# Communication Plan Templates Pack

EXTRAS

Communication plan makes the product development more organized and efficient. It's much easier to track the progress and solve issues when all stakeholders of the process are on the same page.

In the article we explained what it includes and how to make it. But as known, a picture is worth a thousand words. Check the templates we use in our daily work and make the most of them (click on the name of each template to get its editable version).

Django Stars Team
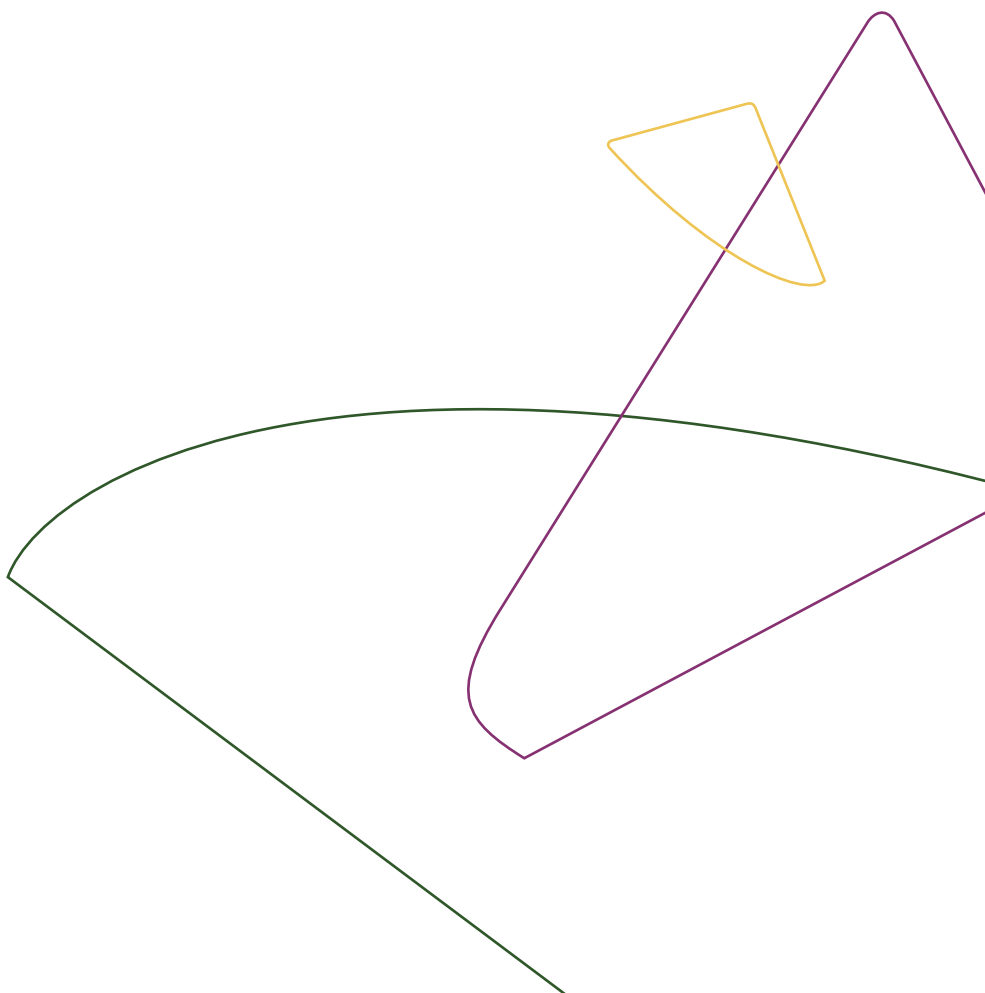
# Commitment Letter Template

**From:**

Project Manager

**To:**

Product Owner

<u>Could you please review and approve our commitment</u>?

