

IT Project Course 2017

Introduction

Calendar, Summary

- Groups formed, 23 March (final, 29 March)
- 2 meetings on separate days, 3-10 April
- 1/2 book read, social contract done, 10 April
- Whole book read, sprint plan done, 18 April
- Project work, 19 April - 17 May (obligatory)
- Project Expo, 18 May (obligatory)
- Product Documentation, 18 May
- Individual Project Reflection, 30 May 2017

Groups

- Please form groups among yourselves
- E-mail me about your group, with **cc (carbon-copy) to all group members**, no later than 23 March
- Those not in a group will be assigned to a group by me (pseudo-randomly)
- Groups cannot change after 29 March

Calendar, up to Project Work

- Groups have 2 meetings with me, on separate days, 3-10 April
 - project discussion/brainstorming
- 1/2 book read + social contract done, 10 April
- All preparation done, 18 April
 - whole book read
 - sprint plan and product backlog ready
 - git repository and project web page set up

Two seminars on **git**

- Version control helps a team to collaborate
- **git** is the preferred tool for version control
- Wednesday 22 March, 15-17: Step 1
 - using git yourself
- Wednesday 29 March, 13-15: Step 2
 - using git to collaborate

Calendar Summary, Project Work

- 18 April - Sprint Planning meetings
- Project work, 19 April - 17 May (obligatory)
- Working hours, 8-17 with 1 hour lunch break
 - some days 8-16, other days 8-18
- Project Expo, 18 May (obligatory)
- Product Documentation, 18 May
- Individual Project Reflection, 30 May 2017

Calendar, Project Work

- Sprint 1: Wednesday 19 April - Tuesday 25 April
- Sprint 2: Wednesday 26 April – Wednesday 3 May
- Sprint 3: Thursday 4 May – Wednesday 10 May
- Sprint 4: Thursday 11 May – Wednesday 17 May
- Project Expo: Thursday, 18 May
- Documentation ready: Thursday, 18 May

Working Hours

- Mondays: 8-17, lunch 12-13 (8 hours)
- Tuesdays: 25 April, 2 May: 8-**16**
9 May, 11 May: 8-17
- Wednesdays: 8-**18** (9 hours)
- Thursdays 20 April, 27 April, 4 May: 8-**16**
11 May: 8-17
- Thursday, 18 May (Project Expo): 9-17
with 30-minute individual lunch breaks
- Fridays: 8-17

Project Expo, 18 May 2017

- 09:00 – 11:00 Setup table, poster, demo space
- 11:00 – 13:00 Project Expo
- 13:00 – 14:00 Cleaning up after expo
- 14:00 – 17:00 Cleaning up rooms
 - noone leaves until room is approved by me

Product Documentation to be ready on 18 May

- User Manual and Technical Report
 - Both must be PDFs
- Upload to project website
- E-mail me **links to each file**

Tidsredovisning

Vecka 1		Adam	Bertil	Cesar	David	Erik	Filip
Måndag 24 april	Kom	08:10	08:05	07:45	07:50	07:58	07:55
	Lunch	12	12	12	12	12	12
	Åter	13	12:50	12:50	12:50	12:50	13
	Gick	16:30	17:00	17:00	17:00	17:00	17:00
	Diff	-40	+0:05	+0:10	+0:20	+0:12	+0:05
Tisdag 25 april	Kom	8	07:55	8	8	8	8
	Lunch	12:20	12:20	12:20	12:20	12:20	12:20
	Åter	13:10	13:10	12:55	12:55	12:55	13:10
	Gick	17:20	17:20	17:20	17:10	17:10	17:10
	Diff	+0:10	+0:35	+0:45	+0:35	+0:35	+0:10

