



Team Foundation Server

Planning Guide Hands-on Lab (HOL)

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Visual Studio ALM Rangers

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Visual Studio ALM Rangers

This content was created by the Visual Studio ALM Rangers, a special group with members from the Visual Studio Product Team, Microsoft Services, Microsoft Most Valued Professionals (MVPs) and Visual Studio Community Leads.

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Introduction

Overview

This hands-on lab delivers a practical walk-through of the Team Project Guidance in terms of Team Foundation Servers, Team Project Collections, Team Projects and Teams

Visual Studio ALM Rangers

The Visual Studio ALM Rangers are a special group with members from the Visual Studio Product group, Microsoft Services, Microsoft Most Valued Professionals (MVP) and Visual Studio Community Leads. Their mission is to provide out-of-band solutions to missing features and guidance.

This guide is intended for Microsoft “200-300 level” users of Team Foundation Server. They are intermediate to advanced users of Team Foundation Server and have in-depth understanding of the product features in a real-world environment. Parts of this guide might be useful to novices and experts, but they are not the intended audience for this guide.

Prerequisites

To complete the basic and advanced hands-on-lab walk-through scenarios, you need the following environment:

- Visual Studio ALM Rangers Base Virtual Image

... or

- A single server (physical or virtual) environment that has the following software installed and configured:

Software	Version	Note
Operating System	Windows 7 Windows 8 Windows Server 2008 Windows Server 2008 R2	
SQL Server	SQL Server 2008 SP1	Enterprise edition recommended.
Team Foundation Server	2012	
Visual Studio	2012	Ultimate Edition

Paths

The HOL refers to the working directory as **<HOL_PATH>** in this document, which by default refers to the following path on Rangers VMs: **C:\HOL\ProjectPlanning_ACV\SampleGuidance**

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Suggested Focus and Time Map

If you are intending to follow the Hands-on Lab (HOL) step by step, use these times as a guideline. If, however, you are intending to investigate each step in detail, double the times as a bare minimum.

Topic	Duration in minutes	Page
Exercise 1 – Context	5	10
Exercise 2 – Start Visual Studio	5	11
Exercise 3 - Stepping through the planning of a Server Strategy	10	13
Exercise 4 - Stepping through the planning of a Team Project Collection Strategy	10	16
Exercise 5 - Stepping through the planning of a Team Project Strategy	10	24
Exercise 6 - Stepping through the planning of a Team Strategy	20	31
Exercise 7 - Stepping through the planning of an Advanced Team Strategy	20	46
TOTAL	80 min	

Table 1 - Suggested focus and time map

We wish you a pleasant and interesting journey!

Team Foundation Server - Planning Guide (HOL)

Exercise 1: Context

This hands-on lab walks you through a typical Team Foundation Server implementation planning exercise, guiding you through the decisions whether to have one or more Team Foundation Servers, one or more Team Project Collections, one or more Team Projects and one or more Teams, based on scenarios and implications of each decision.

