

SuperSimple TSPi Script: PLANn

W L Honig, version 1.0

Purpose: to guide a team in producing the task plan and creating quality plan for the second or subsequent cycle

- **Entry Criteria:**

1. Team has complete plan and actual data (hours, sizes, quality, various other metrics) from the past cycle
2. Team has completed at least a draft set of goals for the cycle with ideas of what metrics will assist the team in meeting goals

- **General Description:** Subsequent cycle task plans are based on the results of the past cycle. Updates are made as necessary to improve team success in the new cycle. Subsequent cycle quality plans are based on prior cycle results and team goals for the current cycle.

Note: Planning and Quality are closely related to goals and metrics. You may adjust goals as you complete the plan. This may be helpful to ensure you know what and when to measure in the cycle. LAUn phase must be completed before PLANn can be completed to have a solid base for the rest of the cycle!

✓ 1 – Create Estimates

Using past cycle results:

- **Product Size:** Development Manager leads the team in estimating document and code size for the cycle
- **Quality Targets:** Quality Manager leads the team in discussing desired quality outcomes for the cycle and estimating time necessary for tasks such as reviews, inspections, and testing.

✓ 2 – Produce Updated Task Plan and Related Forms

Planning Manager produces with team review and feedback the complete SuperSimpleTSPiPlanningForm and starts the SuperSimpleTSPiProductSummaryForm. Team Leader assists Planning Manager as necessary or assigns other team members to support the important planning work.

- **Update Task List (if necessary):** If useful to the team goals and plans, add to the task list used for time keeping and planning. Be certain there is one standard list for the cycle and use on all forms.
- **Estimate Each Team Members Time and Assigned Tasks:** Use the SuperSimpleTSPiPlanningForm to estimate the time in hours for each team member by the specific tasks they are planned to perform. Adjust hours to improve balance of work between team members and to ensure sufficient time is planned to meet quality goals.
- **Complete the SuperSimpleTSPiPlanningForm:** Review draft form with team, make updates, ensure all totals are calculated properly, create Planned Value (PV) numbers. Be sure the form is ready to record actual numbers for the cycle.
- **Setup the SuperSimpleProductSummaryForm:** Once the SuperSimpleTSPiPlanningForm is correct create the SuperSimpleProductSummaryForm for the cycle and check that all tasks and planned hours appear correctly.

✓ 3 – Product Updated Quality Plan and Prepare to Generate Metrics	Quality Manager leads the team in discussing and planning for a high quality cycle: • Create Goal Measures: Determine how to measure metrics in support of team goals • Create Additional Quality Metrics: Determine additional metrics for SuperSimpleTSPIProductSummaryForm; these may be product related, teamwork related, or just about anything the team believes if useful to measure. In subsequent cycles, more measure are always better than fewer measures and carefully defined and calculated measure are the best! • Decide when each metric will be calculated • Quality Manager or delegate sets up key quality measure to appear in SuperSimpleTSPIProductSummaryForm
✓ 4 – Complete the LAUn Phase if necessary and Continue Work on the Cycle	If necessary, complete the LAUn Phase. The team begins work on other phases of the cycle. There is no requirement that each phase be finished before the next phase begins, but the phases must be completed in order and all exit criteria must be met to do so. In SuperSimple TSPI we skip the STRAT phase.
PLANn Exit Criteria	The LAUn phase is complete (see exit criteria in that phase) The SuperSimpleTSPIPlanningForm is complete and ready to track actual data and has the final list of tasks to be used for time keeping for the cycle The SuperSimpleTSPIProductSummaryForm is completed with all plan data and includes actual data for all time spent to date in the cycle. Metrics data for the cycle is included and ready to be generated and tracked weekly Accurate time keeping is underway by all team members All documents are properly named and filed in the cycle folder