

PMI: Agile Project Management with Trello – M.Cimino

1. The Board

The screenshot displays a Trello board for 'Stigmergic Memory' with a Kanban workflow. The board is organized into four columns: RESOURCES, BACKLOG, TODO, and DOING. The RESOURCES column lists various project phases, each with a 'Template' button. The BACKLOG column contains three cards: 'Configuration Class Diagram #2' (BLOCKED, due Jul 24), 'Testing Dataset' (MAJOR REVISION, due Jul 22), and 'Software documentation' (MINOR REVISION, due Jul 27). The TODO column has one card: 'TO-BE Class Diagram #3' (APPROVED, due Jul 24). The DOING column has one card: 'TestNetwork Implementatio' (APPROVED, due Jul 24). The board interface includes a navigation bar with 'Boards', a search bar, and an 'Invite' button. The URL in the browser is 'trello.com/b/XFoOB2Ej/stigmergic-memory'.

RESOURCES

- BP ASSESSMENT (Template)
- BP MODELING (Template)
- BP DISCOVERY (Template)
- BP CONFORMANCE CHECK (Template)
- BP SIMULATION (Template)
- BP PROTOTYPING (Template)
- PROJECT MANAGEMENT (Template)
- + Add another card

BACKLOG

- BLOCKED**
Configuration Class Diagram #2
Jul 24 1
- MAJOR REVISION**
Testing Dataset
Jul 22
- MINOR REVISION**
Software documentation
Jul 27
- + Add another card

TODO

- APPROVED**
TO-BE Class Diagram #3
Jul 24 1
- + Add another card

DOING

- APPROVED**
TestNetwork Implementatio
Jul 24
- + Add another card

The screenshot shows a Trello board with two columns: 'QUALITY CHECK' and 'DONE'. The board contains several cards, each with a title, a date, and a status. A 'Menu' panel is open on the right side of the board.

QUALITY CHECK Column:

- TestNetwork Testing (Jul 27)
- Dataset Implementation #2 (Jul 24)
- Dataset Class Diagram #3 (Jul 24)
- APPROVED AddDataset sequence diagram (Jul 13)
- APPROVED FillAndNormalizeDataset Sequence Diagram (Jul 13)
- APPROVED SplitTrainingAndTestingSets Sequence Diagram (Jul 13)
- APPROVED TrainAndTest Sequence Diagram (Jul 13)

DONE Column:

- FillAndNormalizeDataset Implementation (Jul 24)
- SplitTrainingAndTestingSet Implementation (Jul 24)
- APPROVED CompareMisclassifiedInputs Use Case Details (Jul 11)
- APPROVED TrainAndTest Use Case Details (Jul 11)
- APPROVED SplitTrainingAndTestingSets Use Case Details (Jul 11)
- APPROVED FillAndNormalizeDataset Use Case Details (Jul 11)

Menu Panel:

- About This Board: Add a description to your board
- Change Background
- Search Cards
- Stickers
- More
- Butler: Automate cards and more...
- Power-Ups: Calendar, Google Drive and more...
- 1 Add Power-Up...
- Activity:
 - Mario Giovanni Cosimo Antonio Cimino moved [Software documentation](#) from QUALITY CHECK to BACKLOG 3 minutes ago
 - Mario Giovanni Cosimo Antonio Cimino archived list BLOCKED 4 minutes ago

- 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.

