

# Agile PMS User's Guide

## **Dotsquares**

Version 1.0

This document outlines the general scope of your project based on our understanding of the requirements provided and discussions to date.

Prepared for: Team Arvind

#### Please don't print me, it's bad for the environment

## Exp. 2022-03-15 / Appraisal #2782

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## **Revision** History

Version	Date	Description	Prepared by	Reviewed by
1.0	03-05-2023	User Guide	Ankit J.	Arvind

## Purpose of the Document

The "Purpose of the Document" section in the user guide of Agile PMS serves to provide a clear understanding of the document's objectives and goals. This section helps users to understand the document's purpose, what it aims to achieve, and how it will help them in their work.

The purpose of the Agile PMS user guide is to provide detailed instructions on how to use the Agile PMS tool. This tool is designed to help users manage projects in an agile environment, enabling them to work efficiently and effectively.

The document will cover the key features and functionalities of the Agile PMS tool, as well as provide step-by-step instructions on how to use them. The user guide will also provide information on how to troubleshoot common issues that may arise when using the tool.

By reading the "Purpose of the Document" section, users will gain a clear understanding of what they can expect to learn from the user guide and how it will help them in their daily work. This section will serve as a useful reference for users as they navigate through the user guide.

## **Project** Objective

The project objective of implementing an Agile PMS tool is to improve project management efficiency and effectiveness in an agile environment. The objective is to provide users with a tool that enables them to manage projects seamlessly, by allowing them to collaborate and communicate effectively, track progress, and make data-driven decisions.

The Agile PMS tool aims to enhance the organization's ability to deliver high-quality projects on time and within budget, by providing users with a tool that aligns with agile principles and practices. This includes enabling users to prioritize work, manage backlogs, and adapt to changing project requirements.

The project objective of implementing an Agile PMS tool is to ensure that projects are delivered successfully, with minimal risks, and high-quality standards. By achieving this objective, the organization can improve customer satisfaction, build stronger relationships with stakeholders, and increase revenue.

In summary, the project objective of implementing an Agile PMS tool is to enable the organization to manage projects more efficiently and effectively, while promoting collaboration, communication, and data-driven decision-making.

## **Users and Platforms**



**Customers/ Product Owners** 



Admin

## **Frequently Asked Questions (FAQs)**

### 1. What does backlog consist of?

A backlog is a prioritized list of work items that the team needs to complete to deliver the project.

Backlog Grooming, Acceptance Criterion, Notes, Story Pointing

The backlog consists of user stories, features, bug fixes, and other tasks that the team needs to complete to achieve the project's goals.



#### Requirements

These are new features in the form of stories that we need to build for the project.

#### Issues

Issues are the bugs raised by testers during the desk review or QA release.

#### Nonfunctional requirements (NFRs)

Non-functional requirements are the requirements that do not directly provide value, such as mobile responsiveness.

#### Jobs

In Scrum, jobs refer to the tasks, activities, or events that are necessary to complete a sprint, but are not part of the backlog items. Examples of such jobs include meetings and discussions.

#### **Important Notes:**

As the project progresses, the backlog may change as new information is gathered, or requirements change. The team will update the backlog accordingly, re-prioritizing items and adding or removing items as needed.

To configure the team, we will be using the previous version of APMS. The changes made in APMS will then be reflected in the new PMS.

### 2. What are requirements in the Agile PMS tool?

Requirements refer to the new features or enhancements that are needed to be developed in the application software. These are captured as user stories that can be added to the backlog feature of the Agile PMS tool.

A user story is the smallest unit of work in the Agile framework, expressed from the software user's perspective. It consists of three parts:

- the user (as a),
- the action required (I can),
- and the expected result (so that).

In addition, each user story is accompanied by a set of acceptance criteria that provide a detailed summary of the user story.

Any new requirements that arise during the course of a project can be added to the Agile PMS tool for tracking and prioritization. By using the Agile PMS tool to manage requirements, project teams can ensure that everyone is working towards the same goals and that all stakeholders are aware of the progress being made towards delivering those goals.

