Project Management: Objective

**Objective** To support Project Teams in Project Tracking & Controlling and enhanced Cross Team collaboration across all stakeholders

**Tools** List of Project Management Tools

- Jira & its Plugin
- Confluence
- Roadmunk

**Linaro Engineering Processes**

*Engineering Processes*
Journey

Journey started with 3 objectives in mind

1. Efficient tracking of cross team Blocked & Dependent cards
2. Ensure Jira cards compliance & completeness as per Linaro Engineering Processes
3. Bird Eye view to Management & Members

2016 Started project management tracking & monitoring with Jira filters but soon need arise for complex Jira filters. Later, Jira Dashboard designed with complex Jira filters along with graphs to demonstrate Jira Issues trends

2017 Jira filters further optimized & grouped to be more focus. Started weekly Project Operation meeting to review each deviations
Way of Working

- Jira [Linaro Projects]
- Project Specific Dashboard + Jira filters
- Weekly Operation Calls [With each Group]
- Linaro Trend
- To Tracking & Monitor
- Bird eye view for Management/members
Projects Handling using Jira Dashboard

**Jira issues current status**

1. Linaro Projects growth, resultant a step growth in Linaro Jira issues
2. Linaro is working on cutting edge technologies, so Linaro Jira issue are highly technical & complex

**Project Management Challenges**

1. Project Directors & Tech Leads are critically engaged in technical affairs and having time constraints to maintain focus on Jira issues
2. Need assistance
   a. Deep dive into immense Jira issues database to extract out issues, those need appreciation or attention
   b. Regular support to Project Team for Jira Compliance

**How we achieve this**

1. Enhanced Cross Team coordination to support cross team blocked & Dependent Jira issues
2. Weekly Project Operations reviews for project blockers, planning & dates, active Jira issues for issue assignment, description & acceptance criteria completeness, linkage, etc.
Jira Dashboard filters

**Jira Filters**

1. Cross Team Blocked & Dependent Jira Cards
2. Comments Not updated in 4 weeks Jira Cards
3. FixVersion (Estimated Release Date) is missing Jira Cards
4. Not Linked Jira Cards
5. Not Assigned Jira Cards
6. Desc missing Jira Cards
7. Active Jira cards
8. Status changes in last 1wk Jira Cards
9. FixVersion (Due Dates) Passed Jira Cards
10. Due by this week Jira Cards

**Aim**

1. Cross team coordination to secure expected availability or obtain details needed for unblocking
2. Jira compliance as per Linaro PMO recommendation with no deviations
Cross Team Blocked & Dependent Jira Cards

2016

2017
Cross Team Blocked & Dependent Jira Cards

Objective

○ To identify cross team Blocked & Dependent Jira issues for their priorities, delivery expectation & ofcourse impact on project

What we are doing

○ Dashboard illustrate list of Jira cards those are cross team blocked or dependent
○ Weekly project operation meetings, review these Jira issues for their priority, delivery schedule & if late, its impact on project
○ With project team review meeting inputs, conduct meeting with cross team project managers to review cross team Jira issues

Key Analysis

○ In 2016
  ■ Cross team blocked Jira cards are start reducing within 4# weeks.
  ■ Project#2 start reducing from 2# weeks, helping team & updating the issue with latest status
  ■ Project#3 reduced to zero but then gradually increased, as issues reviewed cleaned up

○ In 2017
  ■ Jira queries are modified and blocked & Dependent cross team Jira cards are merged
  ■ Project#4 increased issues as blocked & dependent cards are combined
Comments not updated since 4 Weeks Jira Cards

2016

2017
Comments not updated since 4 Weeks Jira Cards

Objective

○ To ensure that every active Jira cards are updated regularly

What we are doing

○ To identify Jira cards those are active but delayed in developer comments
○ Slow progressed on this but this is one of the key result of weekly project meeting
○ Must appreciated Jira filter for Directors as this help project team focused, on current & working issue and sharing work progress across all stakeholders

Key Analysis

○ In 2016
  ■ Not much progress in 2016
  ■ Project#1 values significantly increased in WK2716, because of new Jira definition & status change

○ In 2017
  ■ Jira filter is modified with report out issue, if failed to updated within a month
  ■ Project#1 step decrease due to increase in updation time
  ■ Infect all projects shows deceased trend due to increases Jira issue time for developer comment
FixVersion (Estimated Release Date) missing