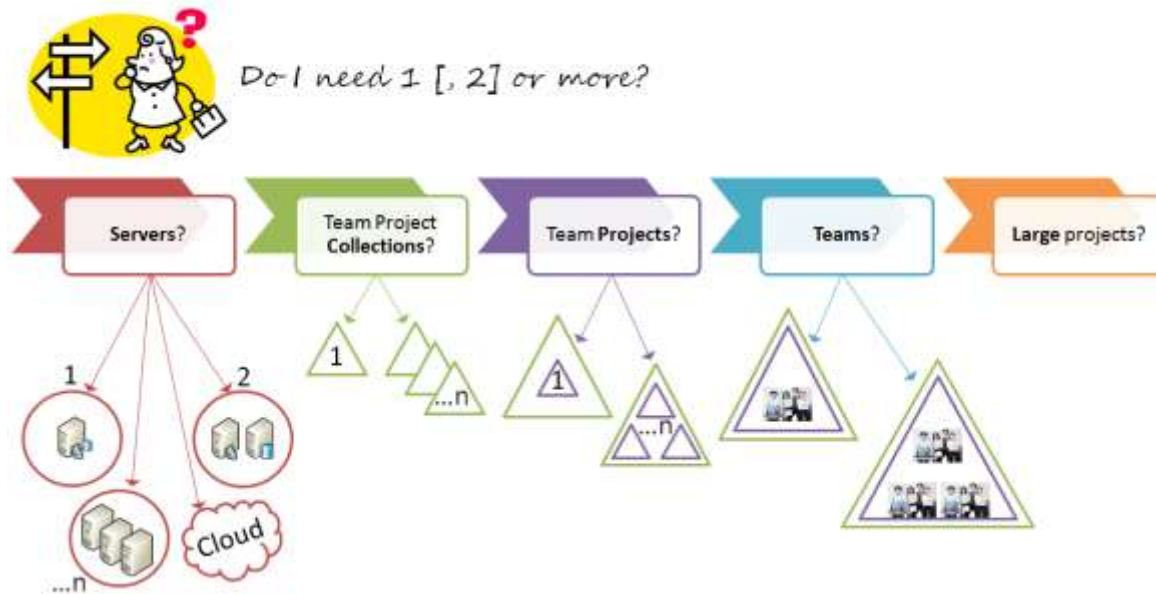


Figure 1 - Making decisions whether we need one, two or more or "stuff"

We are assuming that you ...

1. Represent the persona Dave, who is defined in the guidance companion document:



Dave, the Team Foundation Server administrator, makes sure that the Team Foundation Server environment is running smoothly, loves fine-tuned systems, and is responsible for the process of creating Team Project Collections and Team Projects for the development teams. He has not yet had the time to learn about virtualization technologies, for which he collaborates with Jane.

2. Are working for the company **Consolidated Messaging**, which is defined as follows:



Consolidated Messenger is a medium to large application development consultancy organization that focuses on developing specialized solutions, similar to Trey Research. In addition, it has software development groups that focus on enterprise custom solutions and consultancy for customers such as Humongous Insurance. These groups work both at Consolidated Messenger and on-site at customers around the world as part the customer-centralized software development organizations. Consolidated Messenger has around 1,000 employees with about 100 of its employees interacting with Team Foundation Server, plus an additional 1,000 external users from partners, customers and consultants who will be interacting with Team Foundation Server.

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Exercise 2: Start Visual Studio Ultimate Environment



OBJECTIVE

In this step, we start and set up the Visual Studio environment.

1. Log on onto your virtual machine as **Administrator** or a user with administrative rights to Team Foundation Server. If you are using the “Brian Keller” **ALM VM** or the new ALM Rangers Base VM the password is **P2ssw0rd** and if you are using **the ALM Rangers Base VM**, the password is **P@ssw0rd**.
2. Open Visual Studio.

Choose **Start, All Programs, Microsoft Visual Studio 2012, and Microsoft Visual Studio 2012**.

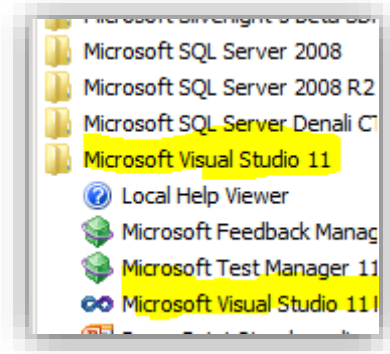


Figure 2 - Microsoft Visual Studio 2012 in Programs Menu

3. If this is the first time launching Visual Studio for this user, you will be prompted to **Choose C# Environment Settings**. Choose the settings that are most appropriate to the kind of development that you do and click the **Start Visual Studio** button.
4. Ensure that you are connected to an **evaluation** Team Foundation Server and, optionally, to a Team Project.
5. You will see the following environment when Visual Studio has initialized successfully:

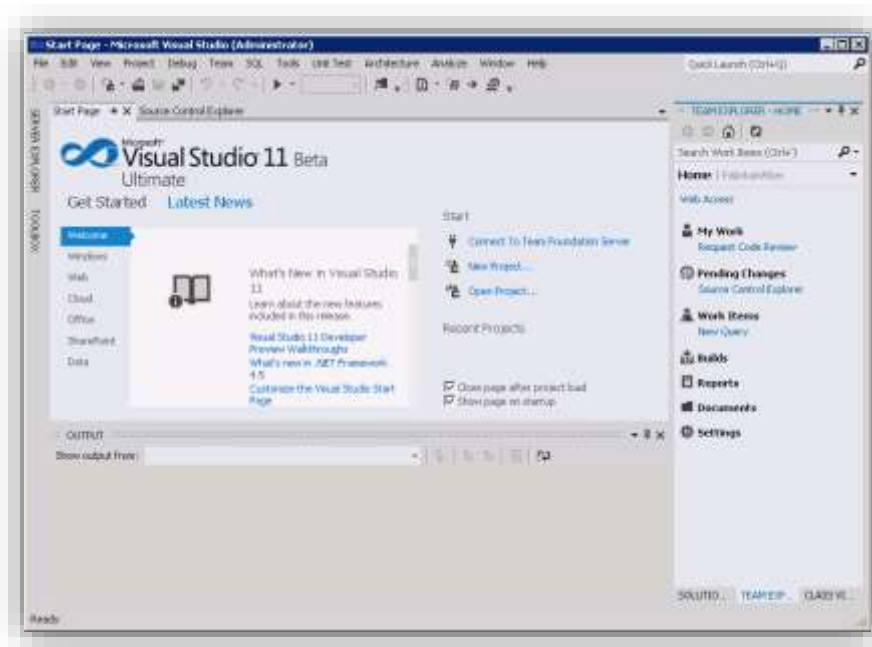


Figure 3 - Microsoft Visual Studio 2010 Startup Environment

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6. Minimize Visual Studio for future use.



REVIEW

We have started Visual Studio, selected the appropriate profile if needed, explored the new home page, and connected to a Team Foundation Server.

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Exercise 3: Stepping through the planning of a Server Strategy



OBJECTIVE

In this exercise we will take a guided walk through the guidance and complete a hypothetical planning session.

Step 1 – Exploring the Guidance

1. Open the Windows Explorer and path to <HOL_PATH>.

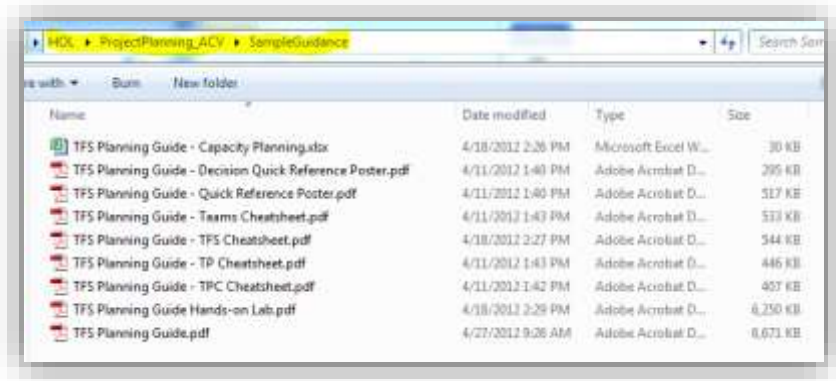


Figure 4 - HOL Path and Content

2. Take note of the following documents, which you will be using in exercise 1 and 2:
 1. TFS Planning Guide – Capacity Planning
 2. **TFS Planning Guide**
 3. **TFS Planning Guide - TFS Cheatsheet**
3. Open the document **TFS Planning Guide – TFS Cheatsheet**
4. Peruse the quick reference poster, which is a handy document as a cheatsheet or to take with you to discuss capacity planning at the next coffee break.
5. The document is divided into four areas:

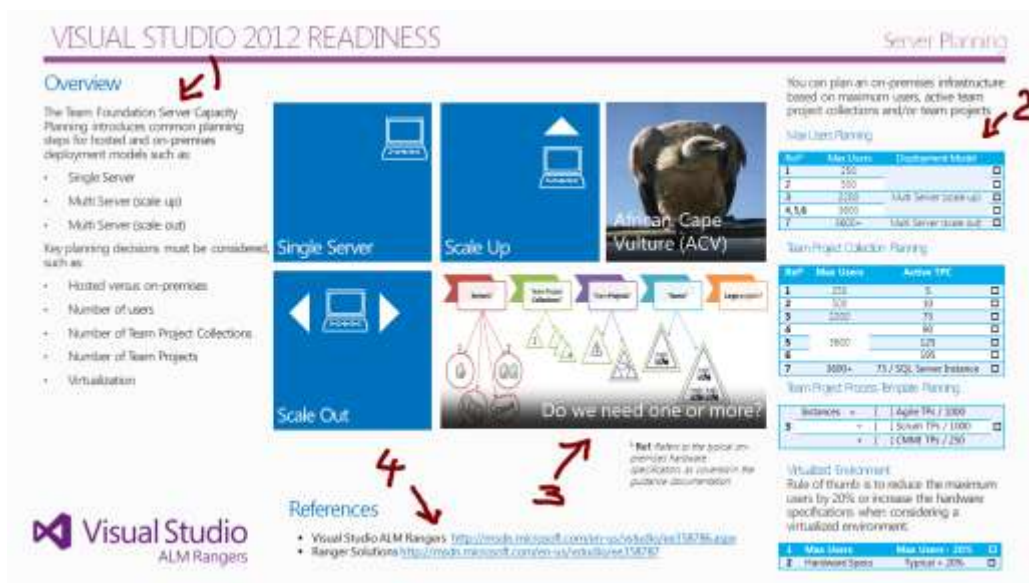


Figure 5 - Four Quick Reference Cheatsheet Areas: Server Capacity Planning

-



Team Foundation Server - Planning Guide (HOL)

Step 2 – Hypothetical Planning Session, using Consolidated Messenger

Context

In this exercise you are representing the persona Dave and planning a Team Foundation Server deployment for Consolidated Messenger. Refer to document **TFS Planning Guide**, sections **Personas** and **Company Profiles** for more information on the persona and the customer type.

Consolidated Messenger has 100 in-house users, 1000 customer users and 500 partner users, with 25% anticipated growth to maximum, in total control of its source code and auditing, and has a need for high availability and scalability.

Understand the requirements

1. We can highlight the important requirements as shown:
 1. Consolidated Messenger has 100 in-house users, 1000 customer users and 500 partner users, with 25% anticipated growth to maximum, in total control of its source code and auditing, and has a need for high availability and scalability.
2. Calculate current and future users:
 1. **Current** = 100 + 1000 + 500 = **1600**
 2. **Future** = 1600 + 25% = **2000**
3. Summarize other requirements:
 1. Total control of source code and auditing
 2. High availability and scalability

Decide between hosted and on-premises infrastructure

4. Maximize the document **TFS Planning Guide**.
5. Find section **Deciding on service versus on premise server infrastructure**.
6. Read the section.
7. You should come to the conclusion that **Team Foundation Service** is not viable due to source code and auditing constraints.

Decide on deployment option

8. Find the section **Understanding the advantages of each deployment option**.
9. Read the section.
10. You should come to the conclusion that the **Scale-up** or **Scale-out** option are the best, based on availability and scalability requirements.
11. Minimize document **TFS Planning Guide**.


Use Capacity Planning Workbook

12. Maximize the document **TFS Planning Guide – Capacity Planning.xlsx**.
13. Capture the current users: 1600.
14. Capture the expected users: 2000.

Visual Studio ALM Rangers - On-Premises Capacity Planning Quick Reference Poster Companion Workbook

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NOTE: This is a simplified model for educational purposes and does not replace expert consulting. Real-world requirements and infrastructure environments can be much more complex.