Home Backlog	ව Sprints	Meetings	, Conversation	More •	i ile PMS Ap
		🕞 Change Requests (0)	📄 NFRs (0)	📑 Jobs (2)	

### 3. What are jobs in the Agile PMS tool?

In the context of Scrum, jobs refer to the tasks, activities, ceremonies, or events that are necessary to complete a sprint but are not part of the backlog items. These could include meetings, discussions, or any other tasks that are essential to achieving the sprint goal. The Jobs section is a part of the Backlog section within the Agile PMS tool.

Ad hoc tasks that do not fit into the requirements can also be captured as jobs. These tasks are separate from the backlog tasks but are important for the execution of the current sprint. The Jobs feature is particularly useful for projects with direct tasks, such as solving any foreseen blockers or conducting client demos.

By using the Jobs feature in the Agile PMS tool, project teams can ensure that all necessary tasks are captured and tracked, even if they are not part of the sprint backlog. This can help teams to stay organized and on track towards meeting their project goals.



# 4. What is the difference between an issue in a sprint and an issue in a project in the Agile PMS tool?

The key difference between an issue in a sprint and an issue in a project lies in the scope and timeline of the work. An issue in a sprint is typically related to the specific goals, objectives, or tasks of the current sprint. It is a temporary issue that needs to be addressed within the sprint timeframe.

On the other hand, an issue in a project may not have a specific time constraint, and it could be related to any aspect of the project, such as a bug fix, a new feature request, or a performance improvement. These issues are usually tracked separately from sprint issues and are not tied to a specific sprint or iteration.

By differentiating between sprint and project issues, the Agile PMS tool can help project teams to prioritize their work and allocate resources more effectively. Sprint issues require immediate attention, while project issues can be addressed over a longer period of time as resources permit.

### 5. How do you set a project budget in the Agile PMS tool?

Setting a project budget in the Agile PMS tool involves adding the presales budget and change request budget in hours.

#### Add presales budget in hours

To add the presales budget, go to the More section of the tool, select Settings, and add the man hours utilized by the presales team for the project.

Go to More section -> Setting-> Add hours of the presales team.

🚡 Home ) 😰 Backlog ) 🏝 Sprints ) 🦚 Meetings ) 🗟 Message ) 🗐 Con	rersation More -
Project Setting	
Pre Sales Project Man Hours	
0	
Approved CR Hours By Client	

#### Add change request budget in hours

To add the change request budget, navigate to the Settings section and add the hours required for implementing any change requests that arise during the project.

#### **Project Setting**

Pre Sales Projec	t Man Hours	
0		
Approved CR Ho	urs By Client	
0		

#### This is your project budget

The total project budget can be calculated by combining the presales budget and change request budget. However, the exact method for calculating the project budget may vary depending on the specific needs and requirements of the project.

By setting a project budget in the Agile PMS tool, project teams can ensure that they have a clear understanding of the resources required for completing the project, and they can track their progress against the budget throughout the project lifecycle. This can help teams to stay on track towards meeting their project goals within the allocated budget.

# 6. How do you add backlog items for a project in the Agile PMS tool?

Adding backlog items is a crucial step in the agile project management process. Here are the steps to add backlog items in the Agile PMS tool:

• Click on the "Backlog" feature from the top navigation menu of the tool.



• Click on the "Add" button in the top right corner of the screen. This will redirect you to a new screen.

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😰 Require	ements (4)	∆ Issues (0)	🛃 Chang	e Requests (0)	💽 NFRs (0)	🛄 Jobs (2)						Total story points: <b>12</b>	+ Add	
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- Fill in the required details for the backlog item, including:
  - a. User (As a): Who is the user?
  - b. Action Required (I Can): What is the capability of the user?
  - c. Expected Result (So That): What is the impact of the action?
  - d. Acceptance Criteria: Detailed summary of the user story.
  - e. Story Point: Weightage of the story in the Fibonacci series.
  - f. Complexity Level: How complex the story is.
  - g. Notes: A brief summary of the story.
  - h. Business Value: Set the priority of the story.
  - i. External Links: URL of the XD.
  - j. Attachments: Add a demo image (if available).
- Risk Value: The risk associated with developing the feature.

