

Clarizen Agile Project Management Application



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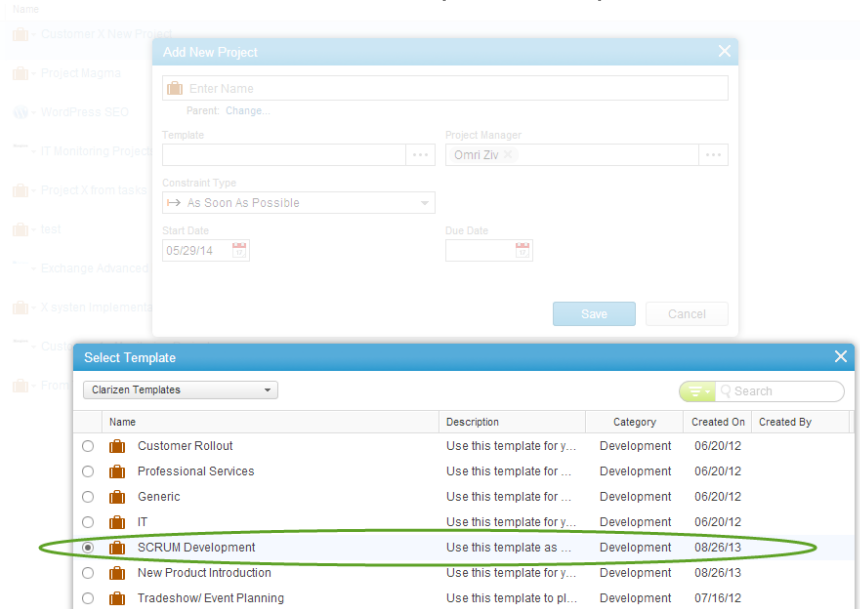
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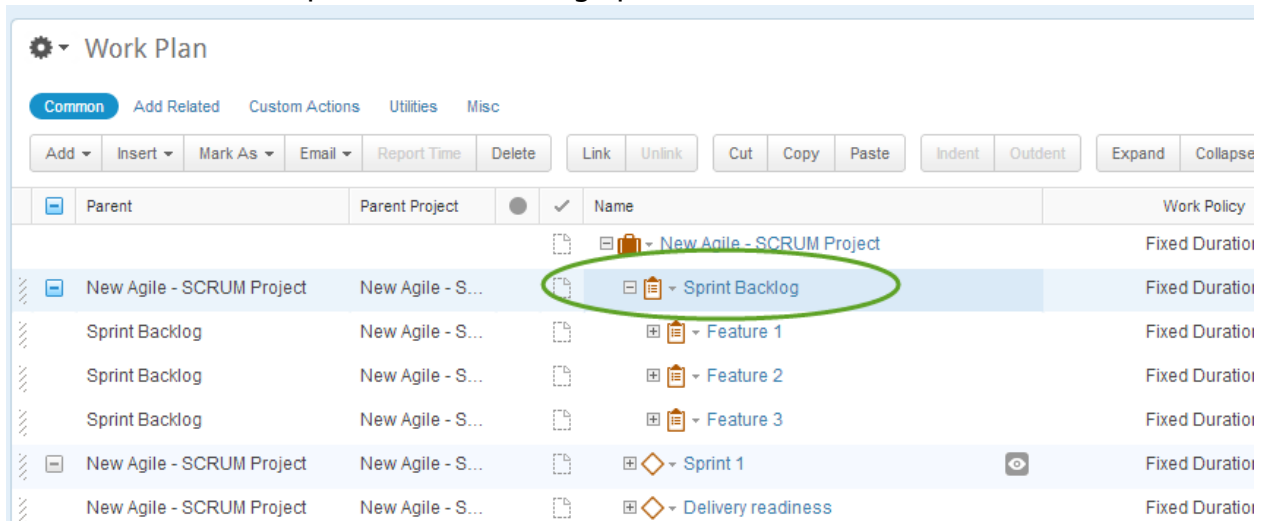
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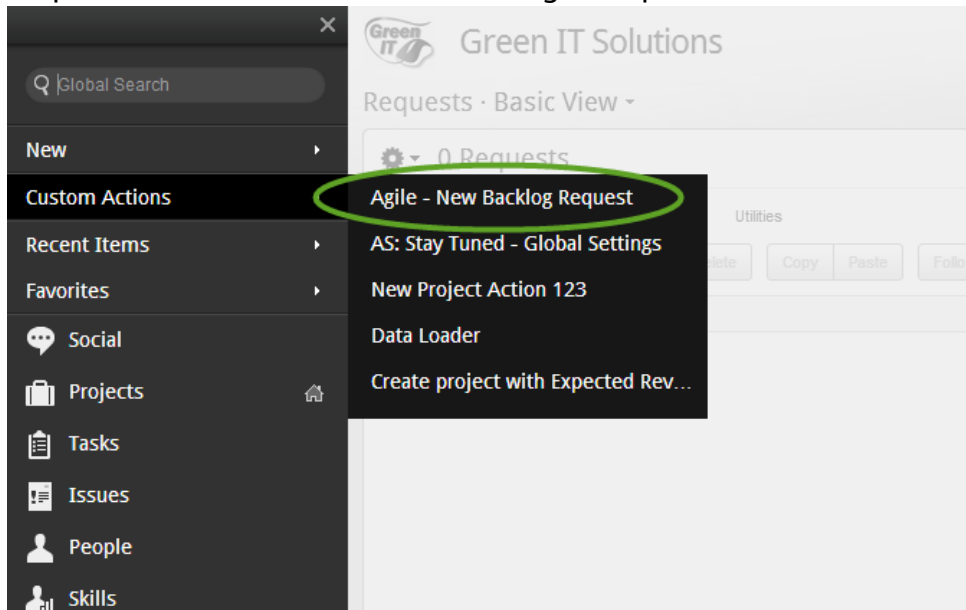
1. After installing the Agile application, start by creating a new Agile/SCRUM project. You can use the SCRUM Development template under Clarizen Templates.



