Iteration Plan Instructions

**Goal:** Communicate to the manager

- what user stories the team will implement this iteration,
- what tasks are required to implement those stories, and
- which team members will be responsible for which tasks.

Deliverables: Set of user stories to be implemented, set of associated tasks to be completed, and task assignments.

Step 1. Break user stories into tasks

You should have previously selected (with the help of your customer) a set of user stories to implement during the coming iteration.
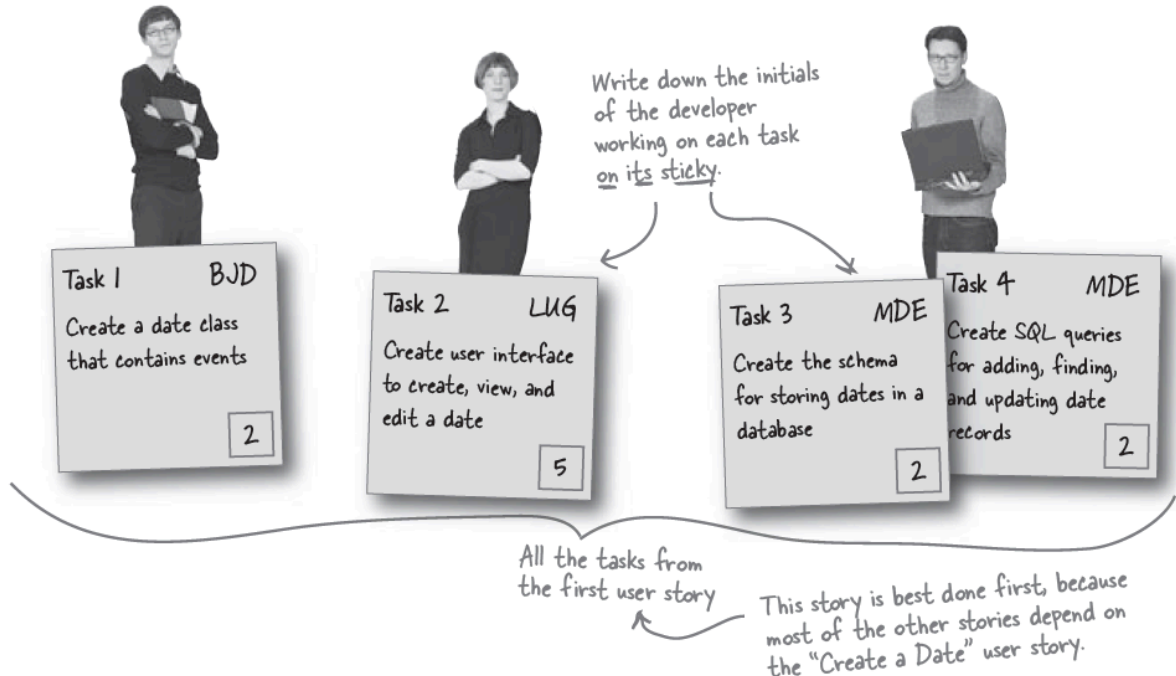
For each of the selected user stories, identify the tasks required to complete the user story, and estimate how long each task will take:
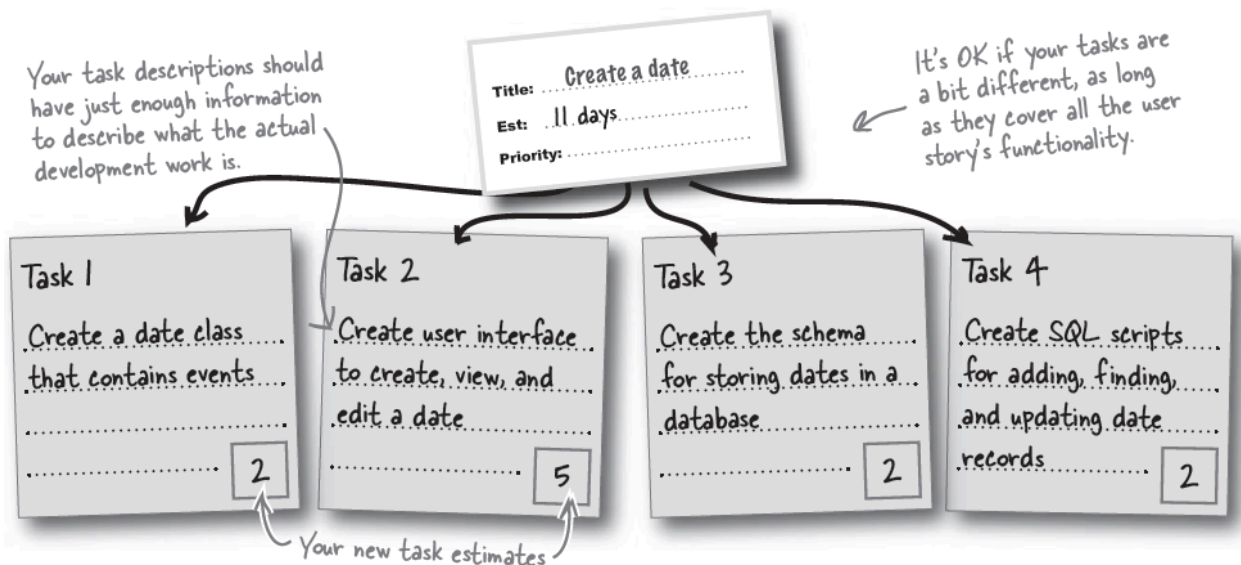
- Keep task granularity relatively small (0.5–3 days). You should be able to finish the vast majority of tasks in less than a week.
- Group discussion (and perhaps some planning poker) should be employed to identify and estimate the tasks.
- Although "learning" tasks are permitted, they should be kept short. The manager will decide what is reasonable, but don't expect to budget more than a couple days for learning in a given iteration.