#### Add Requiremen

a	I Can		So That	
Imployee	See my Profile	See my Profile		o view my profile
isiness Value	Complexity Value		Risk Value	
ligh	✓ Low		✓ Low	~
ceptance Criteria		Notes		
B / U E ∃ E E E				
can find my profile from the top right corner of my l	home screen			
can find my profile from the top right corner of my l	home screen			
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can find my profile from the top right corner of my l	home screen			6
can find my profile from the top right corner of my l	home screen			Activate Windows

• Click on the Save button to save the backlog item.

Story Points 🛈	Tags	
0 1 0 2 0 3 0 5 0 8 0 13 0 21	External Links	
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Drag and drop file here		
OR		
Browse File		
		s

By following these steps, project teams can add new features, enhancements, or bug fixes to the backlog and prioritize them according to their importance and complexity. This helps ensure that the team is always working on the most valuable features for the project.

### 7. How do you set up a sprint?

To set up a sprint, follow these steps:

• Navigate to the Sprint feature on the top menu.



- Choose whether to create a Planned or Unplanned sprint.
- Click the "Create Sprint" button in the top-right corner.



• Fill in the necessary details of the sprint, including the start and end dates, duration, title, and sprint members' hours.

print				
Start Date		Member Hours	Total Hours: 00	🕅 Save Sprint
26-Apr-2023		Select V	Hours - +	
Fitle Name				
Title				
Duration (Days) (2 Weeks = 10 Days)	End Date			
10	✓ 9-May-2023			

Activate Windows

• Click "Save Sprint" to create the sprint.

Once you've created a sprint, you can add backlog items, assign tasks to team members, and track progress towards the sprint goal.

### 8. Understanding Dashboard

APMS Complete dashboard

≡¢́≻ <mark>gile</mark> PMS				🌍 Priya Goswami 🕀
My Projects				
Recent Projects	My Projects			
Search	Search			
Running	CRM ID	Project Name	Status	Project Manager
	17215	Limobookings P3 - Driver Payroll	On Hold	Kamal Bhatia, Arvind Bhambhani, Priya Goswami, Maninder pal Singh, Shashank Saraswat
Test New PMS Issues (1110)	1110	Test New PMS Issues	Running	Kamal Bhatia, PRIYANSHU SHARMA, Ankit Jain, Priya Goswami
The wasteupp.com (17300)	17508	The wasteapp.com	Running	Arvind Bhambhani, Shubhang Malik, Maninder pal Singh, Priya Goswami
On Hold				
Limobookings P3 - Driver Payroll (17215)				
Complete				
Other				





Sprint	Target Value	Achieved Value	Working Days	Time Planned	Time Spent	Period	Status
sprint-1	1	1	5	0	0	26 Mar 2023 - to - 30 Mar 2023	Complete
sprint-2	3	0	10	0	0	26 Mar 2023 - to - 06 Apr 2023	Complete
sprint-3	0	0	10	0	0	26 Mar 2023 - to - 06 Apr 2023	Complete
check_issues	8	0	10	0	0	29 Mar 2023 - to - 11 Apr 2023	Complete
check new	8	0	10	2	2	29 Mar 2023 - to - 11 Apr 2023	Complete
new event sprint	5	0	15	0	0	29 Mar 2023 - to - 18 Apr 2023	Complete
check job	5	0	10	6	6	04 Apr 2023 - to - 17 Apr 2023	Complete
job_123	0	0	10	0	0	04 Apr 2023 - to - 17 Apr 2023	Complete
job-check-123456	0	0	10	1	1	04 Apr 2023 - to - 17 Apr 2023	Complete
check_dashboard_timecheck	0	0	10	0	0	07 Apr 2023 - to - 20 Apr 2023	Complete
new_sprint_check	0	0	10	0	0	07 Apr 2023 - to - 20 Apr 2023	Complete
test	0	0	10	0	0	13 Apr 2023 - to - 26 Apr 2023	Running
Test For Notification	3	0	10	0	0	26 Apr 2023 - to - 09 May 2023	Running
Tag_Check	3	0	10	0	0	27 Apr 2023 - to - 10 May 2023	Running
check_tag	2	0	10	0	0	27 Apr 2023 - to - 10 May 2023	Running
Total	38	1	150	9	9		