2. Under the project, notice the “Sprint Backlog” task hammock, which includes all the features to be developed in the following Sprints.



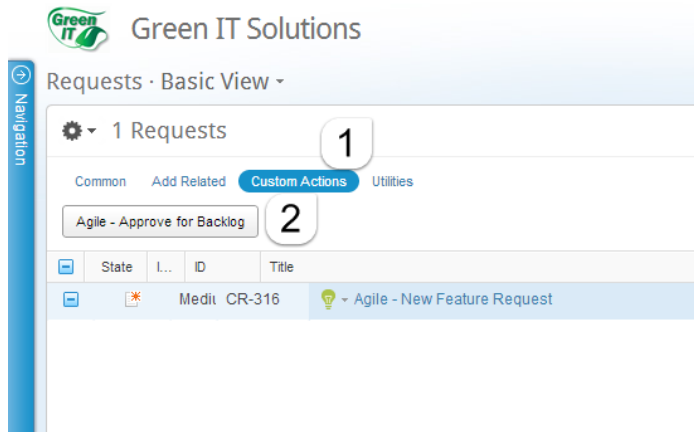
3. To add features to the backlog, you can access the new “Agile – New Backlog Request” custom action from the navigation panel.



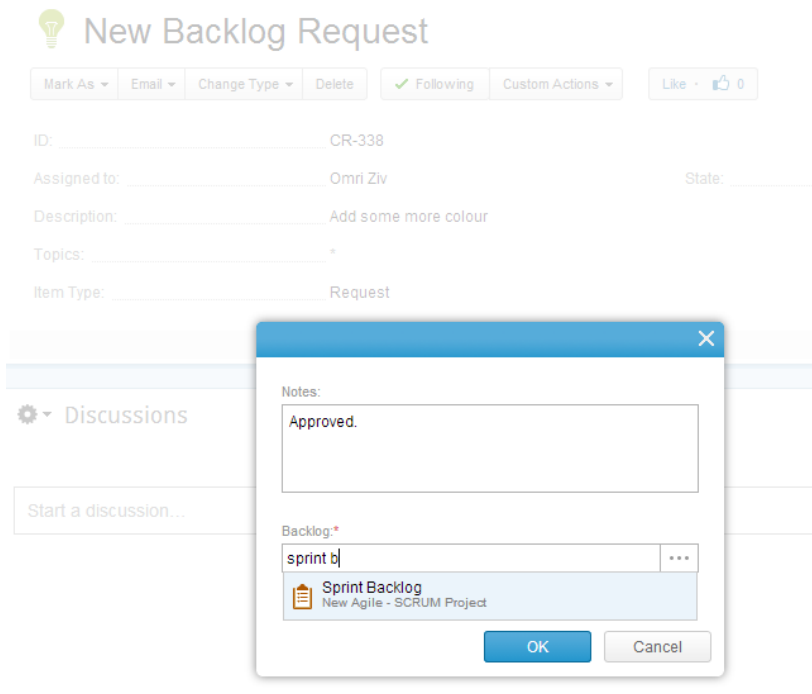
4. Make sure to enter a detailed description of the request.