Time reports

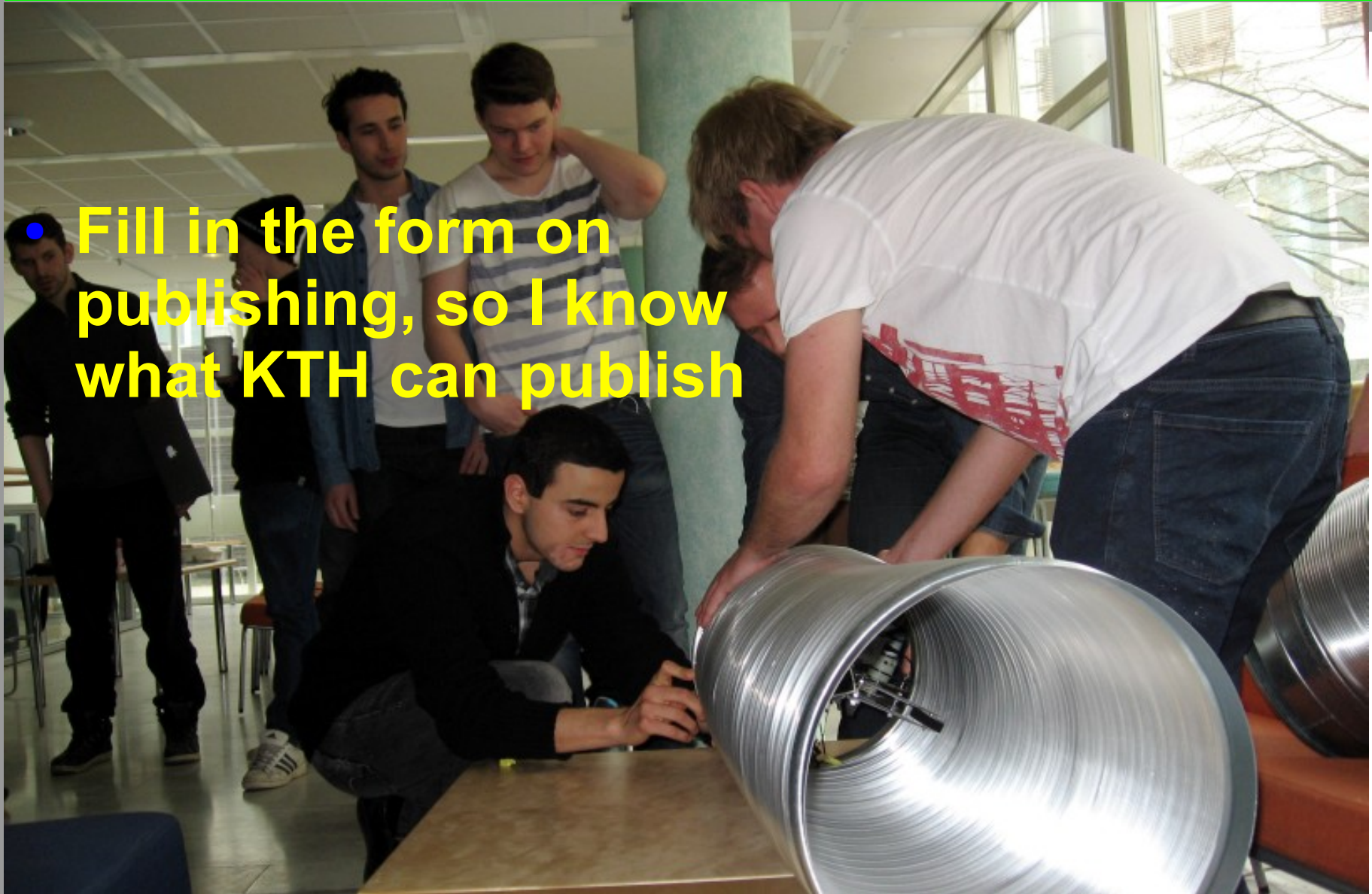
- One A4 per team, per sprint
- I make a form for you to use
- Tape it by the door of the project room
- Write when you come, go to lunch, go home
- Add the total hours after each sprint
- After a sprint: start new A4, hand in the old one

Hand-ins

- Preparatory tasks, 10 April and 18 April
- Time report, after each sprint
- Borrowed stuff, 18 May
- Product Documentation, 18 May
- Individual Project Reflection, 30 May

Publishing

- Fill in the form on publishing, so I know what KTH can publish



Room

- I choose your room (but you may give input)
- I arrange so that only members of (any) project team can open the rooms
- You can rearrange the furniture, but you must put everything back on 18 May

