The Scrum Component.

Version release24.09

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1. Introduction

The purpose of this component is to have a web based and ERP integrated access and recording for all information related to your Scrum project development.

The Scrum development methodology itself is described in any of the following documents:

1. Scrum guide (various languages)

2. Scrum in 30 seconds.

3. Scrum in 5 minutes

Below follows a list how the system should be used and at what time you have to update the information within the Scrum component.

2. Administration

2.1. TimeSheet

2.1.1. Timesheet screen consists of.

1. Find TimeSheet
2. Timesheet List

2.1.2. Find TimeSheet

To find the required timesheet.

2.1.3. Timesheet List

To show the timesheet. There is the To Complete button for setting the timesheet.

2.2. Default Tasks

This screen use for setting the task that will be generated automatically when the backlog is create. The screen consists of :

1. Create A Default Task button
2. Default Task List

2.2.1. Create A Default Task button

To create a new default task. When click on the button the screen appears Edit Default Task instates the Default Tasks List.

2.2.2. Default Tasks List

To show Default Tasks List,when click it's name the screen appears Edit Default Task.

2.2.3. Edit Default Task

The screen appears the criteria that can be updated.

2.3. Scrum Members

Any activity in any of the Scrum actions need people who are members of the project.

So create the people which will be involved in the "Members Tab". You need to enter an existing person and company (partyGroup).
Persons and companies (PartyGroup) need to be added in the party component first before they can be used in the Scrum component.

2.3.1. Add members into scrum component

The purpose of this is to add member into the scrum component. There are 3 screenlets to perform on the screen include with:

1. Find Scrum Member
2. Add Scrum Member
3. Scrum Members List

2.3.2. Find Scrum Member

To find member who is in the Scrum Component.There 5 criterias to identify - Company,Last Name,First Name,Middle Name and Group Id.

Then, click the button "Find" the solution will display on the Scrum Members List screenlet.

2.3.3. Add Scrum Member

To add the member the Scrum Component by selecting at Company and Person and Group Id. Then, click the button "Add" the solution will display on the Scrum Members List screenlet.

2.3.4. Scrum Members List

This screenlet will show all of member who are in the Scrum Component by default. There is the remove button for each list to remove member out form the Scrum Component.

3. Product Backlog.

Before anything can start a product backlog is required which will need a product to be created first. So create a product assign the it to a product owner which was created in the Scrum member section. Then go to the backlog and create the backlog items.

3.1. Product

In the Scrum component, First product owner must create or select a product to assign into project later.

The Product Backlog is the master list of all functionality desired in the product, a Scrum team and its product owner begin by writing down everything they can think of easily

3.1.1. Product UI

In product screen consist of.

1. Add product button : For this button only product owner and scrum admin can see it. Click go to create product page

2. Find product: You can find active product. You can find by productId or product name

3. Product List: Show list active product and you can select the product to

   ◦ show an overview

   ◦ update product

   ◦ add some backlog item to your product

   ◦ ...

Product Overview

On the product overview there are 8 sub menus -Overview,Update,Backlog,Billing,Default Tasks,Categories, Content,and Communications

The product overview consist of:

1. Product Information: Show the product's information.

2. Backlogs Status Chart: Show backlogs' status in the pie chart concerning with open(yellow),be implement(blue),and finished(red).

3. Find Product Backlog Item: To find any Product backlog which belongs to the product.

4. Product Backlogs Item List: Product Backlogs Item List will show the backlogs which are not in the sprint by default.

5. Emails: List of the e-mails which are sent to the product owner who created the product.

6. Product Content List: List of the contents which concern to the product.

7. Project and Sprint List: To show the project which concerns this product and the sprint list which belong to project.

Create New Product

This screen includes details that need for creating new product and display product list.

This part use to create new product.

1. Select company name that related to product owner.
2. Insert the product name and description.
3. Click submit button when insert above fields.

Update Product

This part use to update product.

1. The user can update product name and description.
2. Click submit button when insert above fields.

Product Contents

This screen use for uploading any contents that concern to the product. The screen consists of :

1. Product Content List

   ◦ Show the list of contents by Content Type Id and Content Name.
     There are 2 buttons in each content:

       a. Delete : To delete the uploaded content

       b. Download : To download the uploaded content

2. Add Product Content

   ◦ To upload the content.
     The content can be classified by choosing the Content Type Id and Mime Type Id.

Communication

This screen use for communication e-mails. The screen consists of :

1. New Email: To create a new email.

   a. New Email: To insert the content to product owner.

   b. E-mail Contents: To offer the uploading to attack the file to E-mail.

2. E-mail : To show the sending e-mail that is sent to product owner include with Subject,Status Id,Form,To and Created.

3.2. Product Backlog Item.

These screens includes details that need for creating new product BacklogItem and display product BacklogItem list.