The screenshot shows the 'New Request' form in the Clarizen interface. The form is titled 'Enter Title' and includes the following fields: 'Request Type' (set to 'New Request'), 'Importance' (set to 'Medium'), 'Description' (a large text area), 'Assigned to' (set to 'Omri Ziv'), and 'Files' (a file upload area). The form also has 'Save', 'Save and New', and 'Cancel' buttons at the bottom.

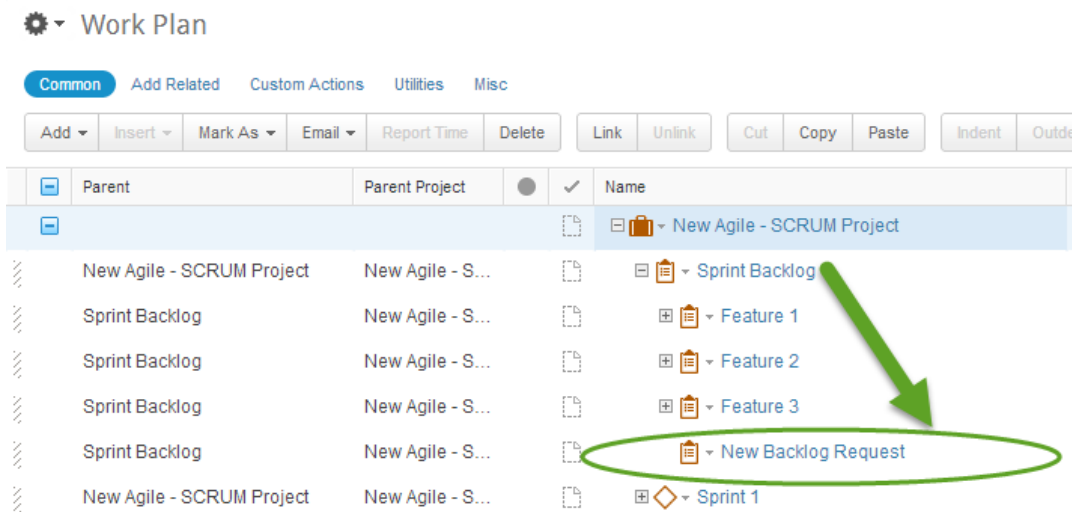
- After the request has been created, the project manager can approve the new request and move it to the backlog. To move the request to the backlog, go to custom actions –> “Agile – Approve for the backlog”



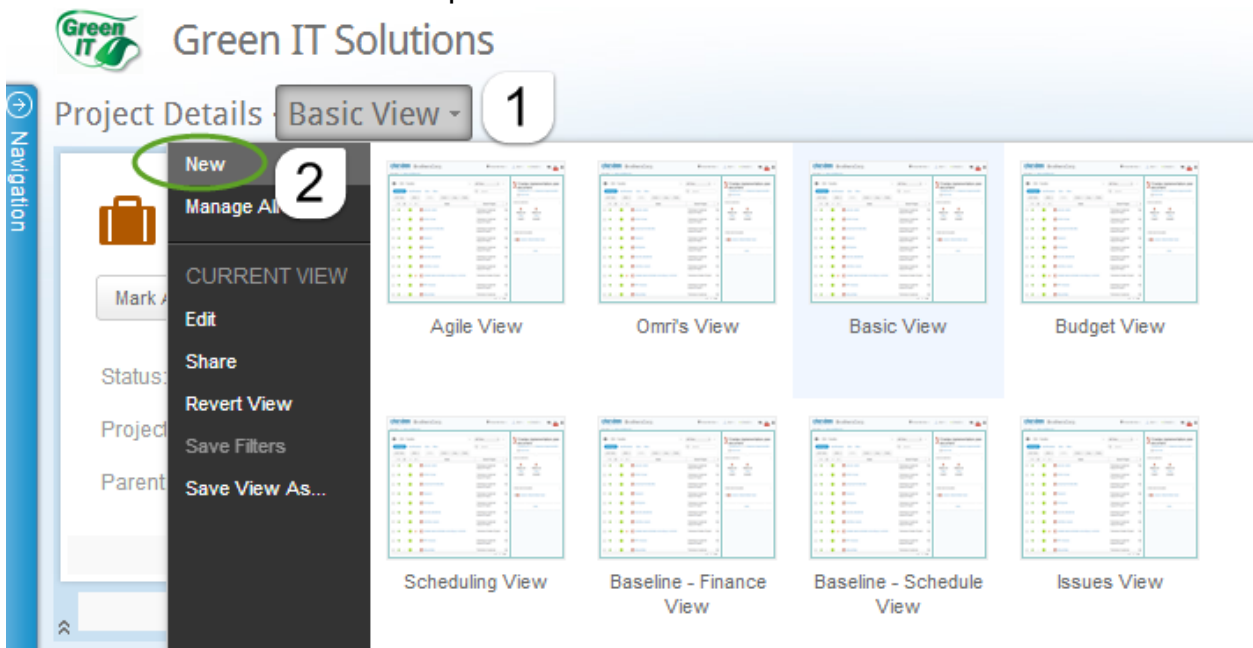
- In the approval dialog box, choose the backlog work item.