Protect your room

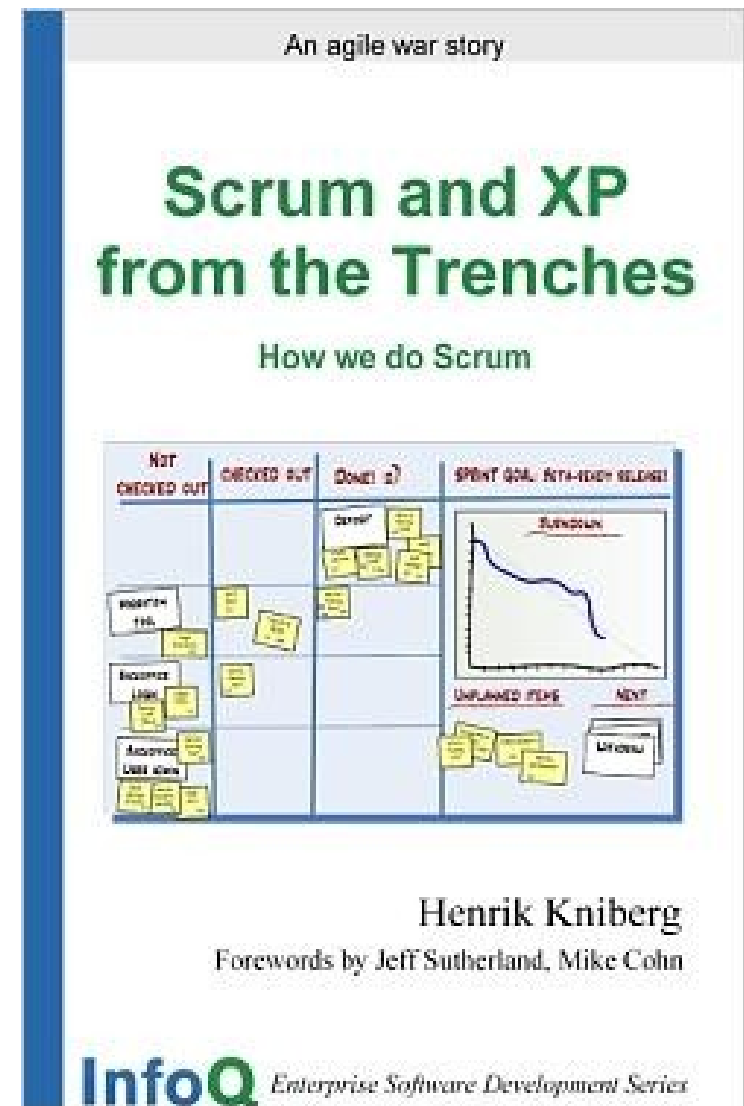
- Protect walls with plastic
 - use our special tape on the wall
 - standard tape peels the paint off
- Protect your stuff
 - take home stuff that is or looks expensive
 - pack small things, our cleaners are thorough

Two things about your room

- YES you have clean it yourselves, ALWAYS
 - not enough space for the cleaners to work
 - since you rearranged the furniture
- NO heating-appliances in the room, EVER
 - NO coffee-makers, electric kettles, toasters...
 - heating-appliances are fire hazards
 - strictly forbidden by the landlords

Course book

- Henrik Kniberg:
Scrum and XP from
the Trenches,
2nd Edition
- Zero-cost download,
www.infoq.com
(search for Kniberg)
- Easy to read,
enjoyable,
indispensable!



Scrum Master

- Makes sure daily scrum starts/ends on time
- Makes sure the backlog is updated
- Makes sure any problems get sorted
- Talks to visitors (so rest of team can work)
- Organizes the sprint demo
- Organizes the sprint retrospective
- **Coach the team to do all this without you**

Scrum Master

- I select your Scrum Master
- E-mail me 3 names, no later than 10 April
- I often choose one of the 3 names, but not always

Sprint planning priorities

- Sprint goal and demo date
- List of stories accepted by team, for sprint
- *Estimate* filled in for each story in sprint
- *How to demo* filled in for each story in sprint
- Velocity/resources checked for sprint
- Time and place for daily scrum specified
- Stories broken down into tasks