3.2.1. Product Backlog Items List

This part use to display product backlog items

1. Click at product backlog item name when user need to update it and click back button to back to previous page.
   Clicking on BacklogItem open the screen for BacklogItem Detail, so you can:

   ◦ see an overview

   ◦ update it

   ◦ associate note, content, communication

2. Click delete button when user need to delete some product backlog items.

3.2.2. Product Backlog Item Overview

On the product overview there are 8 sub menus -Overview,Update,Backlog,Billing,Default Tasks,Categories, Content,and Communications

The product overview consist of:

1. Product Backlog Item Information

2. Product Backlog Email messages

3. Revisions List

4. Product Backlog Item Status List: Show the Product Backlog Item Status since the Product Backlog Item have created.

5. Tasks: List of task in the Product Backlog.

6. E-mail: List of the E-mails that belong to Product Backlog Item.

7. Backlog Item Content List: List of the E-mails that belong to Product Backlog Item.

3.2.3. Update Product BacklogItem

This part use to update product backlog or back to previous page.

1. Enter product backlog name that user need to update.

2. Select open and closed date time that user need to update for calculating work hours of product backlog.

3. Click update button when insert all above fields.

4. Click back button when user need to back to previous page.

3.2.4. Add New Product Backlog Item

This part use to add new product backlog item

1. Enter product backlog item name.

2. Enter priority of this product backlog item.

3. Click submit button when insert all above fields.

3.2.5. Backlog Item Contents

This screen use for uploading any contents that concern to the Backlog Item. The screen consists of :

1. Backlog Item Content List
2. Add Backlog Item Content

Backlog Item Content List

To show the list of contents by Content Type Id and Content Name. There are 2 buttons in each content:

1. Delete : To delete the uploaded content
2. Download : To download the uploaded content

Add Backlog Item Content

To upload the content. The content can be classified by choosing the Content Type Id and Mime Type Id.

3.2.6. Communication

This screen use for communication e-mails. The screen consists of :

1. New Email Button: To create a new email.
2. Product Backlog Email: To show the sending e-mail that is sent to product owner include with Subject,Status Id,Form,To and Created.

3.3. Categories

3.3.1. List of ProductBacklog Categories

This screen use for classification of the ProductBacklog. The screen consists of :

1. New Category button
2. Product Backlog Categories

3.3.2. New Categories button

To create a new categories. When click on the button the screen appears Edit Product Backlog Category instates the Product Backlog Categories List.

3.3.3. Product Backlog Categories

To show Product Backlog Categories List,when click it's number the screen appears Edit Product Backlog Category.

3.3.4. Edit Product Backlog Category

The screen appears the criteria named "Category" to create a new category.

4. Project/Sprint

Now that we have a project backlog it is time to hold a project meeting. In this project meeting discuss the goals of the project, the organization and the product backlog items and the estimated hours to complete each item.

Now create the project in the system and assign the members to the project with their roles. Attach the minutes of the meeting to the project.

4.1. Sprint list (and project)

The Sprint List list all the projects and for each the list of its Sprint.

- It's possible to click on Project Name to open Project overview
- It's possible to click on Sprint Name to open Sprint overview

4.2. Project

4.2.1. Create New Scrum Project

This screen includes details of Scrum project information fields that user have to be filled and then press create button for creating new one.

1. User can add Project Name, Description, Status, and Estimate Start Date
2. Click 'Create' button when adding finish.
3. There is project list to display relate with your project and user can update project than user created.

4.2.2. Project Overview

This screen displays Informations of the project. There are sprint, member and other.

4.2.3. Project Contents

This screen use for uploading any contents that concern to the project. The screen consists of :

1. Project Content List
    - show the list of contents by Content Type Id and Content Name.
      There are 2 buttons in each content:
        a. Delete : To delete the uploaded content
        b. Download : To download the uploaded content
2. Add Project Content
    - To upload the content.
      The content can be classified by choosing the Content Type Id and Mime Type Id.

4.3. Sprint

4.3.1. Sprint overview, Burndown Chart

Keep an eye on the burndown chart if you are still on track. If not discuss with the product owner if backlog items have to be added or removed.

A burn down chart is a graphical representation of work left to do versus time.
The outstanding work (or backlog) is often on the vertical axis, with time along the horizontal.

That is, it is a run chart of outstanding work.
It is useful for predicting when all of the work will be completed.

The hour burndown chart provides you with the following information:

1. Actual Hours — The number of hours remaining until the version release date.

2. Planned Hours — The minus of the previous planned hours and the current actual hours.

3. Ideal Hours — The ideal burndown. This is computed with the remaining estimates, not the original estimates of the hours remaining at the version's start date.