 **NUMBER OF ACTIVE TEAM FOUNDATION SERVER USERS**

Maximum expected users	2000
Current users	1600

Real-World (Best) Factor 6%

INFRASTRUCTURE ARCHITECTURE	Single Server ATDT	Scale-Up AT + DT	Scale-Out AT + DT
Feasible recommendation for current?	No	Yes	Yes
Feasible recommendation for future?	No	Yes	Yes
Predefined Architecture?	No	Yes	Yes
Server Configuration Type		High-End	Scale Unit
Maximum Current Active Collections (per SQL Server Instance)		75	75
Maximum Future Active Collections (per SQL Server Instance)		75	75
Estimated number of Application Tier (AT) servers		1	1 - 1
Estimated requests per second (rps) in total		380 - 400	420 - 450
Estimated requests per second (rps) on AT server			420 - 450

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Figure 8 - Using the Capacity Planning Workbook

15. Compare the results of the capacity planning workbook with previous deployment options.
16. Take note of the active Team Project Collection guidelines, whereby **active** refers to Team Project Collections that are used on a near-daily basis.

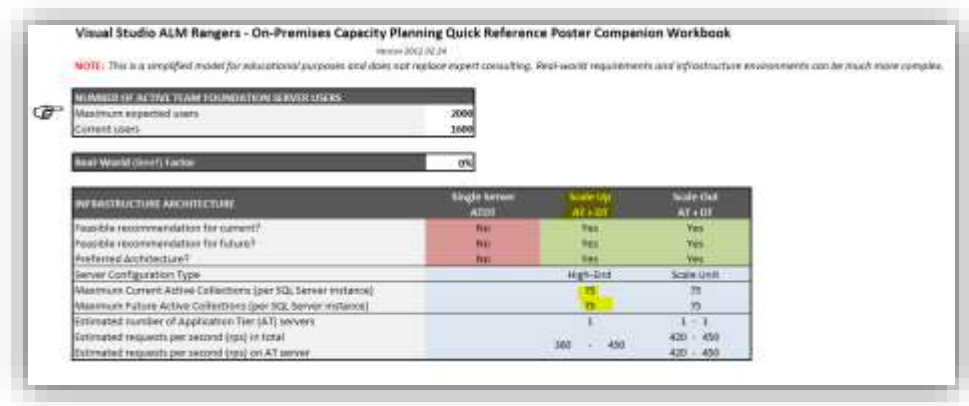


Figure 9 - Maximum Current and Future "Active" Collections

17. Close the document **TFS Planning Guide – Capacity Planning.xlsx** without saving changes.



Note

It would make sense to cater for an additional 15-20% growth for safety, which still keeps the server in the scale-up category. It just increases DB server memory and disk storage.



REVIEW

In this exercise we:

- Explored the Team Foundation Server Project Planning Guidance in terms of Server Capacity Planning.
- Completed a server capacity planning exercise, using the consolidated Messenger customer type.

Exercise 4: Stepping through the planning of a Team Project Collection Strategy



OBJECTIVE

In this exercise we will take a guided walk through the guidance, define and create our Team Project Collection strategy.

Step 1 - Exploring the Guidance

1. Open the document **TFS Planning Guide – TPC Cheatsheet**.
2. Peruse the quick reference poster, which is a handy document as a cheatsheet or to take with you to discuss Team Project Collection planning at the next coffee break.

9 9 9, 9, 9,

1. *Journal of the American Medical Association*, 2000; 283: 2689-2696.

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As introduced in the previous step, the **Consolidated Messenger** has 100 in-house users, 1000 customer users and 500 partner users, with 25% anticipated growth to maximum, in total control of its source code and auditing, and has a need for high availability and scalability.

In addition **Consolidated Messenger** has the following organizational structure, whereby organization X and Y are two independent organizations with ownership of their teams and solutions, as shown in **Figure 12**.