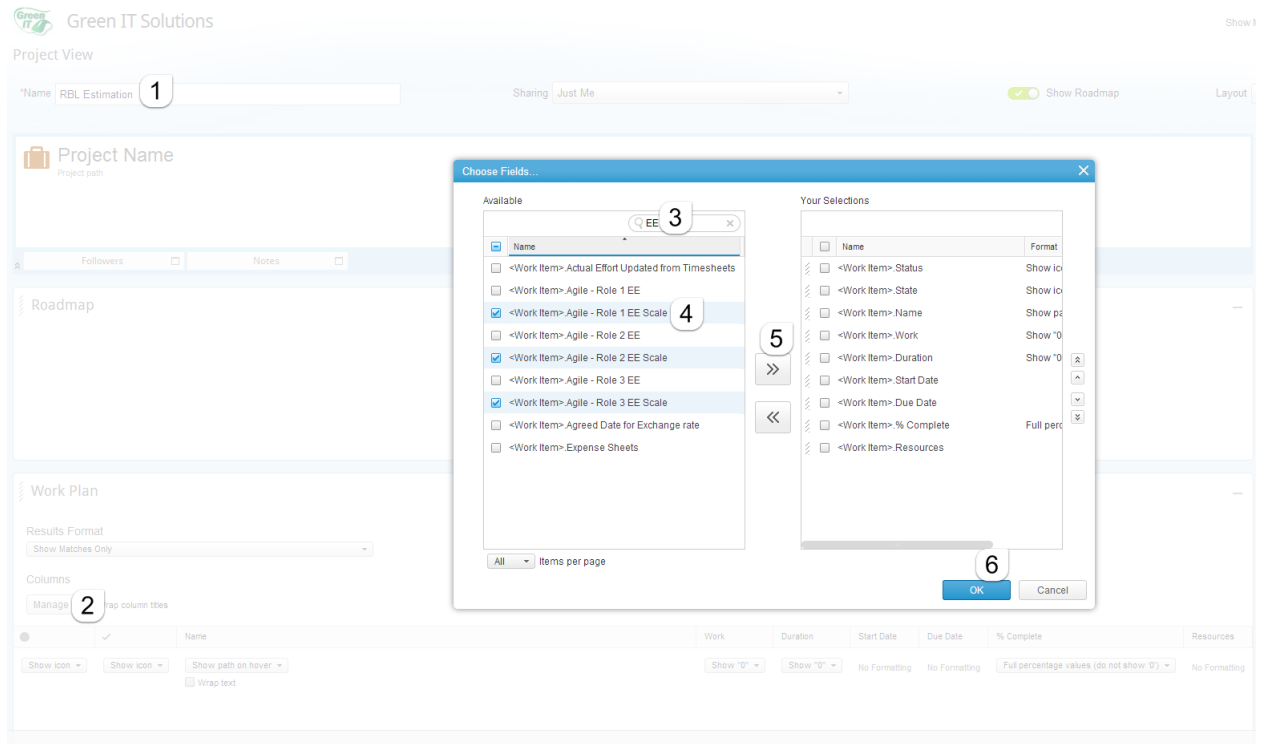
7. Now you can see the new request under the Sprint Backlog.



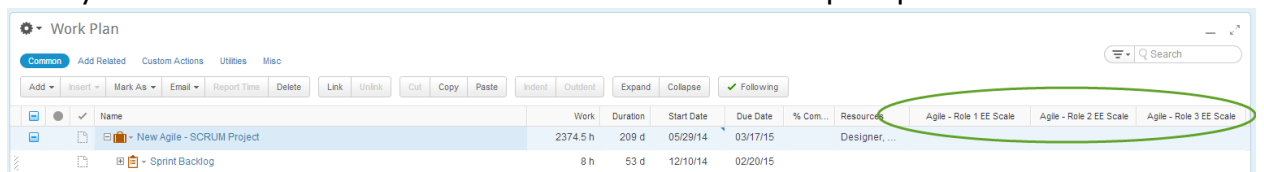
8. It is recommended to create an Request Backlog view for managing the project effort estimation. With the RBL view, it is easy to understand the effort estimation for all the tasks and feature requests :



8.1. In the edit menu, enter a new name for the view. After adding the name, click on the “Manage” button to add the EE (Effort Estimation) custom fields to the view.