### 9. What are the types of sprints and what do they mean

In agile development, a sprint is a time-boxed iteration of work focused on a set of prioritized items from the product backlog. Here are the different types of sprints:

#### **Unplanned Sprint**

An unplanned sprint is added to the project outside of the active sprint, typically due to an urgent or unexpected requirement that needs to be addressed immediately.

Unplanned	Planned	Running	Completed					+ Create New Sprint
Sprint #		Title		Start	End	Work Days	Status	
						No record found		

#### **Planned Sprint**

A planned sprint is scheduled in advance as part of the project plan. It's usually part of the normal sprint cycle and is planned during the sprint planning meeting, where the team selects a set of prioritized items from the product backlog to work on during the upcoming sprint.

Unplanned	Planned	Running	Completed					+ Create New Sprint
Sprint #		Title	S	Start	End	Work Days	Status	
						No record found		

#### **Running Sprint**

A running sprint is the sprint that is currently in progress and has not yet been completed.

Unplanned	Planned	Running	Completed				+ Create New Sprint
Sprin	t #	Title	Start	End	Work Days	Status	
1		Sprint 2	28-Apr-20	23 11-May-2023	10	Running	Complete Sprint

#### **Completed Sprint**

A completed sprint is the sprint that has been finished and delivered. At the end of each sprint, the team holds a sprint review meeting to showcase the completed work to stakeholders and gather feedback.

Unplanned	Planned Running	Completed				
Sprint	# Title		Start	End	Work Days	Status
1	Cooling Off s	print 27-	Apr-2023	28-Apr-2023	2	Complete
2	Sprint 1	13-/	Apr-2023	26-Apr-2023	10	Complete
3	Sprint 0	12-/	Apr-2023	12-Apr-2023	1	Complete

### 10. How to setup a sprint?

- Make sure you have a backlog: Before setting up a sprint, ensure that you have a prioritized backlog of
  user stories or tasks that are ready for development.
- Define Sprint goals: Sprint goals are a concise statement of what the team intends to achieve during the sprint. Ensure that you have a clear understanding of what you want to achieve during the sprint.
- Plan Sprint Capacity: Plan the team's capacity for the sprint by estimating the amount of work that can be completed during the sprint based on the team's historical velocity or past performance.
- Select User Stories or Tasks: Select the user stories or tasks that will be worked on during the sprint, based on their priority and the team's capacity.
- Breakdown User Stories or Tasks: Break down the selected user stories or tasks into smaller, manageable pieces of work that can be completed during the sprint.
- Estimate Effort: Estimate the effort required to complete each of the smaller pieces of work in hours or story points.

- Create Sprint Backlog: Create a sprint backlog by adding the selected user stories or tasks, along with their estimated effort, to the sprint.
- Set Sprint Duration: Set the duration of the sprint, typically between 1-4 weeks, and ensure that the team is aware of the start and end dates.
- Hold a Sprint Planning Meeting: Hold a sprint planning meeting with the team to review the sprint goals, capacity, and backlog, and agree on the work to be completed during the sprint.
- Save the Sprint: Once the sprint has been set up, save it in the Agile PMS so that it can be tracked throughout the sprint.

