SSE: Agile Project Management with Trello – M.Cimino

1. The Board

I. The **board** is a place where to organize tasks. It is made by six lists, representing the tasks workflow;

II. **Resources:** it contains all tasks that are recurring; templates to copy for creating new cards;

III. **Backlog:** new tasks are put in the backlog and prioritized by team members, waiting for the approval of the (**product**) **owner**, representing the user needs;

IV. **To Do:** a **sprint** is a predetermined **timeframe** (e.g. 1 week) within which the team completes a set of tasks from the backlog; when members plan a sprint, they pull approved tasks from the backlog to this list;

V. **Doing:** when a task has been started, it gets moved here;

VI. **Quality Check:** as a task is completed, it gets moved here; at the end of the sprint, the **owner** and the **teams** review this list to make sure tasks are right;

VII. **Done:** the **owner** moves here the successful quality checks. No more edits or reviews necessary to the related documentation;

VIII. Task priority increases from the bottom up;

2. The task

I. In the backlog, the task is created with a cover type (requirements, design, implementation, test, management), a name, a description of 1-2 lines, a set of members, and a due date.

Testing Dataset

in list BACKLOG

MEMBERS   LABELS

[+]   **MAJOR REVISION**   [+]

DUE DATE

☐ Jul 22 at 11:27 AM OVERDUE ∨

Description

Add a more detailed description...

Activity   Hide Details

Write a comment...

Mario Giovanni Cosimo Antonio Cimino moved this card from QUALITY CHECK to BACKLOG
an hour ago

Daniela moved this card from DOING to QUALITY CHECK
Jul 27 at 10:43 AM

Daniela joined this card
Jul 26 at 11:59 PM

SUGGESTED   ⚙

& Join

ADD TO CARD

& Members

◈ Labels

☑ Checklist

🕐 Due Date

📎 Attachment

POWER-UPS

+ Add Power-Ups

ACTIONS

⟲ Start timer

Add time (eg. 15m)

→ Move

▢ Copy

II. The owner adds a label ("approved", "minor revision", "major revision") with a comment; in case of task approved, the member can move it to the ToDo list; otherwise the member corrects the task definition and adds the label "blocked" waiting for the decision of the owner;

III. the label "blocked" is placed every time something is preventing from starting or completing a task, along with a motivation comment;

IV. when a member starts/ends to work on the task, he clicks on Start/End timer, an action made possible by Clockify Time Tracker, a browser extension (https://clockify.me/trello-time-tracking)

V. Clockify allows to manage the time devoted to the project, by creating detailed report with the billable time of each member. It is a report to include in the final deliverable.

VI. The team meets in collaborative tasks. Each task ends with an individual short **review** (in the comment section, 4-5 lines) where each member
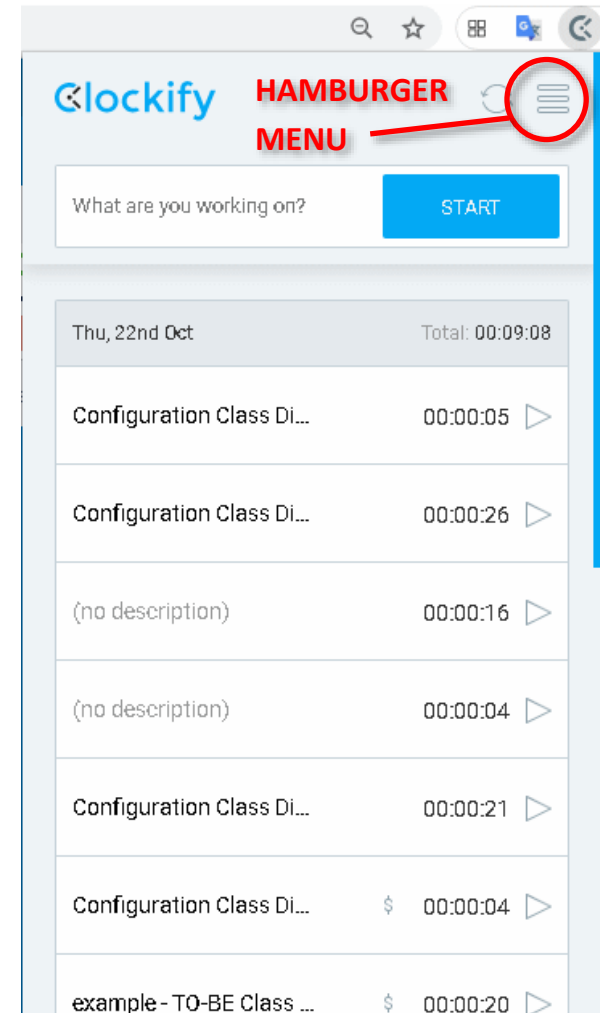
summarizes the work done and discusses the next work. An iteration of the same task has the same name but ends with "#2", "#3",…