8.2. Now you should be able to see the RBL fields in the work plan panel



8.3. After creating the RBL view, create an additional view with the name “ RBL #”.

This view will show a numeric estimation of the effort. Use the fields marked in green when creating the view:

Name	Work	Duration	Start Date	Due Date	% Complete	Resources	Agile - Role 1 EE	Agile - Role 2 EE	Agile - Role 3 EE
[-] New Agile - SCRUM Project	2374.5 h	209 d	05/29/14	03/17/15		Designer, Developer, Front...	75	75	13.5
[-] Sprint Backlog	8 h	53 d	12/10/14	02/20/15			25	25	4.5
[-] Agile Request Testing P	8 h	1 d	12/10/14	12/10/14					
[-] New Backlog Request	54.5 h	1 d	01/29/15	01/29/15			25	25	4.5
[-] Feature 1	0 d	48 d	12/10/14	02/13/15			0	0	0
[-] Feature 2	0 d	23 d	12/26/14	01/27/15			0	0	0
[-] Feature 3	0 d	47 d	12/18/14	02/20/15			0	0	0
[-] Feature Requets 9999	8 h	1 d	12/10/14	12/10/14					
[-] Sprint 1	696 h	18 d	12/10/14	01/02/15			0	0	0
[-] Delivery readiness	0 h	68 d	12/10/14	03/13/15			25	25	4.5
[-] Sprint 2	688 h	18 d	01/05/15	01/28/15			0	0	0

9. To move the request from the backlog to a sprint, you can click on the “Agile – Assign to iteration” custom action.

Work Plan

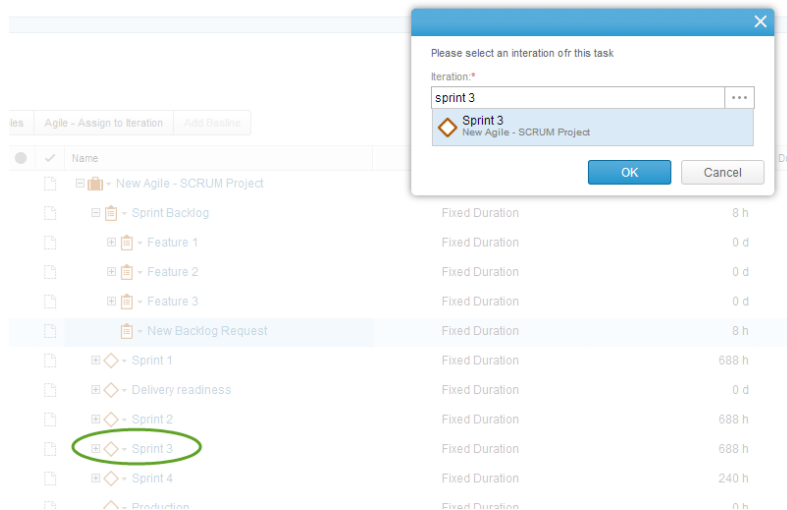
Common Add Related Custom Actions Utilities Misc

Transfer all time sheets to a new ... Agile - Split Task by Roles Agile - Assign to Iteration Add Baseline