🔓 Home 🗧 Backlog 🖾 Sprints 🖓 Meetings 🗟 Message	🗐 Conversation 🛛 🗟 More 🔹	E [The wasteapp.com]	Project Manager / Business Ana	alyst   🍿 Priya Goswami 🖯
Sprint				
Start Date	Member Hours	Total Hours: 00	ሻ Save Sprint	
26-Apr-2023	Select V	Hours - +		
Title Name				
Title •				
Duration (Days) (2 Weeks = 10 Days) End Date				
10 Y 9-May-2023				

Agile PMS [Taremtec Employee Attendance App] 28 Dashboard 🔗 Prod	uct Backlog 🚯 Sprints 🖓 Risks 🎲 Meetings 🛗 Milestone Event	圖 Message 圖 Conversation
iprint		
Start Date	Member Hours	Total Hours: 17 Ý Save Sprint
12-Apr-2023	Mangkumar V 2 Hours	-
Title Name	Akash Sharma 🗸 S Hours	-
Sprint 0	Dhiraj Prajapat V 5 Hours	-
	Amit Khandal V 2 Hours	-
Duration (Days) (2 Weeks = 10 Days)         End Date           1         V         12-Apr-2023	Anktudain V 1 Hours	-
	Rahu Srigh V 1 Hours	-
	Malash Kumar V 1 Hours	- +

Agite P//S (DAPO butterd Requirements)	Ing backlog items in a sprin Click to add text	n Project Manager / Business Analyst
Backlog (0)	Total Story Points: 🔯 Smith Q. Sprint : Test XXX	Total Story Points: 🚳 Select Sprint 🗸 🗸

### 11. How to start a sprint

Starting a sprint involves several key steps that must be followed to ensure that the sprint is set up correctly:

- Ensure Backlog is Ready: Before starting a sprint, ensure that the backlog is properly groomed and prioritized, and that the user stories or tasks in the backlog are well-defined and "ready" for development.
- Plan Sprint Capacity: Plan the team's capacity for the sprint by estimating the amount of work that can be completed during the sprint based on the team's historical velocity or past performance.
- Select User Stories or Tasks: Select the user stories or tasks that will be worked on during the sprint, based on their priority and the team's capacity.
- Breakdown User Stories or Tasks: Break down the selected user stories or tasks into smaller, manageable pieces of work that can be completed during the sprint.
- Estimate Effort: Estimate the effort required to complete each of the smaller pieces of work in hours or story points.

- Move User Stories to Sprint: Move the user stories from the backlog to the sprint backlog to indicate that they will be worked on during the sprint.
- Set Sprint Duration: Set the duration of the sprint, typically between 1-4 weeks, and ensure that the team is aware of the start and end dates.
- Hold a Sprint Planning Meeting: Hold a sprint planning meeting with the team to review the sprint goals, capacity, and backlog, and agree on the work to be completed during the sprint.
- Activate the Sprint: Once the sprint has been set up, click on the "Start Sprint" button in the Agile PMS to activate the sprint and start tracking progress.
- Monitor Progress: Monitor the team's progress throughout the sprint and make adjustments as necessary to ensure that they stay on track to meet the sprint goals.
- Hold Daily Stand-up Meetings: Hold daily stand-up meetings to discuss progress, identify and resolve issues, and ensure that everyone is aligned towards achieving the sprint goals.
- Complete the Sprint: Once all the user stories in the sprint backlog are completed, or the sprint duration has ended, complete the sprint and conduct a retrospective meeting to review the sprint and identify areas for improvement.

acklog (29)	Total Story Points	S: 284 Search		Q		Sprint : Test Sprint	Total Story Points: 00	Test Sprint 🗸
		_						
R - 047 As a Admin i can r the regular updates on the	manage all type of notificatio e system.	n so that I can get						
Business Value: 🎌 🗢	Complexity: ↑↑ ♦	Risk:	<b>†</b>		Move			
		<b>21</b> S	ory Points   N	More	>			
R - 046 As a Admin i can i commission distribution f	manage the payments so tha for the collector.	t I can manage the						
Business Value: 11	Complexity: ↑↑ ♦	Risk:	¢1					
		13 S	ory Points   N	Nore				
R - 045 As a Admin i can r earned revenue for collec	manage revenue so that I car tor and me from the platform	n check the total 1.						
Business Value: 🎌 🗢	Complexity: ^^ 🖨	Risk: 个	¢1					
Business Value: ↑↑ ♦ R - 044 As a Admin i can i that I can view all type of me ) (≧ Backlog) (⊉, Sp	Complexity: ↑↑ ♦ manage the booking placed o bookings along with their def prints (‰ Meetings) (§	Risk:	r ♦ ory Points   N	More ▼ More ▼	) =	Gile PMS [The wasteapp.com]	Project Manager / Business /	Analyst 🛛 🖓 Priya Goswa
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### 12. Sprint tab explained

