Team Management Workflow

We have an automated agile project management system (Agile24) to manage the team management processes. We will not mind using 3rd party software like Jira too if you prefer.

1. **Create a Team** - The administrator of the project management software will do it for you. A team must have a product owner, a scrum master, and members. Members can be added or removed when necessary.
2. **Create a Product** - The product owner creates a product that is to be built. The proposed system is considered to be a product. It will be there until the product is removed from the market. The product owner defines it in terms of features and stories (functionalities).
3. **Create Projects** - The scrum master creates one or more projects to build the proposed system when the project. One phased development can be considered a project too.
4. **Create Backlog** - Once the product concept is built and the features to be developed in a particular project are decided, the ScrumMaster and product owner jointly create the backlog of the tasks that project. All stories are converted as tasks. Apart from stories, there can be other tasks too - general tasks, test runs, test suites, test runs, defects, etc.
5. **Create Sprints** - The ScrumMaster does a rough estimation of the full project and full development time is divided into manageable chunks with a fixed duration (say, two weeks or 1 month). Tasks are moved to sprints as per priority. Many tasks may not be moved will lie in the unscheduled backlog.
6. **Assign Tasks** - Now the ScrumMaster assigns tasks to members considering the availability and capability of the developers / other resources.
7. **Sprint Meeting** - A meeting is done to convey the sprint objective and decide the gameplan to complete the tasks of the sprint.
8. **Daily Scrum** - There will be a fixed time when all members of the DEV team will meet together to discuss just 3 points. What was done yesterday? What is to be done today? What are the impediments that slow the development process? The work plan of the day is planned accordingly.
9. **Execute Tasks** - The members execute their duty as planned. The product owner must be available to remove the impediments related to the requirements. Everyday a scheduled meeting with the product owner is recommended to avoid any sort of technical debt.
10. **Day end work entry** - Everyone makes work entry - what has been done today along with time to track hours to complete each task.
11. **Test, Review, and done** - The initially done work is tested by the developer first and then reviewed by the product owners/scrum master. It may further undergo testing by testers as the situation demands. Once passed it is marked as passed.
12. **Sprint Retro Meeting**- Everything cant goes well. In the sprint end, a blameless meeting is done to review what went wrong and what right. Then ScrumMaster takes action to repeats that went right and avoid that went wrong.
13. **Analyze Reports** - An automated delivery report for a specific duration available for the team/user/project to assess the ground reality. Work reports are available for further analysis. Estimate change reports are available to determine when and how a project is delayed.