✕Cover

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

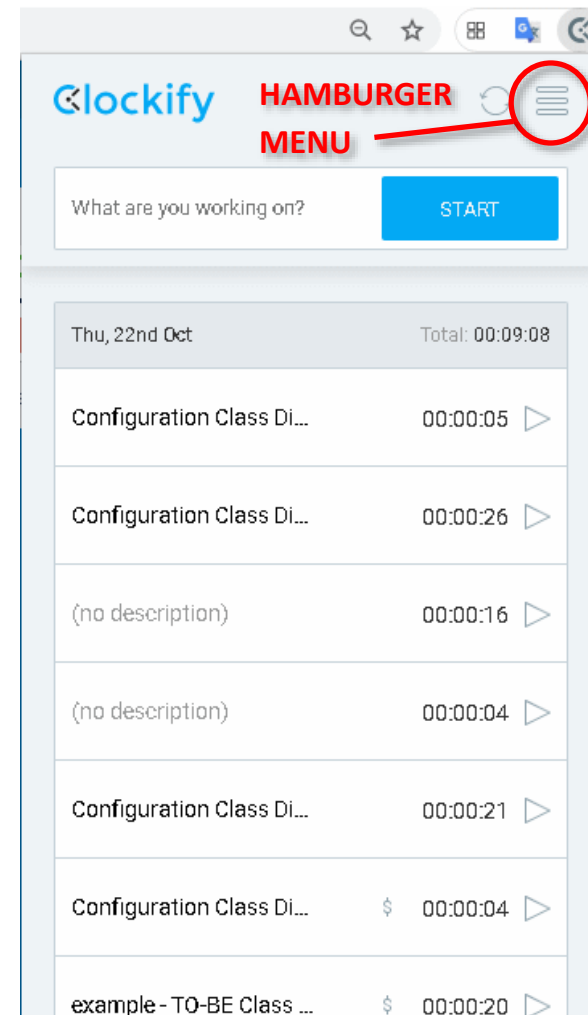
II. The owner adds a label (“approved”, “minor revision”, “major revision”) with a comment and, in case of approval, the owner moves it to the ToDo list; otherwise the member corrects the task definition

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



add motivations on the work done. 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 explanations, motivations, not just summary
- 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 > PMllyy.

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

TIMER MODE:

> Click on START/STOP

MANUAL MODE

Hamburger menu

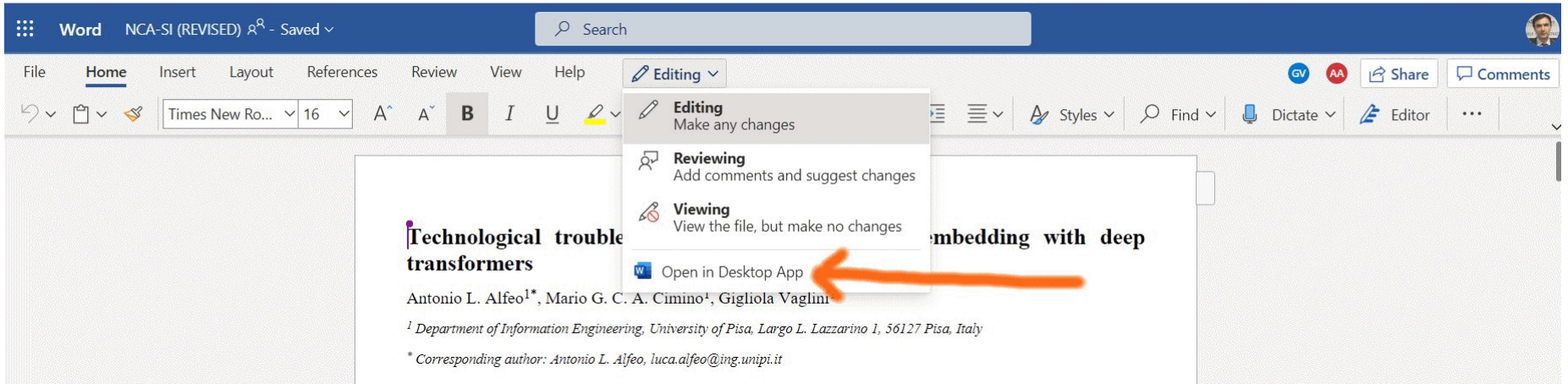
> Manual > Add time > (enter start time - end time) > Add

to export a detailed report:

reports > order by user > export > pdf

4. MS Office Online

It will be used for reporting. How to switch from online to desktop application (Desktop application is needed for adding vectorial graphics)



5. How to create diagrams

- 2) Business Process Diagram (BPMN) on Signavio (handoff and service level)
- 3) Use case diagram on Signavio / Draw.io (task level)
- 4) Use case scenario (Sequence diagram) on Draw.io (task level)
- 5) GUI Storyboard (Wireframe) on Draw.io (task level)

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")

GUI storyboard / Wireframe

- Draw.io