**Sprint goals:**

1) Rewriting algorithm for generating user profile
2) Implementation of Score functionality (BE)
3) Finalization of implementation new Subscription

**Commitment:**

| Key | Summary | Estimate, h |
|---|---|---|
| KEYA-012 | <u>Historical performance:</u> | 6 |
| | *Description:* | |
| | Historical performance. Data calculation (all data can be directly calculated out of the index database combined with the weights see excel sheet - see attachment in JIRA). | |
| KEYA-78 | <u>Subscription: Logic and Flow</u> | 5 |
| | *Description:* | |
| | Rewrite questionnaire according to new backend implementation (integration with new frontend slicing). | |
| KEYA-914 | <u>Add validation to Score functionality</u> | 6 |
| | *Description:* | |
| | In current implementation validation of input data in API views is absent (this causes 500 errors). 1. Add validation for data received from API request (Django Rest Framework serializer). 2. Add tests coverage for API views. | |

**Team capacity** is 6w 4d (1 BE developer with full day involvement, FE developer with 80% capacity, 1 QA with full day involvement).

**Efforts committed:** 5w 4d

| Data | Events: |
|---|---|
| 1/17/2017 | Stand-up call (11:00 a.m. CET) |
| 1/24/2017 | Demonstration meeting (4:00 p.m. CET) |

**Predicted completion date:** 16/Feb/18
**Optimistic completion date:** 14/Feb/18
**Pessimistic completion date:** 21/Feb/18
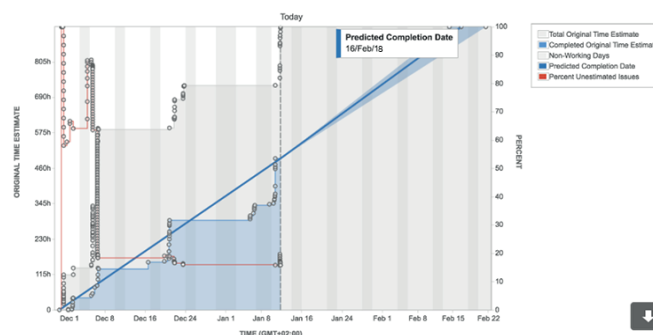
**When:**

after each sprint planning meeting (i.e., if the sprint lasts for two weeks, the letter is being sent once in two weeks).

**What's in:**

☑ sprint's goals;

☑ list of features the team has agreed to complete during the following sprint;

☑ list of people involved in the process and their workloads;

☑ estimates on the amount of logged time spent on work.

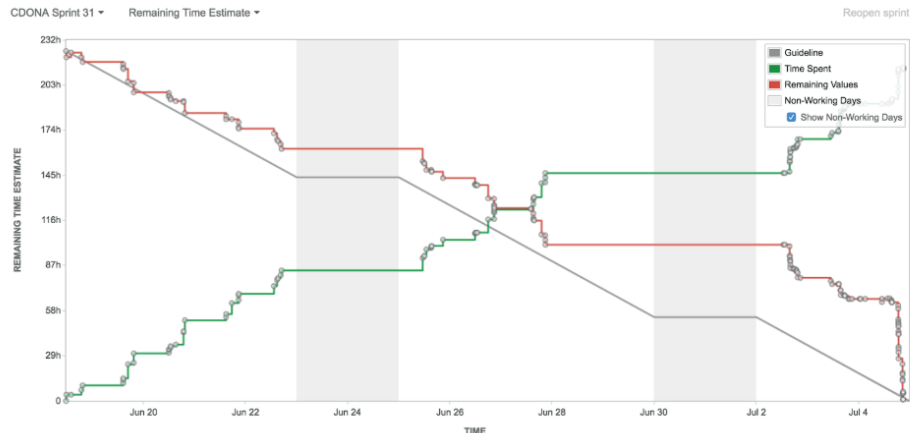# Sprint Report Template

**From:**

Project Manager

**To:**

Product Owner

The **Sprint 31** was successfully **completed**.

