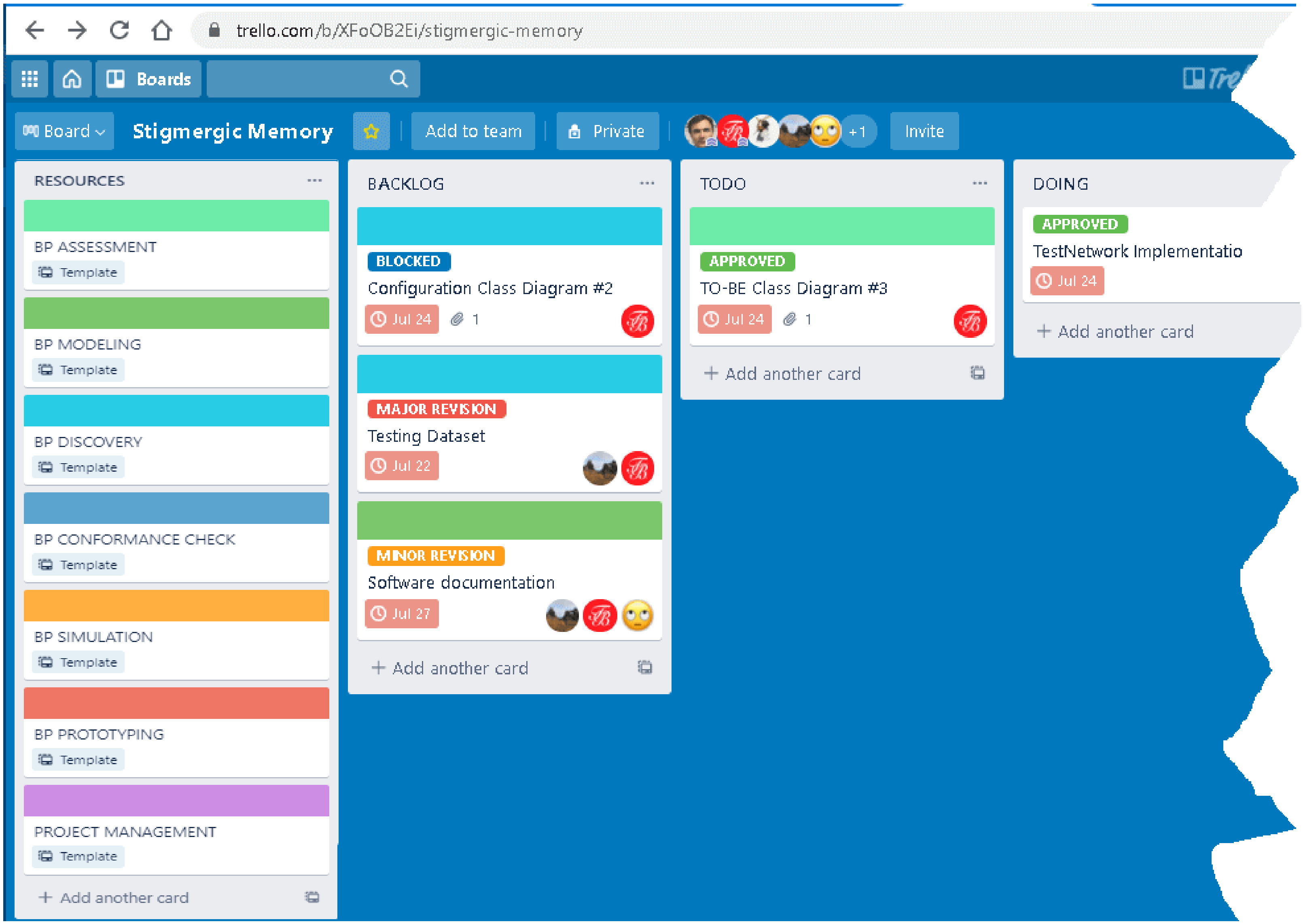
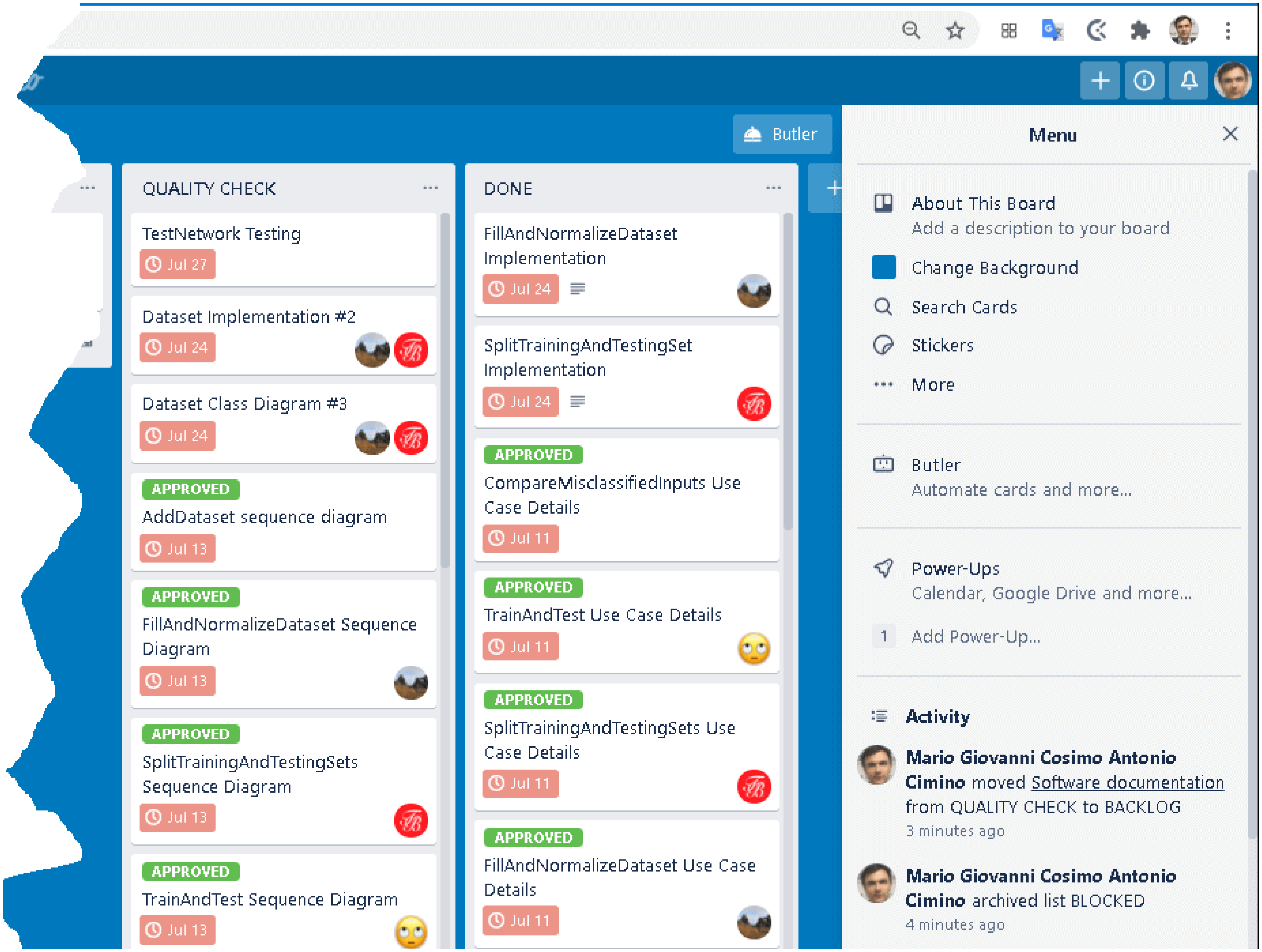
PMI: Agile Project Management with Trello – M.Cimino