Step 2. Assign tasks to developers

Once you have identified the tasks to be completed, assign each task to a team member such that each team member has the required amount of work (to be specified by the manager):

Write down the initials of the developer working on each task on its sticky.

Task 1   BJD
Create a date class that contains events
2

Task 2   LUG
Create user interface to create, view, and edit a date
5

Task 3   MDE
Create the schema for storing dates in a database
2

Task 4   MDE
Create SQL queries for adding, finding, and updating date records
2

All the tasks from the first user story

This story is best done first, because most of the other stories depend on the "Create a Date" user story.

- You may find that interleaving steps 1 and 2 makes the most sense.
- The numbers may make a perfectly even distribution of work impossible, but come as close as you can. Also, since these are only estimates, a modest amount of fudging is permitted.

Step 3. Get to work!

Each team member should choose one of their assigned tasks and get to work.

- Use the customer's prioritization to decide which user stories to work on first.
- Keep in mind that the manager will be tracking your productivity throughout the iteration by monitoring the tasks you complete in a given week. Thus, you should always be conscious of which task you're working to complete, and avoid digressing into undirected/undocumented work.
- Track how long each task *actually* takes. This information will help you with future estimations.
- Once you're into the work, you may discover that you missed a significant task in your planning. That's OK. Such planning/estimation failures are not uncommon. Add the task to the task pool and assign it to someone. If other tasks take less time than expected, then someone may be able to finish it before the end of the iteration. If not, then some tasks may have to be carried over to the next iteration.

What to submit

- A list of user stories.
- For each user story:
    - Name of the story (descriptions not needed, since you store that info elsewhere).
    - The time estimate.
    - The list of tasks.
- For each task:
    - A unique ID (e.g., Task #1).
    - A brief (but clear) description.
    - A time estimate.
    - Who will perform the task (first names work).

Submit the above as a Word document, wiki/web page, or similar. You may even write the above information on post-it notes, and take pictures.