want to order items off of the menu.		100%	32	19	0
Review the user story requirements	John Commeau		8	4	0
Modify Database to Support the order data	John Commeau		8	3	0
Build a form to capture order	John Commeau		12	6	0
Add navigation control in app to access menu	John Commeau		1	3	0
Testing of application code	John Commeau		2	2	0
Code peer review	Janice Lang		1	1	0
Total		89%	52	44	7