Form for user-story

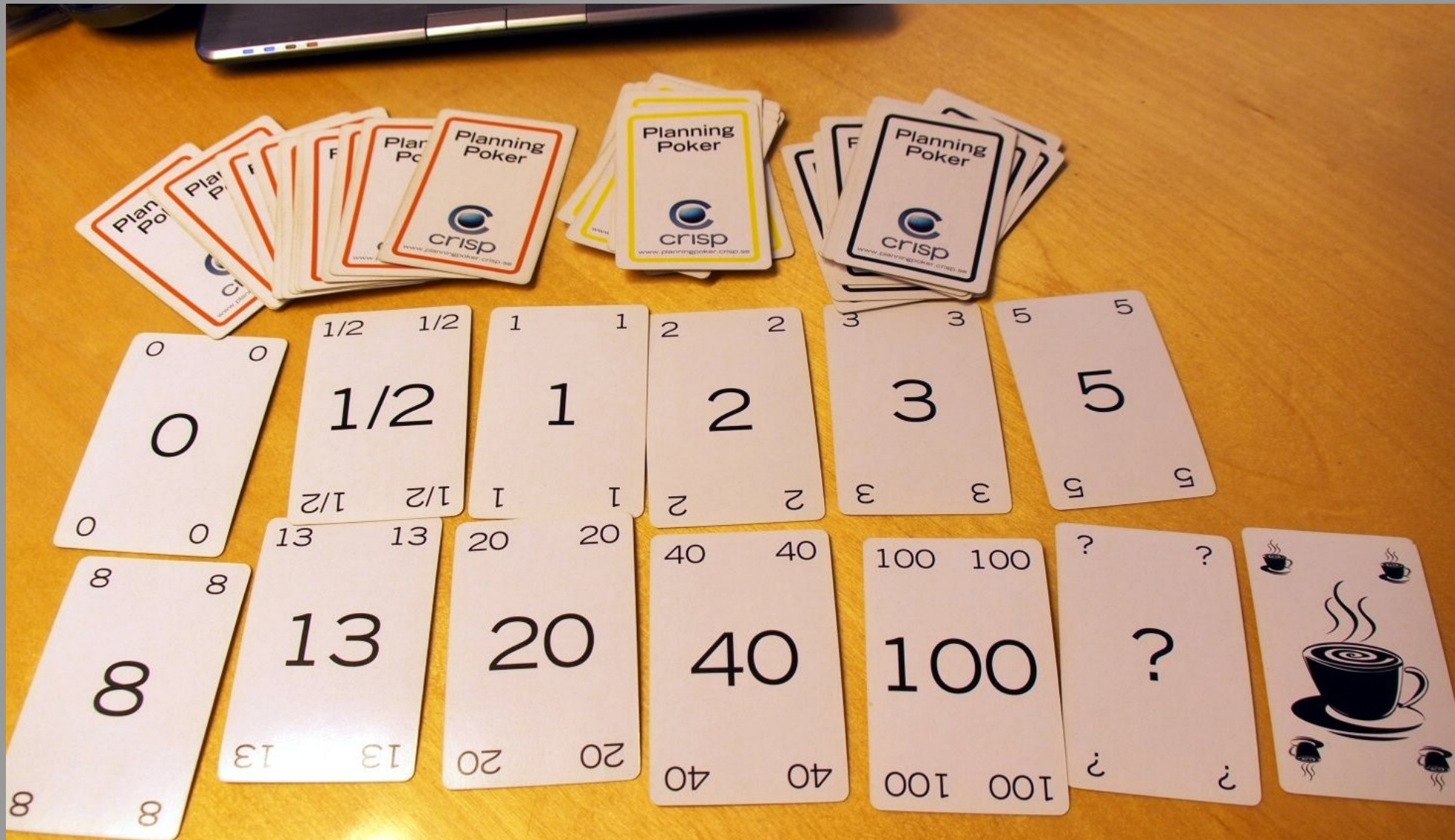
STORY NAME (in block letters)		Story ID: Must be unique
Importance: Greater number = more important	Estimate: Greater number = more work	
How to demo this story		
Notes		

Planning Poker



Rubrik (skriv stort)	
Mäta rum och hitta rum	
Hur viktig: Högre tal = mera viktig.	Hu Hö fler
Hur visar man upp detta för kunden?	
Robot kör in i storlek 2-6 x 3-10 m, röjer väggen runt och kör ut ur rummet	
Anteckningar	

Deck of cards for Planning Poker



Handwritten notes on a yellow sticky note, including the word "planering".

Handwritten number 3 on a small card.

Handwritten number 5 on a card.

Rubrik (skriv)

Rubrik (skriv stort)

Mäta 1 enkelt rum
och hitta ut ur det

Hur viktig?
Högre
mera
Hur

Hur viktig:
Högre tal =
mera viktig.

Hur visar man upp detta för kun

Robot kör in
storlek 2-6 x 3
och kör ut ur
kommer ut +

Anteckningar

Handwritten number 13 on a card.

Handwritten word "levereras" at the bottom of the page.

Daily Scrum

- What's the best “today” we can have?
- All team-members stand up, for each person
 - what did I do yesterday to meet sprint goal?
 - what will I do today to meet sprint goal?
 - what could stop us from meeting sprint goal?
- Write on whiteboard for each person
- Team checks that taskboard is up-to-date