

OOF Beijing M1 Planning Milestone Checklist Template

DRAFT PROPOSAL FOR COMMENTS

This checklist is expected to be completed for the project to pass the M1 Release Planning Milestone.

M1 Release Planning Milestone definition



Usage

1. Use the "Copy" and "Move" options (available under the ..., top right of this page) to duplicate this template into your project wiki.
2. Fill out the Yes/No column
3. Provide link to evidence (when necessary)

Practice Area	Checkpoint	Yes /No	Evidence - Comment	How to?
Product Management	Are Product Backlog Epics entered in Jira?	Yes	7 issues	Create a Backlog item Difference between a Product and Sprint Backlog
	Are Product Backlog Stories entered in Jira?	Yes	37 issues	Create a Backlog item
	Are Product Backlog Stories linked to Product Backlog Epics?	Yes	https://jira.onap.org/secure/RapidBoard.jspa?rapidView=99&projectKey=OPTFRA&view=planning.nodetail&epics=visible	Work in a Sprint
	Are Product Backlog Stories prioritized?	Yes		Prioritize a Backlog item
	Is the project team ready to estimate the top Stories (for coming Sprint) in Product backlog?	Yes		Estimate a Backlog item
	Is the project team ready to create a 2 weeks Sprint in Jira?	Yes		Create a Sprint
	Are Team Members willing to create Tasks and associate them with Stories in Jira?	Yes		Create a Backlog item
	Has the project team plan to contribute to Platform Maturity Improvement ?	Yes	OOF Beijing M1 Release Planning#PlatformMaturity	
Release Management	Is there a Release Planning Template available and completed in wiki?		OOF Beijing M1 Release Planning	
	Have all the " Release Components Name " been defined in Resources and Repositories (Deprecated) for your project? (this includes all Sub-Components Names, Sub-Components Repositories Names, Maven Group ID, Sub-Components Description)	Yes	Resources and Repositories (Deprecated)#OptimizationFramework	
	Have all the " Resources committed to the Release " been defined in Resources and Repositories for your project? This includes First and Last names, LFID, Email Address and Location for PTL, Project Manager, Committers and Contributors.	Yes	Resources and Repositories (Deprecated) . Will request the contributors to add their LF ID and email, if not already present.	
	Have new developers made themselves familiar on the Onboarding Process?	Yes		Onboarding
	Is the project team aware of the Release milestone ? Any misses will require TSC exception.	Yes		
Integration and Testing	Has the Integration Team defined the vendor equipment list?		Not applicable	
	Has the Integration Team defined the End 2 End Release Test Case?	No	This is work in progress.	
Development	Is the Project Team committed to develop Unit Test?	Yes	We will meet or exceed the minimum test coverage requirements for R2	
	Has the Project Team put in place an Automated Unit Test infrastructure?	No	This work is in progress. We initiated work on using Python unittest with coverage	

Is the Project Team committed to create Continuous System Integration Testing (CSIT) test case?	Yes		
Is the Project Team committed to perform Scrum ceremonies?	Yes	We identified five sprints (with the last sprint shortened by a day to meet the M4 Code Freeze deadline of 2018-03-29. Sprints are 1/22-2/2, 2/5-2/16, 2/19-3/2, 3/5-3/16, and 3/19-3/29)	Scrum Overview
Are the Project Team members aware of Continuous Integration Principles (don't break the build, Fix the build,...)?	Yes	We will take care to get all members (core and new contributors) be aware of the process. We will ensure build passes before commits from Sprint 2	Continuous Integration
Has the Project Team a clear understanding on the Code Coverage expectations?	Yes	While the project is in incubation and seed-code is being on-boarded as a part of Beijing release, we will meet or exceed the R2 requirement of 50% code coverage.	Code Coverage and Static Code Analysis
Does the Project Team understand the Free and Open Source Software (FOSS) process?	Yes	We will take care to get all members (core and new contributors) be aware of the process, and will ensure compliance at code/documentation review and commit times.	Free and Open Source Software
Is the Project Team willing to fill out accordingly the FOSS table?	Yes	We filled out the license information on the OF sub-page	Fill out sub-pages for each project under Free and Open Source Software
Is the Project Team willing to comply to the Commit Process ?	Yes		Commit Messages
Does the Project Team understand the purpose of Code Review ?	Yes		Code Review
Is the Project Team aware of the Coding Guidelines ?	Yes	OOF/HAS is primarily a Python project. The coding guidelines used in the HAS seed code are in compliance with those used in OpenStack. The OSDF code is compliant with PEP8 style. During R2, we will work towards standardizing the coding guidelines (and try to coordinate with other Python projects to develop and/or comply with ONAP Python coding guidelines)	Development Practices (Java Coding Style)