

Workflow Documentation

This document outlines the production workflow adopted in Summer 2023 and which should be followed moving forward. Changes should be discussed with [Elouise Oyzon](#).

Week 1

This week should be used entirely for onboarding and setup; this includes the following:

1. Ensuring everyone has access to the [Google Drive](#)
2. Ensuring everyone has access to the [ClickUp](#)
3. [Getting familiar with ClickUp](#)
4. Looking through the “[Next Steps](#)” documentation for your respective team (the Production Next Steps document contains links to all others and is linked here)
5. Playing the [latest build](#)
6. Looking through the “[Getting Started](#)” folder
7. Ensuring everyone has access to the Perforce
8. [Getting Perforce and Unreal set up](#)
9. Learning more about Perforce: [2. Using Perforce](#) [3. Perforce Etiquette](#)
[5. Remote Repo vs Local Repo vs Local Copy AKA General Unreal/Perforce ...](#)
10. [Learning more about Unreal](#)
11. Forming Teams (Recommended reading: [Team Formation section from Summer 2023](#))
12. Getting familiar with the project (file structure, etc.)
13. Learning Unreal (as needed)
14. Setting priorities and expectations (see the [Production Next Steps](#) for recommended MVP priorities)
15. Getting in the swing of attending Daily Standups
16. Looking through the documentation for your respective team (in Google Drive)
17. Looking through the documentation for your respective team (in ClickUp, before archiving the previous team’s work)
18. Getting familiar with the [Workflow](#) (please read the [notice below](#) before reading)

TEAM LEADS/PRODUCTION LEAD ONLY:


1. [Setting up ClickUp for the semester](#)
2. Start preparing documentation for your respective team for the semester

This week boils down to not starting work on the project in Unreal until Week 2.

NOTICE

The remainder of the document is for the **Production Lead and Team Leads** to coordinate the teams for the semester, although it's still a good idea to get a sense of the basic workflow ahead of time. Before getting into the workflow for the remainder of the semester, having a solid background in Agile and Scrum is strongly recommended, as many of the following terms will align with those ideologies and help avoid confusion.

Readings to Complete Before Continuing:

1.  Scrum 101 - Mountain Goat Software
2. [Scrum Activities](#)
 - a. [Sprint Planning](#)
 - b. [Daily Scrum](#) (these are your Daily Standups)
 - c. [Sprint Review](#)
 - d. [Sprint Retrospective](#)
3. [Scrum Tools](#)
 - a. [Product Backlog](#)
 - b. [Sprint Backlog](#)
 - c. [Sprint Board](#)

The aforementioned readings will prepare you for the jargon below. These are rather generic and don't fit exactly what is set up at Changeling, but they should get you started.

For the Production Lead, you will need to read the [Production Next Steps](#) and the [Summer 2023 Production Documentation](#) to understand better the process within Changeling and the more specific approaches to the workflow. There are also [included notes below the workflow to answer basic questions](#).

Feel free to contact me < Kyle James > via Discord with further questions.

Weeks 2-15 (Remainder of Semester)

SPRINTS: There are 14 weeks of work here (your semester may have less; adjust accordingly), broken into 2-week sprints, making seven sprints total. Each sprint will sport the same workflow:

1. Sprint Planning (1st Monday)
2. Sprint Execution (1st Monday through 2nd Wednesday)
3. Code Freeze (2nd Wednesday @ midnight)
4. Official Build (2nd Thursday as early as possible)
5. Documentation / Further Sprint Execution (2nd Thursday)
6. Playtesting (2nd Friday)
7. Playtest Write-Up (2nd Friday)
8. Sprint Review (2nd Friday)
9. Sprint Retrospective (2nd Friday)

<i>Sprint</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>
Current	Sprint Planning	Working...			
	Working...			Code Freeze & Build! Doc work for others	Playtesting Playtest Writeup Sprint Review Sprint Retro

DAY-TO-DAY: As the overall sprint workflow takes place, there is also expected day-to-day ongoing maintenance as follows:

1. Daily Standups (the Production Lead should try to make each team's standup or do a daily standup with the Team Leads)
2. ClickUp Sprint Board Updates (could be a brief meeting following standup, integrated into standup, or other methods your team finds suitable)
3. ClickUp Product Backlog Updates (could be alongside Sprint Board Updates)
4. Daily Build
5. Daily Work (work pulled from the Sprint Backlog)
6. Leads Meeting (once weekly, preferably Fridays)

It's important to note that about halfway through the last sprint, teams should shift their focus to documentation to prepare the incoming group of interns.

Process Advice / Common Questions

- **Sprint Planning**

At the beginning of the semester, it's strongly recommended that you <Production Lead> work with [Elouise Oyzon](#) to confirm the Minimum Viable Product and begin outlining the work that needs to happen to reach the MVP; this will help you <Production Lead> direct the teams better and direct sprint goals for the first sprint. As the semester progresses, the Team Leads will get a good sense of the work that needs to happen; allow them <Team Leads> to plan the sprint initially, and you <Production Lead> should confirm or alter their <the team's> sprint goals to align with the necessary priorities. Teams should reflect their sprint plan on their sprint boards on ClickUp.

- **Sprint Execution**

Team Leads must ensure that the team is on track throughout the sprint; you <Production Lead> should have a good sense of the progression through Daily Standups and weekly Leads Meetings.

- **Code Freeze**

Enact this later on a day; we chose the 2nd week of the sprint's Wednesdays at midnight; this ensures that all code is checked in and ready for the official build (meaning that no broken code/levels should be in the code freeze at this point).

