

Work plan

Deadlines

- 2021-03-08 Choose a project proposal and send your choice via email to epsatise@gmail.com
- 2021-03-18 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)
- 2021-03-24 Upload the “black box” **System Diagrams & Structural Drafts** to the wiki
- 2021-04-07 Upload the detailed **System Schematics & Structural Drawings** to the wiki and do the **cardboard scale model** of the structure
- 2021-04-14 Upload the **List of Materials (what & quantity)** to the wiki
- 2021-04-17 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
- 2021-04-22 Interim Presentation, Discussion and Peer, Teacher and Supervisor Feedbacks
- 2021-04-28 Complete the **List of Materials (local providers & price, including VAT and transportation)** to the wiki
- 2021-05-15 Upload refined Interim Report (based on Teacher & Supervisor Feedback)
- 2021-06-08 Upload the results of the **Functional Tests** to the wiki
- 2021-06-19 Upload the **Final Report, Presentation, Video, Paper, Poster and Manual**
- 2021-06-23 Final Presentation, Individual Discussion and Assessment
- 2021-06-28:
 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**
- 2021-06-30:
 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	01/03/2021	07/03/2021

Sprint	Start	Finish
2	08/03/2021	14/03/2021
3	15/03/2021	21/04/2021
4	22/03/2021	28/03/2021
5	29/03/2021	11/04/2021
6	12/04/2021	18/04/2021
7	19/04/2021	25/04/2021
8	26/04/2021	02/05/2021
9	03/05/2021	09/05/2021
10	10/05/2021	16/05/2021
11	17/05/2021	23/05/2021
12	24/05/2021	30/05/2021
13	31/05/2021	06/06/2021
14	07/06/2021	13/06/2021
15	14/06/2021	20/06/2021
16	21/06/2021	25/06/2021

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
TR	Teambuilding report	Done
TC	Topic choice	Done
SA	State of art and project backlog	In progress
BB	Blackbox	To do
SSS	System schematic and structural drawings + cardboard model	To do
LM	List of materials	To do
IR	Interim report and presentation	To do
LLR	List of materials (revised): local providers & price, including VAT & transportation	To do
RDP	Refined design of the product	To do
RIR	Revised interim report	To do
SD	Start Design	To do
FD	Finalize design	To do
FD	Finalize design: high fidelity prototype	To do
FT	Upload result of functional tests	To do
FR	Upload final report + presentation + video + paper + poster	To do
FP	Final presentation	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	TR	7	A	C, V, F ,K ,A
2	TC	7	Z	C, V, F ,K ,A
3	SA	7	K	C, V, F ,K ,A
4	BB	7	A	C, V, F ,K ,A
5	SSS	7	F	C, V, F ,K ,A
6	LM	7	C	C, V, F ,K ,A
7	IR	7	V	C, V, F ,K ,A
8	LLR	7	F and K	C, V, F ,K ,A
9	RDP	7	V and A	C, V, F ,K ,A
10	RIR	7	C	C, V, F ,K ,A
11	SD	7	K	C, V, F ,K ,A
12	FD	7	V and F	C, V, F ,K ,A
13	FD	7	C and A	C, V, F ,K ,A
14	FT	7	F	C, V, F ,K ,A
15	FR	7	K	C, V, F ,K ,A
16	FP	7	F	C, V, F ,K ,A

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	TR	A	C, V, F ,K ,A	Done
2	TC	Z	C, V, F ,K ,A	Done
3	SA	K	C, V, F ,K ,A	In Progress
4	BB	A	C, V, F ,K ,A	To-Do
5	SSS	F	C, V, F ,K ,A	To-Do
6	LM	C	C, V, F ,K ,A	To-Do
7	IR	V	C, V, F ,K ,A	To-Do
8	LLR	F and K	C, V, F ,K ,A	To-Do
9	RDP	V and A	C, V, F ,K ,A	To-Do
10	RIR	C	C, V, F ,K ,A	To-Do
11	SD	K	C, V, F ,K ,A	To-Do
12	FD	V and F	C, V, F ,K ,A	To-Do
13	FD	C and A	C, V, F ,K ,A	To-Do
14	FT	F	C, V, F ,K ,A	To-Do
15	FR	K	C, V, F ,K ,A	To-Do
16	FP	F	C, V, F ,K ,A	To-Do

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

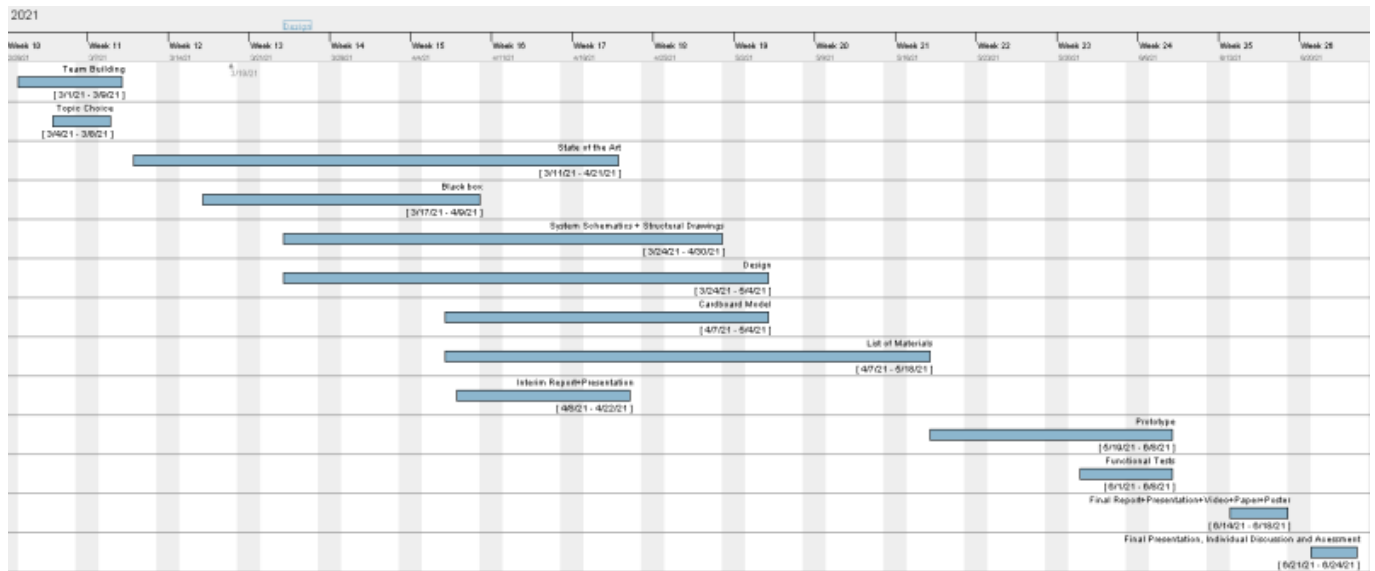


Figure 1: Release Gantt chart

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