VII. The management time, which includes time for planning, arranging meetings, corresponding, making collective decisions, etc. should be strictly balanced among all members;

VIII. The task review should contain details such as: topic discussed, material used/studied, tools used, results, progresses, deliverables;

IX. The task review should not be universal, i.e., applicable to any task of any project;

X. The task review should not be predictable, i.e., obvious before it happens;

XI. The task review should be detailed: three-five lines of text

XII. The review of a cooperative task should be written independently by each member, as each member provides a different contribution to the collaborative work. The use of "copy-and-paste" is strictly forbidden;

XIII. Do not archive nor remove a task without the agreement of the owner.

3. Clockify

INITIAL SETTING:

Hamburger menu

> Workspace > SSE*yy*.

> Settings > Default project > *(group)*, uncheck all the others settings

TIMER MODE:

> Click on START/STOP

MANUAL MODE

Hamburger menu

> Manual > Add time > (enter start time - end time) > Add
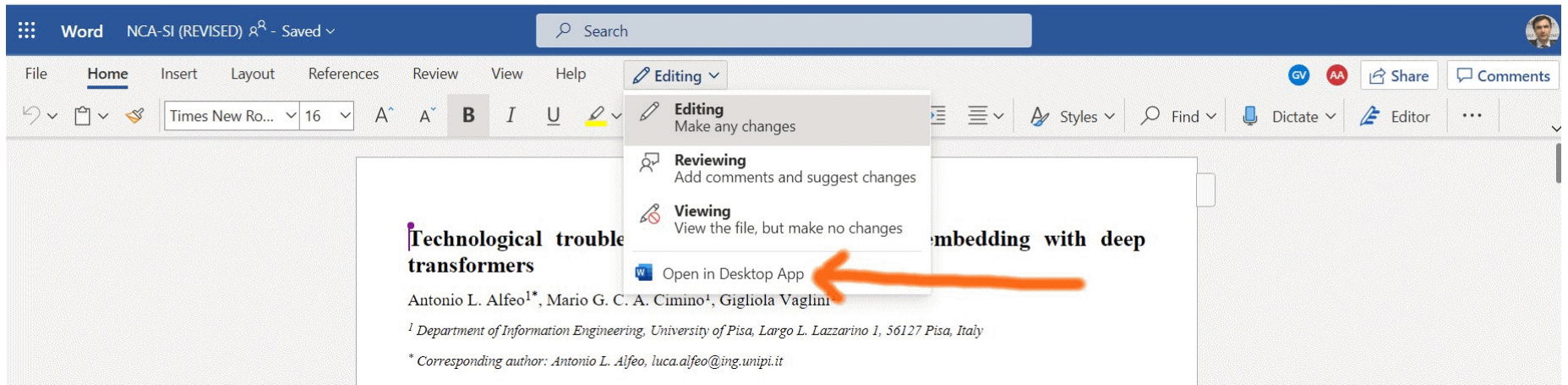
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to export a detailed report:

reports > order by user > export > pdf

4. MS Office Online

How to switch from online to desktop application

(Desktop application is needed for adding vectorial graphics)

How to include diagrams in MS Word:

Export svg format from Draw.io and Signavio, and convert it in emf to import in word.

(use https://cloudconvert.com/svg-to-emf

or in alternative

install inkscape and use one click script "inkscape.exe svg.svg --export-filename=emf.emf")