- **Official Build**

Build early the day after the code freeze to prevent hold-ups in development. We chose the 2nd week of the sprint's Thursdays at 8 am. Once the build completes, have one member from each team test their section of the build to ensure it runs properly. If there are significant issues, resolve them. Once teams resolve the issues and the official build completes, upload it to [Google Drive](#) and announce to the others in the project that they're safe to get back into developing in the Perforce.

- **Documentation / Further Sprint Execution**

Teams should document their work as they work ([blueprints](#) or otherwise); however, this is not usually what happens. The Code Freeze ensures that members have time to work on documentation. Once the Official Build is up, they should continue working on documentation or execute their sprint plans as needed.

- **Playtesting**

Playtesting occurs on the 2nd week of the sprint's Friday; this is an effective way to wrap up the sprint and allows teams to celebrate their work for the sprint. The biggest suggestion is to focus on observational recording. Do not use surveys or ask the playtester to recount their thoughts after the playtest. Ask playtesters to narrate what they're doing as they playtest and record other observations; this skill is difficult to learn but necessary. All data is relevant and essential to consider in some way (even if you discard it, you should have a reason why). Playtest notes are great ways to determine future sprint planning, so Team Leads must review them carefully.

- **Playtest Write-Up**

Once all the notes are in Google Drive, begin to compile the [Playtest Write-Up](#). Team Leads should work with their teams to fill out their section of the Playtest Write-Up. Once each team completes its section, the Production Lead should write the Summary.

- **Sprint Review**

The Team Leads should review their team's sprint progress and whether or not they met their goals; if not, it's essential to evaluate why. The [Sprint Report Template](#) in ClickUp will help organize sprint reviews. Team Leads will fill out the Sprint Reports with their Team either on the 2nd week of the sprint's Thursday or Friday or the first Monday of the next sprint. The Sprint Report Template also encompasses the Sprint Retrospective, explained more below. The Production Lead should review these Sprint Reports and complete one that discusses the production work completed for the sprint.

- **Sprint Retrospective**

Team Leads should run their team's retrospective, likely using the [Retrospective Starfish](#) to help organize the retro. Unlike the review, the retrospective focuses solely on the process the team is using. Each team will likely need a slightly different variation of the base process to support their needs; they'll discover that through their retrospectives. My advice to the Team Leads is to tell their team members to come to the retrospective meeting with three items to discuss using the starfish model; from there, discuss what three elements (from the whole team) your team wants to incorporate into the process moving forward. As a Production Lead, doing this with your Team Leads during the Leads Meeting is also recommended. It's encouraged that you <Production Lead> continue to refine the overall process, not just for your group but for future teams coming in as well; you will do this through retrospectives with your Team Leads and with issues you notice. For the retrospective, both the Team Leads and Production Lead will need to fill out the section in the Sprint Report Template; it's also encouraged that the

Production Lead actively documents it in the Production Documentation as the semester progresses.

- **Daily Standups**

These are incredibly important in keeping transparency with the Production Lead, Team Leads, in helping ensure prioritization is in the right place, and in helping foster collaboration cross-teams. Each Team Lead will have a daily standup for their team; it's encouraged that the Production Lead try to go to all standups. If attending all standups is impossible, schedule a Daily Standup of Daily Standups (effectively another Team Leads meeting) each day. *Try to keep standups at around 15 minutes MAX. Each team member should answer three questions: what have you worked on since the last standup, what are you planning to do up until the next standup, and if you have any blockers (potentially preventing them from completing what they need to get done).* Further discussion may occur *after* each team member has gone through their standup.

- **Sprint Board Updates**

Apart from setting up the sprint board during sprint planning, where teams pull from the product backlog, teams approach regular updates differently (and don't try to enforce a "correct" way, either). The following methods have worked:

1. Team members naturally update their tasks in the sprint board as they do work
2. Team Leads update the sprint board for the whole team (usually during standup)
3. The team reviews the sprint board in a brief meeting following the standup (we refer to these as ClickUpdate meetings)

As a Production Lead, you will need to help teams find what works best for them; if teams are lost, encourage them to try ClickUpdate meetings. Some teams will need more structure, while others need less, but it is crucial to ensure that the task cards get filled out to completion to ensure transparency in what people are doing.

- **Product Backlog Updates**

These should naturally occur; as new action items pop up for a team, the teams should add them to the Product Backlog. The most common time to see product backlog updates are after playtests when new action items come up; however, any time a new work item for the game comes up, it should find its way into the product backlog. The product backlog will provide the pool from which the sprint backlog will pull from in the sprint planning meeting. Again, to reiterate, it is crucial to ensure that the task cards get filled out to completion to ensure transparency in what people must do for that task.

- **Daily Build**

Long story short, someone in your team should pull each day from the Perforce and perform a daily build. Once the official build is in Google Drive, these builds should be cleared out. Do not eschew this recommendation. Some errors only make themselves known in the build, and it *will* hurt having to try to find the root cause of the issue days or a week back.

- **Daily Work**

The work that team members are doing should be in the sprint boards reflecting their work; this work will work toward the sprint goal as a part of sprint execution.

- **Leads Meeting**

These occur once weekly, ideally on Fridays, to reflect on the first and second halves of the sprints and keep **Elouise Oyzon** up to date with the progress. There are several goals:

1. Run this like a standup, but have the Team Leads (and the Production Lead) answer these three questions: what has your team accomplished since the last Leads Meeting? What are you planning to accomplish before the next Leads Meeting? Do you have any blockers?
2. Any other brief announcements/process updates/points of emphasis/prioritization.
3. **Elouise Oyzon** announcements
4. (IF FINAL LEADS MEETING OF SPRINT) Sprint retrospective from an overall process standpoint. Have the Team Leads come in with three starfish points and determine what three action items (at most) the Production Lead wants to incorporate into the overarching process that will affect each team.
5. G.O.A.T. of the Week Nominations (something fun that improves morale for the project)