2016

2017
FixVersion (Estimated Release Date) missing

Objective

○ To ensure that every active & planned Jira cards are having FixVersions

What we are doing

○ To identify Jira cards those are active & planned but missing FixVersion
○ Ensure all active Jira cards have FixVersion for better visibility of estimated Release plan.
○ FixVersion are the key input to build project roadmap
○ Multiple planning cycles discussions with project team help to secure FixVersion/s

Key Analysis

○ In 2016
  ■ Mainly focused on DueDates
  ■ More time spent with project team in reviewing plans and education in updating estimate dates
  ■ Project#3 sharp decreased, once team educated with importance of putting estimate release date
  ■ Project#2 reduction in 2# weeks & reached zero in 20# weeks, as planning review cycle took more time

○ In 2017
  ■ All project teams consistent on usage. Project teams will use FixVersion and DueDate usage stopped.
  ■ Project#1 initially focused on DueDates and hence their FixVersions were missing
Not Linked Jira Cards

2016

2017
Not Linked Jira Cards

Objective

○ To ensure that every active Jira cards are linked to construct a structure

What we are doing

○ Inside Segment Group, identify Jira cards those are not linked as Initiative->Epic->Story->Sub-Task
 ○ This Jira issues completeness is essential as it helps to constructure Jira Structure
 ○ Jira structure help to organize Jira issues into hierarchy

Key Analysis

○ In 2016
  ■ Except 1# project, other groups are already good in it.
  ■ Project3# took time as it needs each & single Jira issue to review before link establishment

○ In 2017
  ■ Start using Parent link & Epic link instead of implement by link
  ■ Project#1 took bit longer time to implement new process (due to their prior commitments & travels)
  ■ Project#3 implementation is under discussion
Not Assigned Jira Cards

2016

2017
Not Assigned Jira Cards

Objective
○ To ensure that every active Jira cards are assigned

What we are doing
○ Identify active issue those are not assigned & ensure active issues assigned to associated engineers
○ This Jira issues completeness is essential as it helps to constructure Kanban Board
○ Kanban Board is used in project standup/team meetings to review Jira cards

Key Analysis
○ In 2016
  ■ Significant improvement & streamlined after WK2916 & team adhere to this process
  ■ Project#3 huge success in achieving Jira compliance, as successfully implemented & maintained this strategy
○ In 2017
  ■ Teams are consistent in this usage and No major deviation in 2017
  ■ Project#5 increased a bit successfully pulled back to normal cards
Desc missing Jira Cards

2016

2017
Desc missing Jira Cards

Objective
  ○ To ensure that every active Jira cards are completed in all respect which include issue objective & acceptance criteria

What we are doing
  ○ To identify Jira cards those are active but not completed with Jira issues details

Key Analysis
  ○ In 2016
    ■ Significant improvement & streamlined after WK2816 & team adhere to this process
    ■ Project#3 values decrease significantly from WK2916 onwards
  ○ In 2017
    ■ We successfully maintain and carry forward best processes
Active Jira Cards

![Graph showing active Jira cards per developer over time for different projects from 27-Jan-2017 to 22-Feb-2017. The x-axis represents dates from 27-Jan-2017 to 22-Feb-2017, while the y-axis represents the number of active Jira cards per developer, ranging from 0 to 100.]
Active Jira Cards

Objective
- To illustrate what all Jira cards are active

What we are doing
- To list down Jira cards active & In Progress
- Again, this Jira filter appreciated as this filter used in Dashboard and supporting a lot to Directors, as it gives
  - Total Jira issue on which team is working
  - Jira issue per engineer
  - Jira issue per sub project team

Key Analysis
- In 2016
  - Not introduced
- In 2017
  - This introduced from 2017, as FYI to the Directors & Tech Lead
  - Supporting in workload balance
Status Changed in Last 1wk Jira Cards

2016

2017
Status Changed in Last 1wk Jira Cards

Objective

○ To illustrate how many Jira cards status updated last week

What we are doing

○ Ensure the flow of Jira cards
○ Information to project team, to make aware on how Jira issues status were changes last week

Key Analysis

○ In 2016
  ■ With some occasional peak, all project teams are consistent usage

○ In 2017
  ■ Project teams are consistent in Jira usage
  ■ Management & all stakeholders have high level view of Jira request handling trend
Conclusion

Next Step

- To define Jira filters for
  - FixVersion (Due Dates) Passed Jira Cards
  - Due by this week Jira Cards"
- To Update Jira Filter "Cross Team Blocked & Dependent Jira Cards" for excluding Jira cards on self project
- Full Automation from Jira filter queries till graph generation

Linaro Project Management at Glance

- Linaro Project Portals are single point reference for all Project information