Project Plan

**Team Roles:**
Product Owner: Maggie Hewitt  
Scrum Master: Brian Hansen  
Development Team: Maggie Hewitt, Brian Spates, Brian Hansen, Jason Greaves

**Measures:**  
Story Points  
- Story points planned per person per sprint  
- Story points completed per person per sprint  
- Total story points planned for sprint  
- Total story points completed during sprint  
- Maximum story points allowed in the sprint per person is 13.

Defects  
- Description  
- Severity  
- Status  
- Owner

**Metrics:**  
- Velocity (story points vs. time, hours vs. time)  
- Story points per defect  
- Burndown (story points remaining vs. time)

**Meetings:**  
Backlog Grooming  
- Add (or remove if applicable) items from backlog  
- Estimate story points to items  
- Story points are in fibonacci numbers (1,2,3,5,8...)  
Sprint Planning Meeting  
- Select items for sprint  
- Assign items to development team members for sprint  
- Estimate hours at the task level  
Stand Up Meetings  
- Due to scheduling conflicts we will be conducting daily standups through snippets.  
- What you did yesterday, what you going to do today, any blockers  
- Via slack  
Sprint Retrospective  
- Short meeting at end of sprint  
- Go over what did and didn’t go well  
Sponsor Meetings  
- Discuss blockers  
- Change product backlog as necessary
● Mid-sprint sponsor meetings are only if needed
● If end of sprint show sponsor sprint deliverables

**Scrum Facets:**

**Product Backlog**
- ordered list of everything that might be needed in the product

**Sprint Backlog**
- created during that sprint planning meeting at the beginning of each sprint
- list of tasks to be completed in the sprint

**Velocity Chart**
- Visual representation of story point completion amount per sprint

**Burndown chart**
- Graphical representation of story points remaining vs. time

**Development Tools:**

**Slack**
- for team communication and standups

**Trello**
- task organization and management

**Example Schedule:**

**Sprint Length:** 2 weeks
Estimated 5-6 sprints based on first sprint start date.

**Sprint 0:** Weeks 5
- Create initial product backlog, install development tools, other necessary tasks to prepare for Sprint 1

**Sprint 1:** Weeks 6-7
Mid-term peer evaluations with sponsor and coach

**Sprint 2:** Weeks 8-9

**Sprint 3:** Weeks 10-11

**Sprint 4:** Weeks 12-13
Thanksgiving Break 11/27-11/28

**Sprint 5:** Weeks 14-15
Interim Presentations
Final Exams Dec. 12, 15, 16, 17, 18

**Risk Management:**
See other document