

# Flexiana

## Checklists

### From the book: Agile Estimating and Planning

Book by Mike Cohn

#### Release Planning

- Define the conditions of satisfaction.
- Define user stories.
  - Are requirement conditions being met?
- Estimate the user stories for meeting these conditions.
- Estimate velocity.
  - Carry out a few iterations or use historical data.
  - Produce a range of possible velocities.
  - If possible, carry out a few iterations to make sure velocity is always the best way.
- Select an iteration length.
  - Based on factors like project length, uncertainty, fluctuations in requirements, need for feedback, etc.
- Prioritize the user stories.
  - Consider the value, cost, knowledge gained, and risk associated with each feature.
  - It should deliver the most value for the least cost.
  - Try to complete the riskier features first.
  - Think about any useful knowledge that will be gained whilst developing the feature.
- Select stories and release date.

#### Iteration Planning

- Select the goal of the iteration.
  - Review of the previous iteration.
  - Update the project's priorities.
- Select a story in-line with the goal.
  - Use the list of prioritized remaining stories.
  - Review the release plan after each iteration.
- Split the story into tasks.

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- Identify the bugs.
- Fix the bugs found within the same iteration.
- Estimate tasks.
  - Involve everyone in the team.
  - Do not assign tasks at this point.
  - Do not use story points.
  - Use the ideal time.
  - At best about 4 to 6 hours per day per person.
- Ask the team for a commitment to complete that story within the next iteration.
  - If the story is not finished, select another story, and repeat.

## Planning Poker

- The Product owner explains a user story.
- The team discusses that story.
- Everyone put a card to show their individual estimation.
- The estimation cards are revealed at the same time.
- The team members with the lowest and highest estimations should justify their answers.
- The team plays again until they come up with a unit estimation.
- After some rounds, you can stop to see if everyone is happy and agree.

## About Flexiana

We help companies improve and build digital services - **We are The Service Builders**. We provide quality and professional full-cycle applications, web applications, mobile applications, and custom software. We specialize in solving real problems and using opportunities to increase customer satisfaction and gain new customer groups, from idea to long-term cooperation. Drive and dedication have ensured Flexiana has delivered true value to business since 2016. Our values are Craftsmanship, Transparency, Autonomy, Diversity, Remote Work, and Agility.

To deliver consistently, we have lots of things, for example, checklists like these. To deliver the best practices, we read, we process information, we discuss and share and teach. And to improve continuously, learning, teaching, processing, and building knowledge is an integral part of our operations.