4. Daily Completed — The total time worked by the team (the current actual hours).

4.3.2. Create the first sprint

Now that there is a project we can look at creating the (first) sprint. Have a Sprint meeting, define what should be implemented in the (first) sprint and how it should be implemented

Create now the (first) sprint in the system and enter also the number of backlog items which will be included in this sprint. Attach the minutes of the meeting to the project.

1. "Add Sprint" button, press it if you want to create the sprint (Only Scrum Master can see this button).

2. "List of Sprint" form, contained and display the all of sprint in the system.

This screen includes details that need to create sprint.

Fields Description

1. "Sprint Name" field should contain the name of sprint.

2. "Description" field should contain the description of sprint.

3. "Start Date" field should contain the starting date of the sprint.

4. "End Date" field should contain the ending date of the sprint.

5. "How many Sprint Backlog(s)?" field should contain how many Sprint Backlog do you want from the top of Product Backlog.

How to create the sprint

1. Fill all of fields.

2. Click at the submit button.

Update Sprint.

This part use to update Sprint backlog such as planned hours, ...

1. Product Name

2. Sprint Name

3. Sprint Goal

4. Status

5. Start Date

6. End date

7. Planned Hours (Integer or floating point).

8. Sprint Length Weeks

9. Click the update button to update the Sprint Backlog.

4.3.3. Member

This screen includes

- Add Sprint Backlog

    1. Select the Project Members Drop down list, then Role Type Id will auto appear.

    2. Set From date to member attack to the sprint and set Thru date to get the member out of the sprint

- print member list.

    1. Show the print member list.There is a Remove button for set member out of the Sprint.

4.3.4. Add Sprint Backlog

This screen use to add product backlog item(s) that need in this sprint.

1. Enter number of product backlog item(s) that need in this sprint.

2. Click submit button when insert above field.

3. *product backlog item(s) that are stored in this sprint come from top of product backlog.

4.3.5. Create tasks on the sprint backlog items

In order to be able to enter actual hours it is required to create at least a single task on every sprint backlog item.

4.3.6. Update daily the actual and planned hours

Before going to the daily sprint meeting make sure the planned (backlog item) and actuals (tasks) are updated.

4.3.7. Daily sprint meeting

Have a daily sprint meeting where the three famous questions are answered and enter the answers in the system related to this sprint.

Daily Scrum, brief, daily meetings (about 15 min) between the Scrum Master and the Scrum Team. The purpose is to keep work flowing smoothly and eliminate any impediments.

There are 3 perspectives to talk in meetings :

1. What have you accomplish since the last meeting?

2. What are you going to do before the next meeting?

3. What problem are you having with to task?

4.4. Content data

There is 3 level for uploading content.

1. Project Content

2. Product Content

3. Product Backlog Content

5. My Work

This perform to work's information and update timesheet

1. Current Timesheet
2. Open task assigned to me
3. Assign an exist Task to me
4. Add a new weekly Timesheet
5. Timesheet list of

5.1. Current Timesheet

To update a member's Timesheet and the set the task's status to complete when the task has been done.

5.2. Open task assigned to me

To show all tasks belong to the member and the tasks have not set to complete.

5.3. Assign an exist Task to me

To select the task in the drop down list named "Task name" for assignment the the ownself.

5.4. Add a new weekly Timesheet

To create a new Timesheet for user who login to the system.

5.5. list of Timesheet

To show all Timesheet for user who login to the system.

6. Task

The view task show Task description.

6.1. View Task

1. New Task button : To create new task.
2. Task information.
3. Sprint Backlog Item Note.
4. Task Attachements.

7. Open Test

This Screen shows the list of completed backlogs that's mean all implementation tasks are set to completed.

1. Select a project you want and 'Find'.

2. After result appear Click on backlog to view backlog's details

3. you will see the 'How to test' field that will describe how you could test the backlog.

You can also make an error task on the backlog's overview screen incase you found en error while you're testing. So the backlog will be disappear from the list.

7.1. Open test UI

1. Find Backlog

2. Backlog List

7.1.1. Find Backlog

To find the backlog which remains the task status is "test".

7.1.2. Backlog List

On the backlog list shows

- Sprint Name
  - click on sprint's name the action will go to sprint's overview,
- Backlog item
  - click on Backlog's name the action will go to the backlog's overview,
- Status
  - to notify the backlog's status.

8. Sprint Demonstration and Evaluation meeting

At the end of a sprint demonstrate the system to the product owner and interested parties. The product owner will incorporate comments into the current backlog list. The team and Scrum master will evaluate the sprint so lessons can be learned for the next sprint.

Determine also which tasks were not completed and return them to the product backlog to be included in a next sprint.

The sprint will be repeated until the project is complete.

9. Security

In the Scrum component there are security roles to access in the Scrum component.

1. Product Owner can create product, project, and assign member in project.
2. Scrum Master can do anything on the project.
3. Scrum admin can do anything on Scrum component
4. Scrum team can assign task to yourself and view project.