Work plan

Deadlines

- 2022-03-06 Choose a project proposal and send your choice via email to epsatisep@gmail.com
- 2022-03-16 Define the **Project Backlog** (what must be done and key deliverables - every member should preferably participate in every task), **Global Sprint Plan**, **Initial Sprint Plan** (which tasks should be included, who does what) and **Release Gantt Chart** of the project and insert them on the wiki (planning)
- 2022-03-23 Upload the "black box" **System Diagrams** & **Structural Drafts** to the wiki
- 2022-04-06 Upload the **List of Components and Materials (what & quantity)** to the wiki
- 2022-04-12 Upload the detailed **System Schematics & Structural Drawings** to the wiki and do the **cardboard scale model** of the structure
- 2022-04-14 Upload the **Interim Report and Presentation** to the wiki. The report must contain the the following chapters: Introduction, Project Management, State of the Art, Marketing Plan, Eco-efficiency Measures for Sustainability, Ethical and Deontological Concerns, Proposed Solution and Bibliography. In particular, the Project Management chapter includes the updated project progress register, the sprint report for completed sprints (tasks that were included, statuses, assignees, allocations) and the updated release Gantt chart
- 2022-04-21 Interim Presentation, Discussion and Peer, Teacher and Supervisor Feedbacks
- 2022-04-27 Upload the final **List of Materials (local providers & price, including VAT and transportation)** to the wiki
- 2022-05-14 Upload refined Interim Report (based on Teacher & Supervisor Feedback)
- 2022-06-07 Upload the results of the **Functional Tests** to the wiki
- 2022-06-18 Upload the **Final Report, Presentation, Video, Paper, Poster and Manual**
- 2022-06-23 Final Presentation, Individual Discussion and Assessment
- 2022-06-28:
    1. Update the wiki, report, paper with all suggested corrections
    2. Place in the files section of the MS Teams channel of your team a **folder with the refined deliverables (source + PDF) together with all code and drawings produced**
    3. Hand in to the EPS coordinator a **printed copy of the refined report and poster**
- 2022-06-30:
    1. Hand in the **prototype and user manual** to the client
    2. Receive the **EPS@ISEP certificate**
    3. Bring **typical food** from your country

Project Plan

Define your optimal sprint duration and plan your sprints until project end using Global Sprint Plan Table 1.

Table 1: Global Sprint Plan

Sprint	Start	Finish
1	Start date	End date

Sprint	Start	Finish
2	Start date	End date
3	Start date	End date
4	Start date	End date
5	Start date	End date
6	Start date	End date
7	Start date	End date

Build your project backlog, including all relevant tasks/deliverables, using Project Backlog Table 2.
Prioritize all backlog items (PBI), keeping higher priority items at the top, and lower priority at the bottom.

Table 2: Project Backlog

PBI	Title	Status
Z	Sample task	To do
K	Sample task	To do
D	Sample task	To do
A	Sample task	To do
B	Sample task	To do
E	Sample task	To do
C	Sample task	To do

Plan each sprint at its beginning (Sprint Planning session) using the Sprint Plan Table 3.

Table 3: Sprint Plan

Sprint	Task	Duration (d)	Responsible	Involved
1	Z	2	X and Y	X, Y, Z, W
2	K	3	Z	X, Y, Z, W
3	D	1	W, Y and Z	X, Y, Z, W
4	A	1	Y	X, Y, Z, W
5	B	2	Z and W	X, Y, Z, W
6	E	4	X and W	X, Y, Z, W
7	C	2	Y and Z	X, Y, Z, W

Review each sprint at its end and update each item status on the Progress Register Table 4.

Table 4: Project Progress Register

Sprint	PBI	Responsible	Involved	Status
1	Z	X and Y	X, Y, Z, W	Done
2	K	Z	X, Y, Z, W	Done
3	D	W, Y and Z	X, Y, Z, W	Done
4	A	Y	X, Y, Z, W	Done

Sprint	PBI	Responsible	Involved	Status
5	B	Z and W	X, Y, Z, W	In progress
6	E	X and W	X, Y, Z, W	In progress
7	C	Y and Z	X, Y, Z, W	In progress

Identify key project deliverables (when they will be started and completed) and build a release Gantt chart. See Figure 1 for inspiration.
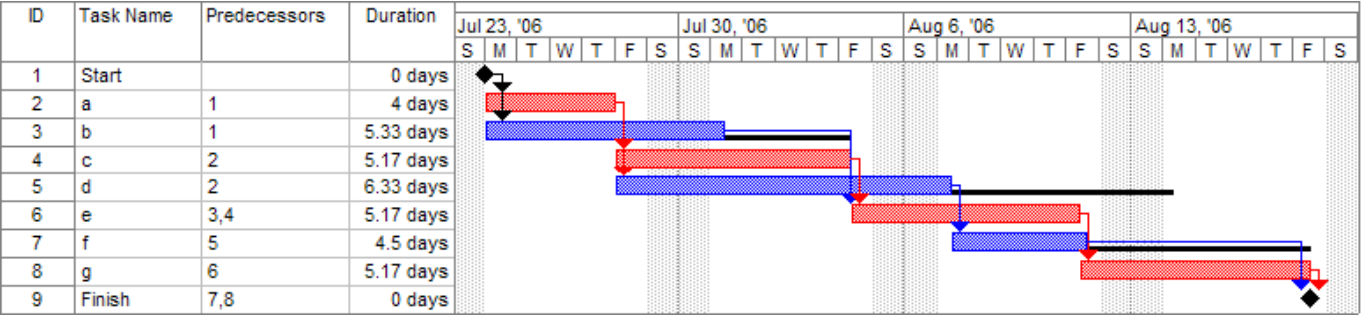

Figure 1: Release Gantt chart

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Last update: **2024/02/16 19:20**