ECE44x SCRUM System

Project management (ensure a project is completed on time and budget) takes on many forms. Based on the project underway (policy, building, programming, hardware design) and the culture of the group undertaking the project these forms can be very diverse.

One recent model gaining favor in project that are primarily coding is the Agile/SCRUM model. This model has application to other areas however especially with a few slight adjustments. For the purposes of ECE44x, we will use a SCRUM-esque model with your Teaching Assistants and Instructor acting as your group’s SCRUM master.

Many good descriptions of SCRUM exist online so it is recommended you do some reading and research before continuing reading as some terms may not be immediately understandable without previous reading.

ECE44x SCRUM Outline:

1. Every two weeks your group will meet with your SCRUM master to review the project backlog, assess the current SCRUM results, and establish new SCRUM tasks. These meetings will be physical meetings if at all possible but occasional virtual (Skype or similar) are also allowed.
2. During a SCRUM, the group should focus all efforts of the team on the SCRUM tasks the group selected. Each member has individual responsibility for ensure their tasks are completed within the SCRUM. New tasks or stories should be added to the project backlog whenever possible to ensure completion of the current SCRUM tasks.
3. Your project SCRUM master may take a stronger role telling the group to do certain things rather than relying on the group to completely self-select tasks they will accomplish. Additionally the SCRUM master has the unilateral ability to revise/update task descriptions and ownership.
4. Outside of the SCRUM meetings, all group members will be asked to review and rate the other group member’s performance on a task by task basis. This information is utilized to identify groups who could benefit from extra resources and training. Prolonged negative feedback can result in an individual group member losing course points.

Utilizing the Student Portal for SCRUMs

The student portal contains a set of menu options related to SCRUM. These are detailed in the table below.

<table>
<thead>
<tr>
<th>Menu Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Backlog</td>
<td>Displays current unassigned project back log tasks. Once a task is assigned, it is moved to that member’s assigned tasks log. Please be cautious, the assignment is intentional not changeable.</td>
</tr>
<tr>
<td>Add Tasks to</td>
<td>At any time, items can be added to the project backlog. When adding items, be sure to enter a complete measurable deliverable, an expected time to complete and a due date if available. If no due date is known, enter one in Jun of 2014</td>
</tr>
<tr>
<td>Backlog</td>
<td>My Tasks</td>
</tr>
</tbody>
</table>
**Groupmate Tasks**

This option lets you review the tasks your groupmate have completed or are working on. When tasks are completed, everyone must include a link to the deliverable and a brief comment. This will prove invaluable to you moving forward. Additionally, each task a groupmate completes needs to be scored by you. You will need to note how much of each task (in percent) you completed and if you are satisfied with the effort but forth by your groupmate on their task.

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**Step by Step:**

1. Meet for your SCRUM. Review your progress with your SCRUM master. Together add tasks to be done to the project backlog using ‘Add Tasks to Backlog.’ Together decide what each person will take on for that SCRUM using the Project Backlog list.
2. Within 24 hours of your SCRUM meeting, individually review and rate each groupmate’s completed tasks using the ‘Groupmate Tasks’ menu option.
3. During the next 2 weeks, when you complete a task, immediately update and close it using the ‘My Tasks’ menu option. Be sure to include a link to the deliverable.
4. If at anytime you come up with something else that needs doing but is not required to be done BEFORE any current tasks, add it to the backlog using the ‘Add Tasks to Backlog’ option.