

# IS590PM – Project Management

## Instructions for the Project Report

### Overview

The Project Report will include the following:

1. Project Documents  
In this section, you will submit the agile project management documents for your project.
2. The Team Experience  
In this section, you will report on your experience in using the agile project management approach.
3. The Client Experience  
In this section, you will report on the extent that you needed to adapt the agile approach to accommodate the nature of the client for this project.

### Report Format

I have provided an outline below with section headings, expected contents, and a list of questions that should be addressed in each part of the report. **Your report must follow this outline closely by including the headings provided in the outline as bolded section headings in your written report.** This should be a professionally written business report. Data that is requested should be presented in organized lists and tables. In addition, many parts of the report call for discussion. While I may have written a list of questions for you to consider while writing a particular report section, I am not expecting you submit a list of questions with short answers. Instead, I am expecting you to submit professionally written paragraphs that address the issues raised by my questions and discuss any further issues that you find relevant.

### Overall Report Outline

1. Project Documents
2. The Team Experience
3. Client Experience

## Detailed Outline for: Project Documents

1. Vision Statement
  - Provide a Vision Statement for your project that is based on the method presented in the Layton book beginning on page 121.
  - Indicate any changes that took place in that Vision Statement during your project and what caused those changes.
  
2. Product Roadmap
  - Provide a Product Roadmap for your project that is based on the method presented in the Layton book beginning on page 126.
  - Indicate any changes that were made to the Product Roadmap during your project and what caused those changes.
  
3. User Stories
  - Provide a list of user stories for your project that is based on the method presented in the Layton book beginning on page 140.
  - Include all user stories in this list, including the original user stories created at the beginning of the project as well as any additional user stories that were added over the course of the project.
  - User stories that were identified should be included in the list even if they never reached high enough priority to be included in one of your sprints.
  
4. Release Plan
  - Provide a release plan for your project based on the method presented in the Layton book beginning on page 152.
  - If your product only had one release, explain your rationale for taking a single-release approach.
  
5. Sprint Plans and Actual Experience
  - Provide a brief overview of the number of sprints that made up your project and the general character of each.
  - Provide a sprint plan for each of your sprints using the method presented in the Layton book beginning on page 155.
  - Make sure to include information on which user stories were included in which sprints.
  - For each sprint, provide actual data that can be compared to the plan either in the form of a “burndown chart” or by some other reasonable means.

## Detailed Outline for: Team Experience

1. Team Composition
  - How many people made up your team?
  - What are their names?
  - Provide a brief summary of their project-related skills.
  - Was the size-of your team well suited to your project workload?
  - What do you think a proper target size should be for teams in future classes?
2. Team Organization
  - To what extent were you able to organize your team according to the roles identified in the Layton book (product owner, development team, scrum master)?
  - Who took on which roles on your team?
  - To the extent that you organized differently than recommended by the Layton book, how did you organize, and how do you think that this difference was either an advantage or a disadvantage for your team?
3. Tools
  - The communication-oriented software tools provided for your use during this project included JIRA Software and the Blackboard Collaborate Drop-In Room. To what extent did you find these tools helpful? Did you employ any other tools in addition to or instead of these tools? Do you have any recommendations for tools that would likely be useful to teams in future classes?
  - What software tools (if any) did you use to gather requirements, design, and implement your project? Did you find any of these tools to be particularly helpful? Would you recommend that any of these tools be given special emphasis in future classes?
4. Adapting Agile
  - Layton recommends that agile project teams be collocated and dedicated to the project full time. Admittedly, neither of these recommendations is completely feasible for our class project. To what extent do you believe that you were able to get value from the agile approach despite being constrained on these two important issues?
  - What approach did your team use to take the place of the “daily standup” meeting?
  - What approach did your team use to take the place of easy communication that comes from collocation?
  - Was your team able to hold any face-to-face meetings? If so, how frequently?

- Did your team hold chat-based, audio-based, or video-based meetings? If so, how frequently?
- Having completed the project, what recommendations would you make to future teams who are trying to take an agile approach within the confines of a Project Management course?

### **Detailed Outline for: Client Experience**

1. Availability of a Person to Act as the Agile Product Owner
  - Was there a person available to you to act as a “product owner” as described in the Layton book? If so, how close was the role actually played by this person to the expectations for that role presented in the Layton book?
  - To the extent that there was not a person with the time or interest in acting as a “product owner” in the Layton sense, how did you adapt the agile process?

### **Document Length**

There is no fixed document length expectation. The length of the document will vary depending upon the scope of your project effort. Within individual sections of the report, I expect you to fully discuss the issues. You may feel free to do this succinctly.

### **Format**

Please submit one PDF document.

### **File Naming Conventions**

The name of the file which you submit should be consistent with the following model:

teamName\_project\_report.pdf

### **Due By**

The due date and time are shown in the Weekly Schedule.

### **Grading**

A separate grading rubric document will be posted to the Weekly Schedule.