#### **New Dev**

The New Dev section in the Sprint tab of Agile PMS displays the list of tasks that are part of an active sprint and are yet to be started. These tasks are typically displayed under the "To-Do" section of the sprint, and the team can use this section to prioritize their work and plan their daily activities.



#### Issues

The Bugs section in the Agile PMS is where the Quality Assurance (QA) team reports any issues or bugs that they have identified in the software. Once a bug is reported, the Agile PMS assigns it to the respective team member who is responsible for resolving it.

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#### NFRs

The Non-Functional Requirements (NFRs) section in Agile PMS is where we can define and track any requirements that are not related to specific features or user stories but are still essential for the overall success of the project. Examples of NFRs may include performance, security, usability, or scalability requirements. It is essential to consider NFRs in a sprint, as they can have a significant impact on the quality and usability of the software being developed.

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#### Jobs

It is an essential part of the Agile methodology, as it encourages frequent communication and collaboration between team members. It can be used to share updates, ask questions, and provide feedback on specific tasks or user stories.

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#### **UAT Scenarios**

These will be the test cases prepared by QA.

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#### **Blockers**

These are the blockers in Agile PMS is where the team can track any issues, obstacles, or dependencies that are hindering the progress of the project. Blockers can have a significant impact on the project timeline, and it is essential to identify and address them as soon as possible to ensure project success.

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#### Wiki

It is a section where we can add all the notes for the project.

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#### Burndown

A Burndown Chart is a powerful tool in Agile PMS that provides a graphical representation of the progress made during a sprint. The chart displays the amount of work remaining in the sprint on the y-axis and time left in the sprint on the x-axis. The Burndown Chart allows the team to visualize the progress of the sprint and track their performance against the sprint goals.



#### Timesheet

A timesheet is a valuable tool in Agile PMS that allows team members to record and track the amount of time they spend working on a specific task or project. The timesheet helps the team monitor their progress and ensure that they are staying on track with their assigned tasks.

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#### API

Where developers can create, manage, and document all the required APIs for the project. It serves as a central repository for all API-related tasks and activities, including designing, coding, testing, and debugging.

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#### Kanban

It is a project board that allows teams to visualize and manage the progress of their sprints. The board is set up according to the specific requirements of the project and is divided into swim lanes that represent the different stages of the sprint. Each task that needs to be completed during the sprint is represented by a card that moves through the swim lanes as it progresses through the stages of the sprint.

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#### Report

A report is a valuable tool that provides a summary of the team's progress and accomplishments during the sprint. It typically includes information such as the number of user stories completed, the number of bugs fixed, and the amount of time spent on each task.

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#### Release

As the sprint comes to a close, the QA team prepares a release note that summarizes the work that was completed during the sprint. The release note includes information such as the user stories that were completed, any bugs that were fixed, and any new features that were added to the product.

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#### Retro

At the end of a sprint in Agile PMS, the team conducts a retrospective inspection, which is a valuable exercise that helps the team reflect on their performance during the sprint. During the retrospective inspection, the team discusses the challenges, blockers, and achievements they encountered during the sprint. The goal is to identify what went well, what could be improved, and what actions can be taken to improve the team's performance in the next sprint or project.

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### 13. What are the Kanban board and cycle of items?

A Kanban board is a visual management tool that helps teams to visualize work, workflows, and bottlenecks in their processes. It is divided into stages or swim lanes, and each task or item is represented by a card that moves through the stages as it progresses through the sprint. The stages are typically based on the software development life cycle (SDLC) phases, such as To-Do, In Progress, Unit Testing Done by Dev, In QA Check, and Done.