1. The Board

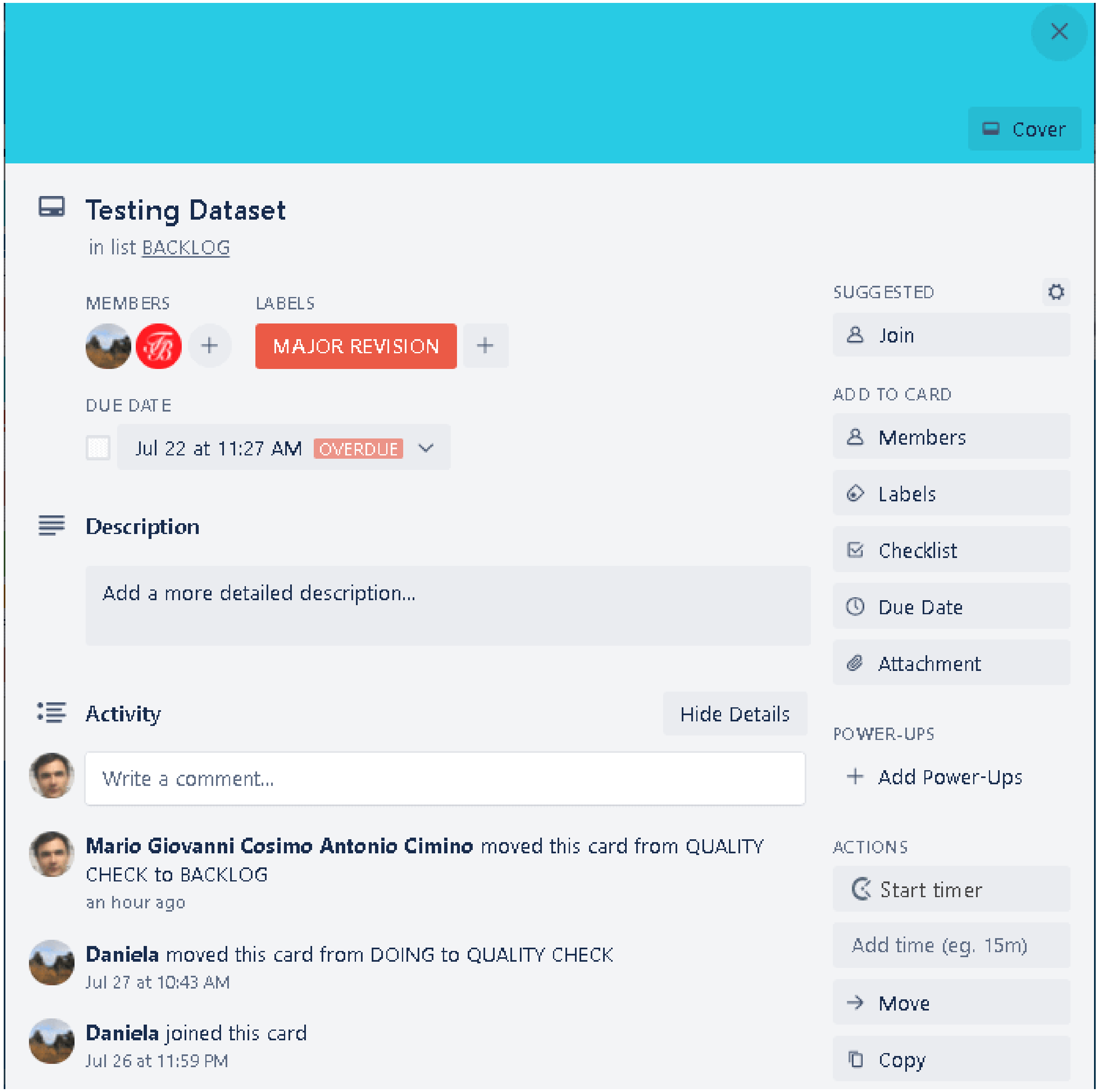



Butler
QUALITY CHECK
TestNetwork Testing
Jul 27
Dataset Implementation #2
Jul 24
Dataset Class Diagram #3
Jul 24
APPROVED
AddDataset sequence diagram
Jul 13
APPROVED
FillAndNormalizeDataset Sequence Diagram
Jul 13
APPROVED
SplitTrainingAndTestingSets Sequence Diagram
Jul 13
APPROVED
TrainAndTest Sequence Diagram
Jul 13
DONE
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
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

