

# [ExtAPI] 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

Practice Area	Checkpoint	Yes /No	Evidence - Comment	How to?
Product Management	Are Product Backlog Epics entered in Jira?	Yes	1 issue	Create a Backlog item  Difference between a Product and Sprint Backlog
	Are Product Backlog Stories entered in Jira?	Yes	8 issues	Create a Backlog item
	Are Product Backlog Stories linked to Product Backlog Epics?	Yes	Product Backlog	Work in a Sprint
	Are Product Backlog Stories prioritized?	Yes	Product Backlog	Prioritize a Backlog item
	Is the project team ready to estimate the top Stories (for coming Sprint) in Product backlog?	Yes	Product Backlog	Estimate a Backlog item
	Is the project team ready to create a 2 weeks Sprint in Jira?	Yes	Current Sprint	Create a Sprint
	Are Team Members willing to create Tasks and associate them with Stories in Jira?	Yes	Product Backlog	Create a Backlog item
	Has the project team plan to contribute to <a href="#">Platform Maturity Improvement</a> ?	Yes	<a href="#">Beijing Release Platform Maturity</a>	ExtAPI is not included on the MVP list for the release will not be subject to the minimum recommendation for each maturity category.
Release Management	Is there a <a href="#">Release Planning Template</a> available and completed in wiki?	Yes	<a href="#">Release Planning Template</a>	
	Have all the " <b>Release Components Name</b> " been defined in <a href="#">Resources and Repositories (Deprecated)</a> for your project? (this includes all Sub-Components Names, Sub-Components Repositories Names, Maven Group ID, Sub-Components Description)	Yes	<a href="#">Resources and Repositories (Deprecated)</a>	
	Have all the " <b>Resources committed to the Release</b> " been defined in <a href="#">Resources and Repositories</a> for your project? This includes First and Last names, LFID, Email Address and Location for PTL, Project Manager, Committers and Contributors.	Yes	<a href="#">Resources and Repositories (Deprecated)</a>	
	Have new developers made themselves familiar on the <a href="#">Onboarding</a> Process?	Yes		<a href="#">Onboarding</a>
	Is the project team aware of the <a href="#">Release milestone</a> ? Any misses will required TSC exception.	Yes		
Integration and Testing	Has the Integration Team defined the vendor equipment list?	N/A		ExtAPI has not identified any vendor equipment
	Has the Integration Team defined the End 2 End Release Test Case?	N/A		ExtAPI is not on MVP, so E2E Test Case is not required
Development	Is the Project Team committed to develop Unit Test?	Yes		
	Has the Project Team put in place an Automated Unit Test infrastructure?	N/A		ExtAPI is not on MVP, so Automated Unit Test is not required
	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	<a href="#">2018 weekly Project meetings</a>	<a href="#">Scrum Overview</a>
	Are the Project Team members aware of Continuous Integration Principles (don't break the build, Fix the build,...)?	Yes		<a href="#">Continuous Integration</a>
	Has the Project Team a clear understanding on the Code Coverage expectations?	Yes		<a href="#">Code Coverage and Static Code Analysis</a>
	Does the Project Team understand the Free and Open Source Software (FOSS) process?	Yes		<a href="#">Free and Open Source Software</a>

Is the Project Team willing to fill out accordingly the FOSS table?	Yes	<a href="#">Project Foss</a>	Fill out sub-pages for each project under <a href="#">Free and Open Source Software</a>
Is the Project Team willing to comply to the <a href="#">Commit Process</a> ?	Yes		<a href="#">Commit Messages</a>
Does the Project Team understand the purpose of <a href="#">Code Review</a> ?	Yes		<a href="#">Code Review</a>
Is the Project Team aware of the <a href="#">Coding Guidelines</a> ?	Yes		<a href="#">Development Practices</a> (Jave Coding Style)