The cycle for a developer in the Kanban board refers to the actions taken by the developer on a task or item, which are typically To-Do, In Progress, and Unit Testing Done by Dev. The developer picks up a task from the To-Do stage and moves it to In Progress when they start working on it. Once they have completed their work, they move it to the Unit Testing Done by Dev stage, where they test their work before handing it over to QA.

The cycle for a tester in the Kanban board refers to the actions taken by the QA on a task or item, which are typically In QA Check and Done. Once the developer has completed their work and moved it to the Unit Testing Done by Dev stage, the QA picks up the task and moves it to In QA Check. They test the work and move it to Done if it passes all the tests. If it fails any tests, they move it back to the To-Do or In Progress stage, depending on the issue.



### 14. How to make use of a burndown chart?

A burndown chart is a graphical representation of the progress made during a sprint. It typically includes the X-axis, which is the horizontal axis representing the amount of time left to complete the sprint, usually shown in days. The Y-axis is the vertical axis representing the remaining effort needed to complete the sprint.

In addition to the axes, a burndown chart also displays data and metrics related to the sprint progress. For instance, it may show the actual work done versus the planned work, or the amount of work remaining in hours or story points.

Furthermore, a burndown chart may also include concrete data to show how the new system has already improved productivity and efficiency in the team. This helps build credibility and trust in the new system.



### 15. Understanding Sprint Reports –

There are four types of reports available in this section with graphical representation:

- Committed Time Vs Spent Time
- Progress Made Vs Time Elapsed
- Target Velocity Vs Achieved Velocity
- MemberWise Time allocated Vs Time Spent report

A Backlog Sprints	Message		st New PMS ues]	Project Manager / B	usiness Analyst 🛛 🖓 Pr	iya Goswami ⊖
Sprint #Test For Notification / Timeboxing : 26 Apr 2023 :	to 09 May 2023 / Working Days : 10 / Curren	t Status : RUNNING Total Story P	oints: 03			
New Dev(2) 🛆 Issues (1) 📮 NFRs (0)	🔄 Jobs (0) 🔛 UAT Scenarios (0)	Ø Blockers(0) Wiki	៉ Burndown	🔒 Timesheet	🖓 API 🖬 Kanban	🗟 Report
	20 hrs 0%					3 SP
0 hrs	0 %			) SP		
Committed Time Spent Time	Progress Made	Time Elapsed		Target Velocity	Achieved Velocity	
Workin : 10	Workin : 10					
Current : Running	Current : Running					
Member Name Time Allocated	Spent Time					
Gopal Maheshwari 10	0					
Ankit Jain 10	0					
Total 20	0					

### 16. How to generate value daily?

We can follow the below pointers to generate the value daily:

- Daily face-to-face Stand Up
- Daily Progress Review through the Kanban Board
- Daily Review of the Burdon Chart
- Daily Review of the complete task with on-desk testing.
- Keep pushing items to Done column often
- Have not more than 1-2 features in 'In progress' status

		82%			11
	48 %		9:	SP	
Progress Made Time Elapsed			Target Velocity Achieved Velocity		

### 17. How to record time for tasks?

There are two ways to record the time spent on a task:

1. In the requirement:

- Select the sprint.
- Click on the time icon.
- Enter the time spent on the requirement.

2. From the Kanban board:

- Open the Kanban board.
- Click on the clock icon.
- Record the time log.

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Sprint #Sprint 1 / Ti	What have you done	Member Name	Date	Activity	Time spent	1
🗟 Report 🖉 R		Anjani Kumar	26-Apr- 2023	Create a API for Free Metal pick up 1.Create Table 2.Create Procedure 3. Upload Images (multiple Images )	6	
				Total	6	
To Do	How much time spent					4
B- 007 ① [	0					3 SP 4.5
Bullet points in C screen is missin	Comments					login into Iformation tform.
B- 3	Save					
Full name valida						8 <b>9</b> 6