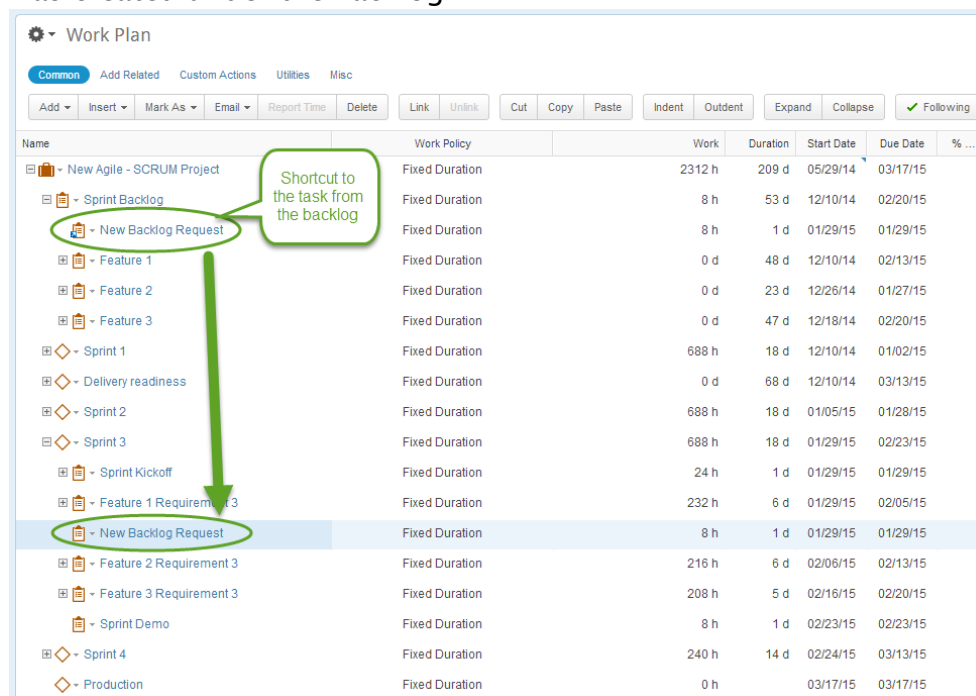
Parent	Parent Project	Name
		[-] New Agile - SCRUM Project
		[-] Sprint Backlog
		[-] Feature 1
		[-] Feature 2
		[-] Feature 3
[-] Sprint Backlog	New Agile - S...	[-] New Backlog Request
		[-] Sprint 1
		[-] Delivery readiness
		[-] Sprint 2
		[-] Sprint 3
		[-] Sprint 4
		[-] Production

A green arrow points from the "Agile - Assign to Iteration" button to the "New Backlog Request" item in the list.

10. In the dialog box, choose the Sprint task under which you want to move the task.

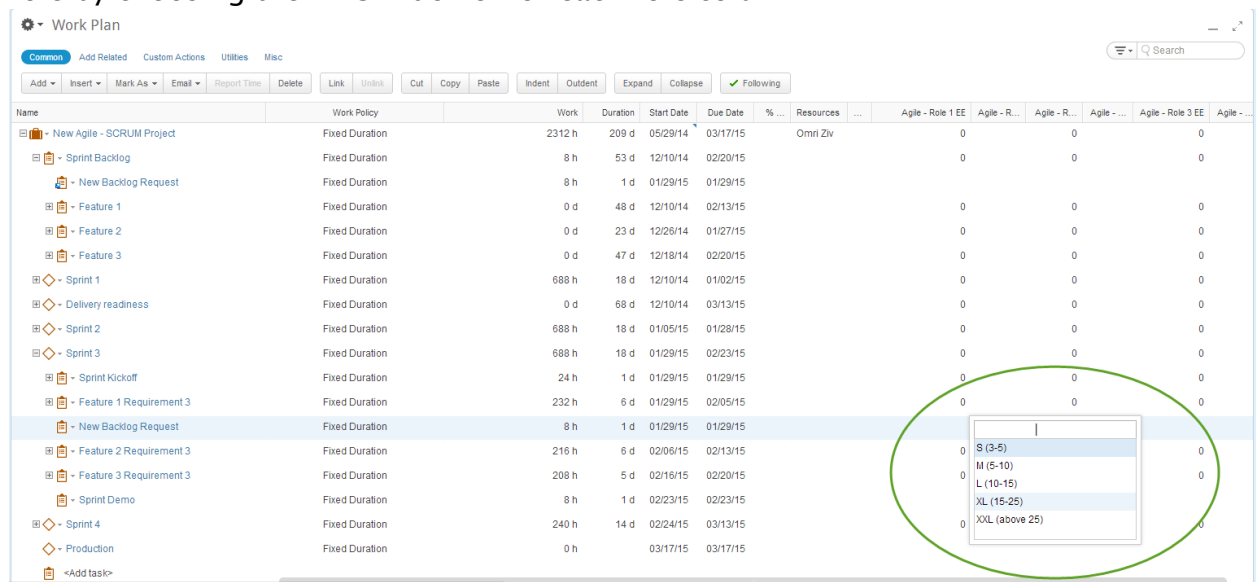


11. You can notice that the task was moved under Sprint 3. In the same time a shortcut was created under the Backlog.



Most organizations have a development history they can leverage in order to accurately set release dates. Use that history to calculate your T-shirt estimations (small, medium, large, extra-large and so on) for the items in your release backlog. What does that mean? Some features are small, requiring just a few development days; extra-large features may take weeks to deliver. Begin by establishing how your organization defines small, medium and large projects. For instance: Once you have established your T-shirt estimations, review and apply an appropriate estimation to every requirement contained in your release Backlog.

