psiAgile user manual

1 System Requirements

psiAgile runs on any Windows (32 bit or 64 bit) with installed .NET framework 3.5. (Windows 7 comes with .NET framework 3.5 already installed).

2 Installation

To install psiAgile, create a directory and unzip the installation file into the directory. psiAgile needs write access to this directory.

psiAgile doesn't change the registry or any other directory of your system. You can uninstall psiAgile by simply deleting the installation directory.

3 Overview

psiAgile is simple and easy to use. Its paradigm is „the user knows what he does". That means you can change all data of your projects at any time: You can restart an already finished sprint, you can change the content of a finished sprint or you can change the story points of a finished story…

psiAgile will allow all of these changes and will recalculate all dependent data.

Working with psiAgile is straight forward:

- You can open the online help by clicking on the question mark.
- Almost all functions can be accessed via context menus.
- Available keyboard shortcuts are described in the corresponding context menu items.
- Task, stories and epics can be reassigned to other stories, epics and themes by drag and drop within the project tree.

4 Data storage and working in teams

psiAgile stores all data in simple repository files. psiAgile repositories have the file extension "psg". The repository files can be located even on network drives. Several instances of psiAgile can work with the same repository file at the same time. psiAgile ensures that the repository will remain in a consistent state:

- Each time you press "save", psiAgile will write all changes to the repository.
- Before writing, psiAgile will check whether the repository was changes since the last retrieving of data.
- If changes in the repository are detected, psiAgile will not write your changes to the repository but will pop up a "concurrent access" warning.
- You can reload the repository with the "F5" function key.

         o   This will discard you changes. You should copy your changes to the clipboard before pressing "F5".
- Tip: Make a refresh before you change data in a repository. That will normally prevent concurrent access errors.

5 Repositories

Repositories are normal files that can be stored in any directory.

To open a repository or to create a new repository, you have to provide a legal file name (without extension) and a legal directory.

If the specified repository exists, it will be opened, if it doesn't exist, it will be created.

psiAgile stores all known repository locations (this is the reason for the required write access rights to the installation directory) and will display it in the repository tree.

You can delete a repository from the repository tree with the context menu function "delete". This will not delete the repository file in the file system.

psiAgile doesn't allow you to change the file name or the directory of a repository. If you want to rename or move a repository file, you must delete the repository in psiAgile, make the changes in the file system an open the renamed or moved repository again.

6 Projects

A repository can store multiple projects. But be aware that the chances to get concurrent access errors will increase when more developer will work with the same repository.

A project has a start date and an end date. These dates are for documentation purpose only.

A project has a velocity, expressed by "points per day":

- The data for the velocity (worked hours and finished story points) is retrieved from the finished sprints of the project. ("Worked hours" corresponds to the sprint attribute "available hours").
- 8 available hours counts for one day.
- Example: a project velocity of 1.5 points per day means that each developer of the project will finish 1.5 story points every 8 hours.

7 Backlog

The backlog contains all stories of the project in any state. That means also the finished stories are content of the backlog.

The backlog groups the stories to epics and the epics to themes.

8 Themes

The purpose of a theme is structuring the stories of a project. Themes contain epics and epics contain stories.

Themes can be added and deleted with the context menu of the repository tree.

Themes are displayed in the repository tree in a defined order. The order can be changed with the context menu.

9 Epics

The purpose of an epic is structuring the stories of a project. Epics contain stories and epics are associated with themes.

Epics can be added and deleted with the context menu of the repository tree.

Epics are displayed in the repository tree in a defined order. The order can be changed with the context menu.

Epics can be moved between themes. This can be done in the repository tree with drag and drop.

10 Stories

Stories are used to plan sprints. Each story has a number of story points and a priority.

The story points are used to calculate the project velocity and to plan a sprint.

The priority defines the display order of the stories in the planning lists of the sprints and in the scrum board.

Stories can be added and deleted with the context menu of the repository tree.

Stories are displayed in the repository tree in a defined order. This order doesn't reflect the priority of the stories. It can be changed with the context menu.

Stories can be moved between epics. This can be done in the repository tree with drag and drop.

11 Tasks

Tasks are used for the planning within a sprint. Tasks have an "owner" (the responsible developer) and an "hours" number. The "hours" number is the estimation of the effort needed to finish the task.

Tasks can be added and deleted with the context menu of the repository tree.

Tasks are displayed in the repository tree in a defined order. The order can be changed with the context menu.

Tasks can be moved between stories. This can be done in the repository tree with drag and drop.

Tasks can be moved within the scrum board. This results in a change of the state of the task. (Possible states: "ToDo", "InProgress", "Done"). The state of the task can also be changed in the task dialog.

If a task is set to "Done", its completion date will be set by the system, but can be changed by the user.

The completion date of a task affects the burn down chart. Task without a valid completion date will not be considered when calculation the burn down chart.

12 Story list

The story list can be used to specify the story points and the priority of the stories.

Only the story that are not "Done", are included in the story list.

You can add themes, epics, stories and tasks to the project with the context menu of the story list.

13 Sprints

Sprints have an enumeration of their working days ("Working Dates"). The dates can be specified as a list (separated with semicolons) of dates or ranges (from – to).

The start and the end of a sprint will be calculated from the specified working dates.

The working dates are relevant for the burn down chart. That means that you should not define weekends as working dates (as long as your team doesn't work at weekends).

The capacity of a sprint ("Available Hours") specifies the amount of development hours of a sprint. Example: If two developers are working three days for the sprint and are working eight hours per day than the capacity of the sprint is 48 (2 * 3 * 8).

The capacity of a sprint is relevant for the project velocity (that is expressed by story points per 8 available hours).

14 Scrum board

The scrum board consists of all stories of the sprint and their tasks. Each story must have at least one task. Otherwise you can't change the state of the story.

The tasks can be moved in the scrum board with their context menus.

For each task, their owner and their effort (amount of hours) are displayed and can be changed directly in the scrum board.

You can add a task to a story with context menu of the story.

The second function of the story's context menu is the function "withdraw". You will use this function typically at the end of a sprint.

When you withdraw a story, a copy of the story will be added to the backlog and all tasks of the story that are not "done" will be moved to the copy. That means that you can assign the copy of the story to the next sprint for finishing the story.

15 Burn down chart

The burn down chart shows the velocity of a sprint:

- The x axis consists of all "working dates" of the sprint.
- The y axis consists of the effort for all tasks (in hours).
- The green line represents the needed sprint velocity.
- The red line represents the current velocity.
- The grey line represents the forecast for the rest of the sprint.
- The current day (today) of the burn down chart is shown in the chart. The current day is the completion date of the most recently finished task.
- You can adjust the current day with the input field "Working days since last data".

16 Planning (of a sprint)

The planning list is used to define the content of a sprint. The list consists of all stories that are content of the sprint and all stories that are not "Done" and that are not associated to other sprints.

You can add a story to a sprint by checking their check box.

You can change the priority or the story points of a story by editing the corresponding input box.

To reorder the story list according to your changes, just press "F5".