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Sprint #Sprint 1 / Timeb	oxing : 24 Apr 2023 to	05 May 2	2023 / Working	Days:10 / Curre	nt Status : RUNNING
New Dev(14)	🗥 Issues (8)	🧾 J	obs (1)	Blockers(2)	🔟 Kanban
📑 UAT Scenarios (	(12)				
Search			۹	🗿 Show More 🗸	
To Do		3	In Progress		1
B - 001 Firebase captcha iss Bug J - 018	2 sue () () () () () () () () () () () () ()		R - 012 As a Collecto access perm nearby custo Requiremen	[0] [] 3 or i can authorize m ission so that I can mer request on the It	s 0 0 I location I get the app.
do brainstorming an	d Discussions				
R - 017	(0) = 13 SP				
As a Admin i can ma request come from t can check the detail customers and cont Requirement	anage the metal pickup the platform so that I is provided by nect them back.				

## 18. How to complete a sprint?

To complete the sprint, we will follow the following steps:

- Select the project.
- Navigate to the sprint feature in the project.
- Find the sprint you want to complete.



• Tap on the complete sprint button associated with the sprint.

Sprint #	Title	Start	End	Work Days	Status	
1	Sprint 2	28-Apr-2023	11-May-2023	10	Running	Comple

This is manual to have the PM control over completion.

### 19. Where is hourly planning?

Below are the steps to plan sprint hours:

- Click on the Sprint feature.
- Create a new sprint or select an existing one.
- Enter the title of the sprint and its duration.
- Select the team members who will be working on the sprint.
- Enter the planned hours for each team member.

This will help to manage the time and workload for each team member and ensure that the sprint is completed within the designated time frame.

Members can continue working on different projects but they must plan their sprint commitment here.

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Sprint						
Start Date		Member Hours	Total Hours	00 Ý Save Sprint		
26-Apr-2023		Select V	Hours -			
Title Name						
Title						
Duration (Dave) (2 Wooke = 10 Dave)	End Date					
	9-May-2023					

### 20. What happened to upfront task allocation?

The entire team commits to a set of features. Everyone commits a set number of hours for a sprint. Team works to develop features. They just clock time against a feature, issue, or Job. The tasks have been left out to overcome Parkinson's law which says "work expands to fill the time"

# 21. What happens if an item is undelivered, but sprint time has elapsed?

At the end of the sprint, any Product Backlog Items that were not completed are planned, and then placed back onto the Product Backlog to be considered for future sprints or releases.

# 22. What happens if there are still issues to be done for a sprint and sprint time has elapsed?

Any sprint issues that were not completed by the end of the sprint will be returned to the Product Backlog automatically. The priority of these issues will determine whether they will be included in the next sprint or future sprints. The teams can pull these items from the Product Backlog and add them to their Sprint Backlog based on their prioritization. Teams can release sprints based on the definition of done.

### 23. How to track the project against the initial budget?

We can easily review the project budget and compare it with the spent hours through the project dashboard. Team manager can add initial budget and CR budget to the project.



## 24. Client messaging like DSP

To message your teammates, follow these steps:

- Go to the Messaging section.
- Click on "Add Message".
- Enter a title for your message.
- Compose your message in the message field.
- Select the participants who should receive the message.

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People on project • Arnie Beth Banvari Lai Purvya • Ashok K Sharma • Pranjal Gera • Arvind Bharnbhani • Aniket Joshi • Chakraveer Singh • Rahul Singh • Surendra Singh Poonia • Dinesh Kumar Yadav	Post New Message Title Name Title Name Message B J U I II II III III IIII IIIIIIIIIIIII		
	Send email notifications Aniket Joshi Arrine Beth Arvind Bhambhan Surendra Singh Poonia	i Ashok K Sharma Banwari Lal Purvya 🕑 Chakraveer Singh Dinesh Kur	mar Yadav Pranjal Gera Rahul Singh

## 25. Simple topic-driven messaging

Below are the steps to add a message to a Kanban Board item:

- Select the Kanban Board
- Choose the item to which you want to add the message
- Enter your message in the designated section.

Card Communications	>	<
💬 B - 009		
Chakraveer Singh Some Comments		
	Post Comment	
No Comments		

