



# **USING TRELLO FOR ITO LMS PROJECT**

**A Getting Started Guide for ITO 2.0 Software  
Development Group**

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# WHAT IS TRELLO?

Agile terminology: “Information radiator”

- visual “real-time” tool for conceptual view of project
- Especially helpful with multiple sprint teams

Each Sprint Team has a Trello board, aka: Scrum task board

Similar to Kanban used in Adjuveris Phase 2

Column Headers (from left to right):

- User Stories
- Tasks to Do
- Tasks in Progress
- Tasks Completed
- User Stories Done



## HOW DOES IT WORK?

Cards (tasks or job stories) should advance from left to right as progress is made.

To move:

- Drag and drop on “board screen” OR
- Click on move button within card, then select new column from Lists dropdown, then click on Move button.

(Trello tracks moves with auto-comment).

Boards are re-used each Sprint; occasionally some cards may carry over to next sprint.

Completed cards will be archived by ScrumMaster when appropriate.



# JOB STORIES VS. TASKS

Job stories are broken down into tasks during Sprint Planning.

- Each task becomes a card.
- Tasks are numbered to show which job story they belong to.
- (May be more than 1 job story showing on the board.)

Numbering sequence:

- n. is release level
  - ie: release 0 for sprint 0 landing page, release 1 for remainder of 2017)
- n.n is requirement level
  - 1.15 is release 1, requirement 15
- n.n.n is job story level
  - 1.15.1 is release 1, job story 1 for requirement 15
- n.n.n.n is task level
  - 1.15.1.2 is release 1, task 2 of job story 1 for requirement 15



## “OWNING” A CARD

Sprint team members “commit” to tasks during Sprint Planning meeting

Indicated by member’s initials within circle on bottom right of card.

Multiple members can own a card (eg: developer/tester)

To take ownership:

- Within card, click on Members button, then initials of “committed” member.
- A blue checkbox should appear in the list, and the circle should appear on the “front” of the card.

This step can be done by anyone (ie: single person operating a laptop logged into Trello during sprint planning meeting)



# LABELS

Labels are colours showing at top left of each card's front.

- Help define task status within the columns
- Universal legend across all sprint boards

To assign label:

- Click on card to open, then on label button and select appropriate colour. A white checkmark will appear on colour, and colour will appear at top left of front of card.
- To remove, uncheck the colour within the card.

Can assign more than one label at a time if needed



# LABELS

- Orange: To do (not taken)
- Blue: In progress
- Yellow: Coded (testing in progress)
- Green: Complete (sprint team declares done)
- Red: Blocked - Obstacle (to be reported at next StandUp/ Wednesday group meeting)
- Purple: User story declared done by Product Owner
- Black: Removed from Sprint (must be approved by ScrumMaster)

Completed

Coded, testing in progress

To Do



Blocked

User Story Done

In Progress

Removed from Sprint

# NOTIFICATIONS

Trello can send email notifications when a card is updated (comment made, moved to new column, etc)

Helpful to be aware of most current info if your task is related to another task. (Any project team member can see cards on any Sprint Team's Trello board.)

To “opt-in” for notifications (per card),

- Click on card, then click on subscribe button. A green checkbox should appear, and Trello should e-mail you each time a change is made to the card.
- To “opt-out”, click on subscribe button again to unsubscribe.





## SPRINT TEAM EXPECTATIONS

As developers work on tasks, they will comment on what they've done and move their cards to the appropriate column to reflect current status.

- Real world: immediately so sprint team always has most current information.
- Our modification: ideally before each standup, definitely before Wednesday meetings.