12. After adding a few tasks to the sprints, you can start estimating the effort for each role by choosing the “T-Shirt size” for each role column.



The screenshot shows the 'Work Plan' interface in Clarizen. A table lists various tasks and their durations. A dropdown menu is open for the 'Feature 1 Requirement 3' task, showing T-shirt size options: S (3-5), M (5-10), L (10-15), XL (15-25), and XXL (above 25). The dropdown is highlighted with a green circle.

Name	Work Policy	Work	Duration	Start Date	Due Date	% ...	Resources	...	Agile - Role 1 EE	Agile - R...	Agile - R...	Agile - ...	Agile - Role 3 EE	Agile - ...
New Agile - SCRUM Project	Fixed Duration	2312 h	209 d	05/29/14	03/17/15		Omri Ziv		0		0		0	
Sprint Backlog	Fixed Duration	8 h	53 d	12/10/14	02/20/15				0		0		0	
New Backlog Request	Fixed Duration	8 h	1 d	01/29/15	01/29/15									
Feature 1	Fixed Duration	0 d	48 d	12/10/14	02/13/15				0		0		0	
Feature 2	Fixed Duration	0 d	23 d	12/26/14	01/27/15				0		0		0	
Feature 3	Fixed Duration	0 d	47 d	12/18/14	02/20/15				0		0		0	
Sprint 1	Fixed Duration	688 h	18 d	12/10/14	01/02/15				0		0		0	
Delivery readiness	Fixed Duration	0 d	68 d	12/10/14	03/13/15				0		0		0	
Sprint 2	Fixed Duration	688 h	18 d	01/05/15	01/28/15				0		0		0	
Sprint 3	Fixed Duration	688 h	18 d	01/29/15	02/23/15				0		0		0	
Sprint Kickoff	Fixed Duration	24 h	1 d	01/29/15	01/29/15				0		0		0	
Feature 1 Requirement 3	Fixed Duration	232 h	6 d	01/29/15	02/05/15				0		0		0	
New Backlog Request	Fixed Duration	8 h	1 d	01/29/15	01/29/15									
Feature 2 Requirement 3	Fixed Duration	216 h	6 d	02/06/15	02/13/15				0				0	
Feature 3 Requirement 3	Fixed Duration	208 h	5 d	02/16/15	02/20/15				0				0	
Sprint Demo	Fixed Duration	8 h	1 d	02/23/15	02/23/15				0				0	
Sprint 4	Fixed Duration	240 h	14 d	02/24/15	03/13/15				0				0	
Production	Fixed Duration	0 h		03/17/15	03/17/15									
<Add task>														

13. Once the effort estimation has been completed, the task can be split to the different roles for individual management and reporting.

Work Plan

Common Add Related Custom Actions Utilities Misc

Transfer all time sheets to a new ... Agile - Split Task by Roles Agile - Assign to Iteration Add Baseline

Name	Work	Duration	Start Date	Due D...	% Com...	Resources	Agile - Moved From RBL	Agile - Role 1 EE	Agile - Role 1 EE Scale	Agile - Role 2 EE	Agile - Role 2 EE Scale	Agile - Role 3 EE	Agile - Role 3 EE Scale
New Agile - SCRUM Project	163.5 d	209 d	05/29/14	03/17/15		Omri Ziv		75		75		13.5	
Sprint Backlog	0 d	53 d	12/10/14	02/20/15				25		25		4.5	
Sprint 1	688 h	18 d	12/10/14	01/02/15				0		0		0	
Delivery readiness	54.5 d	68 d	12/10/14	03/13/15				25		25		4.5	
Sprint 2	688 h	18 d	01/05/15	01/28/15				0		0		0	
Sprint 3	54.5 d	18 d	01/29/15	02/23/15				25		25		4.5	
Sprint Kickoff	24 h	1 d	01/29/15	01/29/15				0		0		0	
Feature 1 Requirement 3	232 h	6 d	01/29/15	02/06/15				0		0		0	
New Backlog Request	54.5 d	1 d	01/29/15	01/29/15				25	XXL (above 25)	25	XXL (above 25)	4.5	S (3-5)
Feature 2 Requirement 3	216 h	6 d	02/06/15	02/13/15				0		0		0	
Feature 3 Requirement 3	208 h	5 d	02/16/15	02/20/15				0		0		0	
Sprint Demo	8 h	1 d	02/23/15	02/23/15				0		0		0	
Sprint 4	240 h	14 d	02/24/15	03/13/15				0		0		0	
Production	0 h	0 h	03/17/15	03/17/15				0		0		0	
<Add task>													