Please see the report below (link to sprint report) and approve it:

**Sprint 31 - Burndown chart:**

CDONA Sprint 31 ▾    Remaining Time Estimate ▾                                    Reopen sprint

- Guideline
- Time Spent
- Remaining Values
- Non-Working Days
- ☑ Show Non-Working Days

REMAINING TIME ESTIMATE

232h · 203h · 174h · 145h · 116h · 87h · 58h · 29h · 0

Jun 20   Jun 22   Jun 24   Jun 26   Jun 28   Jun 30   Jul 2   Jul 4

TIME

**Original Estimate for Completed tasks:** 315.25h

**Spent Efforts:** 305.08h

**Deviation:** -3.22%

**Completed tasks:**

| Issue Type | Key | Summary | Original Estimate, h | Time Spent, h | Deviation, h |
|---|---|---|---|---|---|
| Task | XXXX-1203 | New logos in the header of website | 1 | 1 | 0 |
| Task | XXXX-1907 | New design for website | 2 | 2 | 0 |
| Task | CDON-1853 | Newsletter pop-up | 2 | 2 | 0 |
| Task | CDON-1741 | New link and highlight design for website | 4 | 4 | 0 |
| Task | CDON-1785 | Add temporary date for sending emails | 8 | 8 | 0 |

**When:**

at the end of the sprint (i.e., if the sprint lasts for two weeks, the letter is being sent once in two weeks).

**What's in:**

☑  list of tasks team accomplished;

☑  how much time has been spent on the task accomplishment;

☑  chart showing correlation between time estimates and time logged;

☑  report on reached (or not) objectives the team committed to;
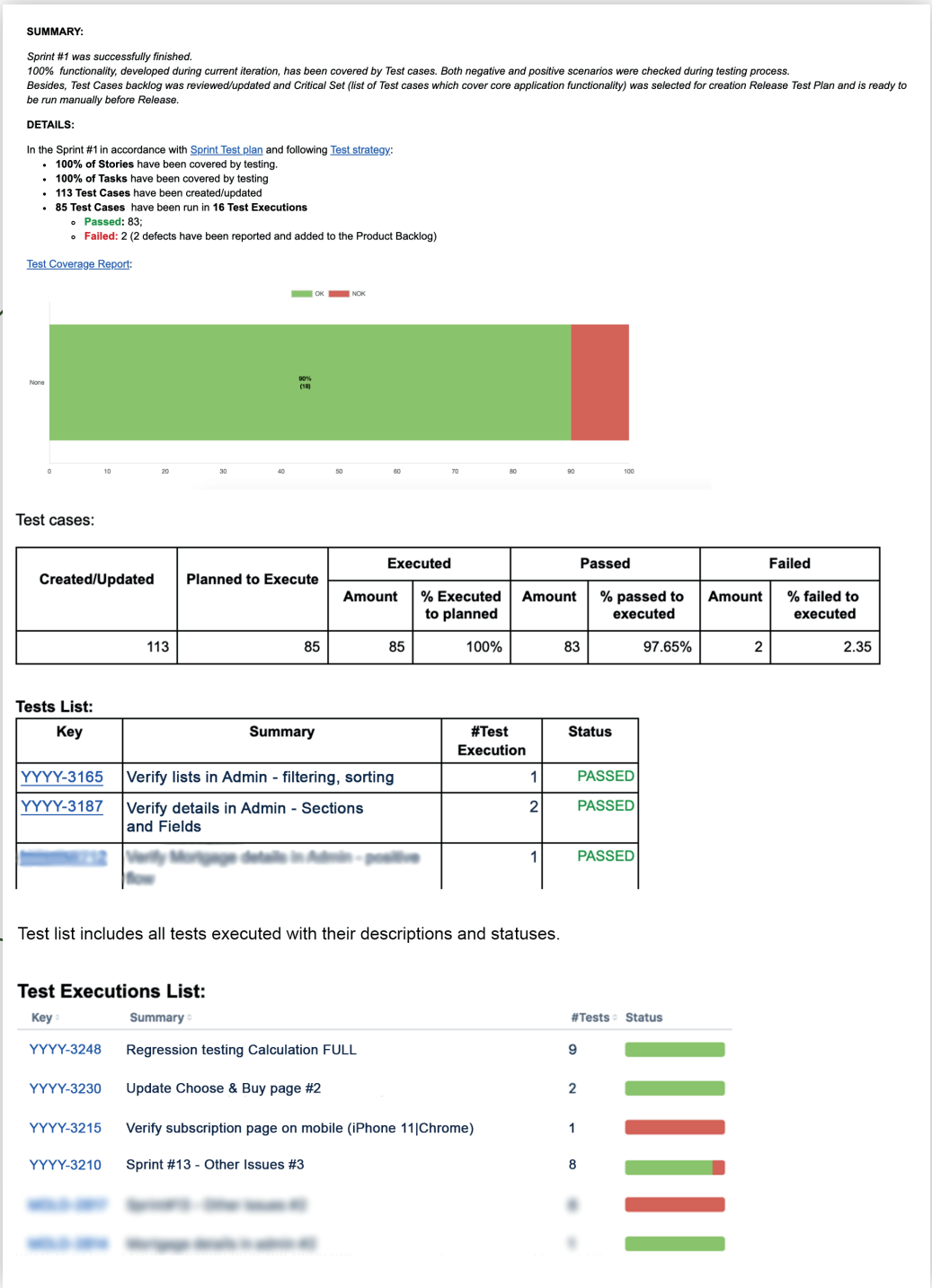
☑  estimates on the amount of logged time spent on work.

# Test Report Template

**From:**

Project Manager
(prepared by
Quality Assurance
team)

**To:**

Product Owner



**SUMMARY:**

*Sprint #1 was successfully finished.*
*100% functionality, developed during current iteration, has been covered by Test cases. Both negative and positive scenarios were checked during testing process.*
*Besides, Test Cases backlog was reviewed/updated and Critical Set (list of Test cases which cover core application functionality) was selected for creation Release Test Plan and is ready to be run manually before Release.*

**DETAILS:**

In the Sprint #1 in accordance with Sprint Test plan and following Test strategy:
- **100% of Stories** have been covered by testing.
- **100% of Tasks** have been covered by testing
- **113 Test Cases** have been created/updated
- **85 Test Cases** have been run in **16 Test Executions**
  - **Passed:** 83;
  - **Failed:** 2 (2 defects have been reported and added to the Product Backlog)

Test Coverage Report:

| OK | NOK |

90%
(18)

| None | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 |

Test cases:

| Created/Updated | Planned to Execute | Executed | | Passed | | Failed | |
|---|---|---|---|---|---|---|---|
| | | Amount | % Executed to planned | Amount | % passed to executed | Amount | % failed to executed |
| 113 | 85 | 85 | 100% | 83 | 97.65% | 2 | 2.35 |

**Tests List:**

| Key | Summary | #Test Execution | Status |
|---|---|---|---|
| YYYY-3165 | Verify lists in Admin - filtering, sorting | 1 | PASSED |
| YYYY-3187 | Verify details in Admin - Sections and Fields | 2 | PASSED |
| | Verify Mortgage details in Admin - positive flow | 1 | PASSED |

Test list includes all tests executed with their descriptions and statuses.

**Test Executions List:**

| Key | Summary | #Tests | Status |
|---|---|---|---|
| YYYY-3248 | Regression testing Calculation FULL | 9 | |
| YYYY-3230 | Update Choose & Buy page #2 | 2 | |
| YYYY-3215 | Verify subscription page on mobile (iPhone 11|Chrome) | 1 | |
| YYYY-3210 | Sprint #13 - Other Issues #3 | 8 | |

**When:**

at the end of the sprint (i.e., if the sprint lasts for two weeks, the letter is being sent once in two weeks).

**What's in:**

☑ list of bugs found and fixed;

☑ information on the issues encountered;

☑ evaluations of the tested items (including their names, versions and environments);

☑ recommendations.

# IF YOU HAVE IDEAS TO DISCUSS, CONTACT US AT

**info@djangostars.com**

djangostars