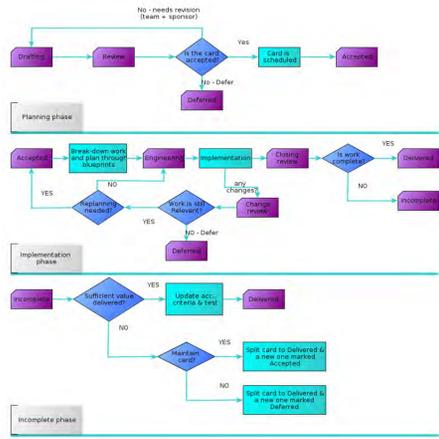
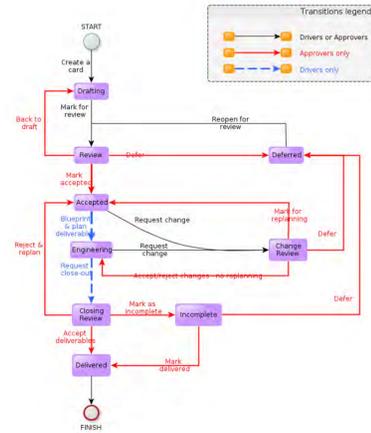


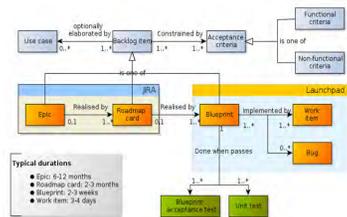
# Process



# JIRA workflow



# Info model



## A CARD TEMPLATE

A headline description of the work. just the big picture summary, engineering details are in blueprints.

### Rationale

Why are we doing this?  
What is the impact on end-users?  
On developers?

### Acceptance criteria

When are we done?  
- A condition; what's the expected output

### Engineering

- How many engineers do you need?
- Is there a required target delivery date?
- What is the estimate for the work to be done? Is there a specific delivery date to commit to for a first implementation?
- What are the plans to validate the feature?
- How will the new work be demonstrated?

# Templates

### Risks

Are there any risks for the card?

### Community assessment

- What is the position of the community (if it exists) on the planned deliverables? Do they make sense? Are there any concerns?

## Close out at delivery

How did you meet the acceptance criteria?  
What did you deliver?

How did you validate?

How would you showcase this work?

What went well? What didn't go well?  
What could we improve?

## Close out at deferral

Why is the card deferred?  
Superseded by other cards, or is it obsolete due to other changes?  
Was there something delivered? What?

Was there any validation done for any deliverables?

Would the card need to be revisited later?  
What should trigger such a review?

What went well? What didn't go well?  
What could we improve?

# Links!

WIKI process: <https://wiki.linaro.org/OPSCOM/RoadmapProcessWithJIRA>

JIRA rapid-board - all cards: <https://cards.linaro.org/secure/RapidBoard.jspx?rapidView=5>  
This rapid-board can be filtered using the quickfilters at the top to show the cards targeted for particular quarters

OPSCOM shortlist spreadsheet: <https://docs.google.com/a/linaro.org/spreadsheets/ccc?key=0AmTRRvye9pnjdEN0dC1QSWHxcXVpYWR0dHZxbW11Y3c&pli=1#gid=4>

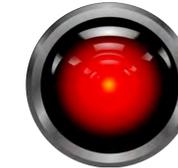
Linaro-roadmap LP project (answers, faq, bugs): <https://launchpad.net/linaro-roadmap>  
Ask a question using: <https://answers.launchpad.net/linaro-roadmap>  
Report a bug using: <https://bugs.launchpad.net/linaro-roadmap>

JIRA Documentation <https://confluence.atlassian.com/display/JIRA050/JIRA+Documentation>  
Wiki rendering: <https://jira.atlassian.com/secure/WikiRendererHelpAction.jspx?section=all>

# DEMO



# REPORTS



## Every Quarter

JIRA cards closeouts  
- follow the template ;-)  
- Results will be collected and shared with TSC, OPSCOM and any other interested stakeholder

**NOTE:** All cards receive a closeout even if they are incomplete. The only condition is for the card to have the "current" cycle as target

## Every Week

JIRA cards progress updates  
- overall status - latest achievements  
- must notify of new BLOCKED work, problems or risks  
- it is ok to not have an update if there is no significant change

**NOTE:** if you reported blocked items earlier, or risks, you should follow up with updates on the card

## Every Month - week of the release

JIRA cards detailed progress updates  
- overall release status  
- any post mortem feedback e.g. TL/PM assessment of milestone ETA (warning about any changes)  
- list of blueprints packages delivered for the card

**NOTE:** this progress update cannot be skipped