14. In the Roles dialog box you can choose the resources\virtual user for each role.

Work Plan

Common Add Related Custom Actions Utilities Misc

Transfer all time sheets to a new ... Agile - Split Task by Roles Agile - Assign to Iteration Add Baseline

Name	Work	Duration	Start Date	Due D...	% Com...	Resources	Agile - Moved From RBL
New Agile - SCRUM Project	163.5 d	209 d	05/29/14	03/17/15		Omri Ziv	
Sprint Backlog	0 d	53 d	12/10/14	02/20/15			
Sprint 1	688 h	18 d	12/10/14	01/02/15			
Delivery readiness	54.5 d	68 d	12/10/14	03/13/15			
Sprint 2	688 h	18 d	01/05/15	01/28/15			
Sprint 3	54.5 d	18 d	01/29/15	02/23/15			
Sprint Kickoff	24 h	1 d	01/29/15	01/29/15			
Feature 1 Requirement 3	232 h	6 d	01/29/15	02/06/15			
New Backlog Request	54.5 d	1 d	01/29/15	01/29/15			
Feature 2 Requirement 3	216 h	6 d	02/06/15	02/13/15			
Feature 3 Requirement 3	208 h	5 d	02/16/15	02/20/15			
Sprint Demo	8 h	1 d	02/23/15	02/23/15			
Sprint 4	240 h	14 d	02/24/15	03/13/15			
Production	0 h	0 h	03/17/15	03/17/15			
<Add task>							

Roles

Please choose the assigned roles for the task

Role 1:*
Developer X ...
Value is mandatory

Role 2:*
Designer X ...

Role 3:*
front ...
Frontend Developer

OK Cancel

15. After clicking OK, the original has become a hammock, and each new task has its own allocated resource.

Name	Work	Duration	Start Date	Due D...	% Com...	Resources	Agile - Moved From RBL	Agile - Role 1 EE	Agile - Role 1 EE Scale	Agile - Role 2 EE	Agile - Role 2 EE Scale	Agile - Role 3 EE	Agile - Role 3 EE Scale
New Agile - SCRUM Project	2358.5 h	209 d	05/29/14	03/17/15	*	Omri Ziv, ...		75		75		13.5	
New Backlog	54.5 h	192 d	05/29/14	02/20/15				25		25		4.5	
Sprint 1	688 h	18 d	12/10/14	01/02/15				0		0		0	
Delivery readiness	0 h	68 d	12/10/14	03/13/15				25		25		4.5	
Sprint 2	688 h	18 d	01/05/15	01/08/15				0		0		0	
Sprint 3	1124 h	18 d	01/29/15	02/23/15				25		25		4.5	
Sprint Kickoff	24 h	1 d	01/29/15	01/29/15				0		0		0	
Feature 1 Requirement 3	232 h	6 d	01/29/15	02/05/15				0		0		0	
New Backlog Request	54.5 h	1 d	05/29/14	05/29/14				25	XXL (above 25)	25	XXL (above 25)	4.5	9 (3-5)
New Backlog Request - Developer	25 h	1 d	05/29/14	05/29/14		Developer		25					
New Backlog Request - Designer	25 h	1 d	05/29/14	05/29/14		Designer				25			
New Backlog Request - Frontend Developer	4.5 h	1 d	05/29/14	05/29/14		Frontend ...						4.5	
Feature 2 Requirement 3	216 h	6 d	02/05/15	02/13/15				0		0		0	
Feature 3 Requirement 3	208 h	5 d	02/16/15	02/20/15				0		0		0	
Sprint Demo	8 h	1 d	02/23/15	02/23/15				0		0		0	
Sprint 4	240 h	14 d	02/24/15	03/13/15				0		0		0	
Production	0 h	0 h	03/17/15	03/17/15									
Add task													

16. In addition to the standard grid view, you can also install the [Team Board app](#). To update the status of the work, you can use the Team Board view:

Project Details · RBL Estimation ▾

New Agile - SCRUM Project

Mark As ▾ | Email ▾ | Delete | Gantt View | **Team Board** | Following | Custom Actions ▾

Status: Not Active State:

Project Manager: Omri Ziv % Comp:

Parent: * Parent P:

