Project Planning for SPC Course
Traditional Project Planning

1. Define the project scope
2. Identify appropriate methods for completing the project
3. Create a Work Breakdown Structure of the tasks to complete the work
4. Estimate those tasks
5. Map the logical dependencies between and identify the critical path.
Traditional Project Planning (Cont’d)

6. Calculate the resources needed
7. Plot the tasks on a project schedule
8. Calculate the total cost.
9. Optimise by trading off resource usage/cost and project duration.
10. Baseline the plan.
11. Measure progress against the baselined plan throughout the life of the project.
Traditional Approach
Problems

- Fixed set of resources (your team)
- Fixed scope (the semester)
- Inexperienced at estimating

“No battle plan survives contact with the enemy”
- Field Marshal Helmuth Graf von Moltke

(paraphrased)
Agile Approach
Traditional vs. Agile Approach

- **Traditional**: Scope, cost and time are all supposed fixed
  - Project plan: A statement of how and when a project’s objectives are to be achieved, by showing the major products, milestones, activities and resources required on the project.

  It is used as a baseline against which to monitor project progress and cost stage by stage.

- **Agile**: Project time and cost are fixed which allows scope to flex.
  - Because scope can change the planning mechanism must support this.

  Plans are nothing, but planning is everything
  - Field Marshal Helmuth Graf von Moltke (paraphrased)
Agile Project Planning Tips

- Organize the project into short iterations. Work in short iterations, 1 to 4 weeks is common, and deliver working software each iteration.

- Take a requirement-based approach. Agilists typically schedule the development of requirements (user stories, features, use cases, ...) into iterations as the line items.

- The people doing the work must be actively involved in scheduling. They're motivated to get it right, they have skills to understand the dependencies, and they need to accept the schedule.

- You can accurately plan in detail only for nearby tasks.
Agile Events/Products
* by the ones we will use

- Project planning: The initial planning for your project. Project planning includes creating a product vision statement and a product roadmap (Done)

- Release planning: Planning the next set of product features to release and identifying an imminent product launch date around which the team can mobilize. On agile projects, you plan one release at a time. (Our entire project is a release)

- Sprint: A short cycle of development, in which the team creates potentially shippable product functionality. Sprints can last as little as one day, but should not be longer than four weeks. Sprints should remain the same length throughout the entire projects. (Our sprints will be 1 week)
Agile Events/Products

- **Sprint planning**: A meeting at the beginning of each sprint where the scrum team commits to a sprint goal. They also identify the requirements that support this goal and will be part of the sprint, and the individual tasks it will take to complete each requirement.

- **Daily scrum**: A 15-minute meeting held each day in a sprint, where development team members state what they completed the day before, what they will complete on the current day, and whether they have any roadblocks. (optional – use if your team desires to)

- **Sprint review**: A meeting at the end of each sprint where the development team demonstrates the working product functionality it completed during the sprint. (optional, up to your team)

- **Sprint retrospective**: A meeting at the end of each sprint where the scrum team discusses what went well, what could change, and how to make any changes. (optional, but a good idea)
Our Process: Initial Project Plan

- **Initial Project Plan due 10/23 at noon**
  - Overall requirements (pages/sections) should be broken down into 5 sprints – use your use cases, prototypes to generate the high-level requirements
  - First sprint (due 10/30) should have DETAILED task break down and team assignments
  - Future sprints should just have high-level requirements/sections to be completed in those sprints
  - When a section is developed, it should be developed along with the editorial support (block types, page types)
  - Your team should be developing the plan together – designers itemize design tasks/deliverables, developers itemize back-end tasks
  - Suggestion: Allocate all sections to first four sprints, leave fifth for clean-up
Project Plan Updates

- Each week, an updated project plan is due at noon
  - 10/30, 11/6, 11/13, 11/20, 12/4

- Updated project plan should include:
  - Status of tasks that were due in previous sprints
  - If tasks were not complete, move them into future sprints
  - Break down upcoming sprint into detailed tasks
  - Show team assignments

- The project plan is a living document. It should be changing to reflect your current status.

- Keep all versions of your project plan on your team website
Bibliography

- http://www.dummies.com/how-to/content/agile-project-management-for-dummies-cheat-sheet.html