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1. Project Management

Provide here an overview of the contents (structure) of this chapter. Explain the project management approach your group followed and justify why you think it is a good approach.

1.1 Scope

Document the boundaries of your project. Document the product scope (the extent of what your project will produce) and the project Scope (summary of the work needed to produce it). Make sure you clearly define what is part of the project and what is outside of its scope, justifying as needed.

1.2 Time

Explain how you managed the schedule of your project. Document the key milestones of your project, mapping key phases to reference deadlines.

1.3 Cost

Describe your project budget and its key components. Explain how your budget was managed throughout the project. Document the planned vs. effective costs of your project.

1.4 Quality

Document quality metrics that will apply to your project deliverables, associated thresholds and how they should be reviewed.

1.5 People & Stakeholder Management

Enumerate all people relevant to your project, including the project team and key stakeholders. Document their roles and responsibilities. Document your stakeholder management plan and strategy.

1.6 Communications

Document how your team will manage communications, describing communication channels, meetings, etc.

1.7 Risk

Identify key risks (product and project level), evaluate them and define how they should be handled

(responses) and monitored. Perform quantitative and qualitative risk analysis and use the results to define the appropriate risk responses.

1.8 Procurement

Document your procurement management strategy including make vs buy decisions, materials/services to be acquired, sources, costs, timings, etc.

1.9 Project Plan

Document the project schedule, and the key project phases, using a Gantt Chart. Highlight the key project phases and milestones.

Describe how your plan was mapped to multiple iterative sprints.

Document how the sprint backlog was planned and managed for each of the sprints you have created in Planner.

Describe how prioritization was done.

Document how the estimation process was implemented, and any underlying challenges.

Provide a summary of the sprints that were executed, along with sprint goals.

1.10 Sprint Outcomes

Include the outcomes of all sprint reviews (what was the sprint backlog, completion status, planned capacity vs. achieved velocity).

1.11 Sprint Evaluations

Include the summary of all the sprint retrospectives, including any actions implemented as part of the team's continuous improvement strategy.

1.12 Summary

Provide here the conclusions of this chapter and make the bridge to the next chapter.

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