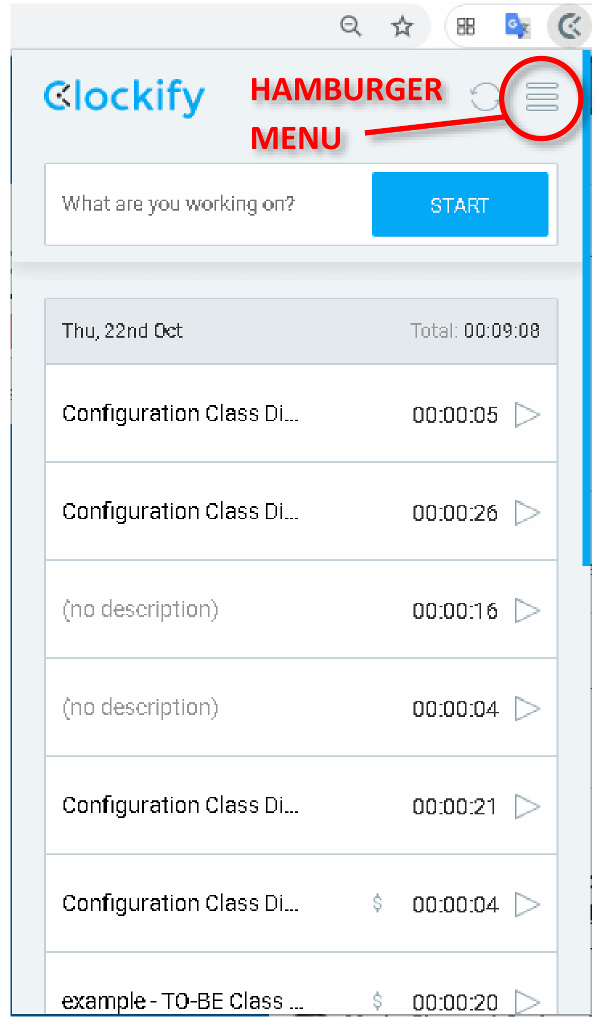
I. The **board** is a place where to organize tasks. It is made by six lists, representing the tasks workflow;
II. **Resources:** it contains all tasks that are recurring; templates to copy for creating new cards;
III. **Backlog:** new tasks are put in the backlog and prioritized by team members, waiting 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 > PMI*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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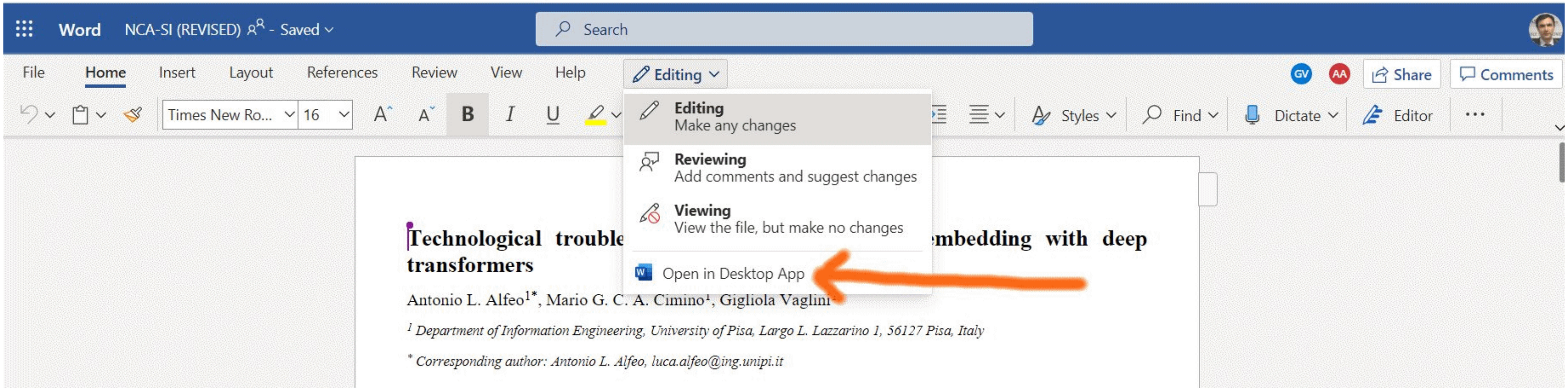
to export a detailed report:

reports > order by user > export > pdf

4. MS Office Online

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