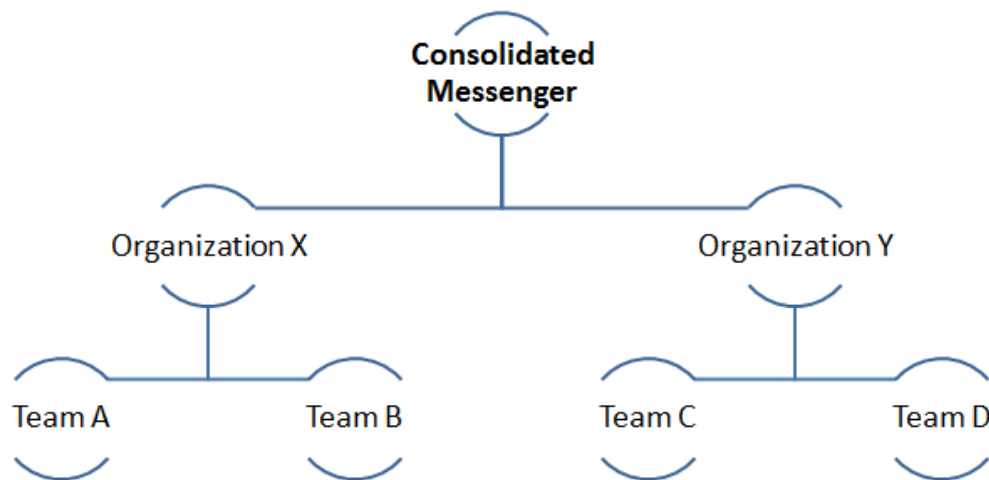


Figure 12 - Consolidated Messenger Organizational Structure

Proposed TPC Strategy

1. Design your Team Project Collection structure, based on the context above.
2. Our proposed design implements a TFS environment that resembles the organizational structure and isolation as shown in **Figure 13**.

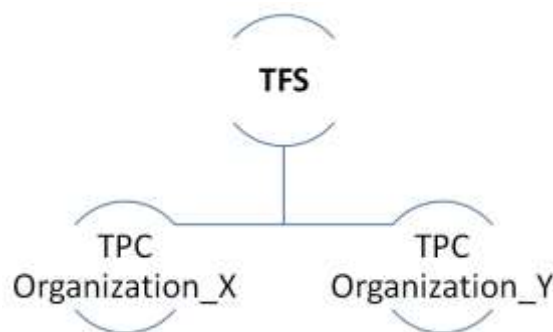


Figure 13 - Consolidated Messenger TPC Design

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Step 3 – Create the proposed Team Project Collections

1. Open Team Foundation Server Administration Console.
Choose **Start, All Programs, Microsoft Visual Studio Team Foundation Server, Team Foundation Server Administration Console**.
2. Expand the **Application Tier** node.
3. Select Team Project Collections as shown in **Figure 14**.

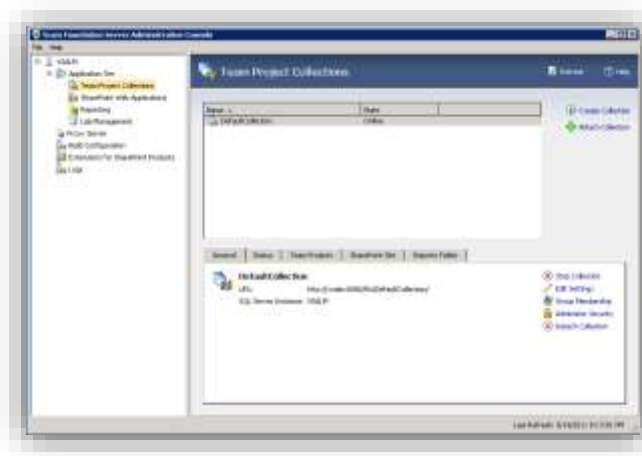


Figure 14 - Team Project Collections Administration

4. Click **Create Collection**.
5. Define **Organization_X** as the **Name**.
6. Define "Consolidated Messenger Organization X" as the **Description**.

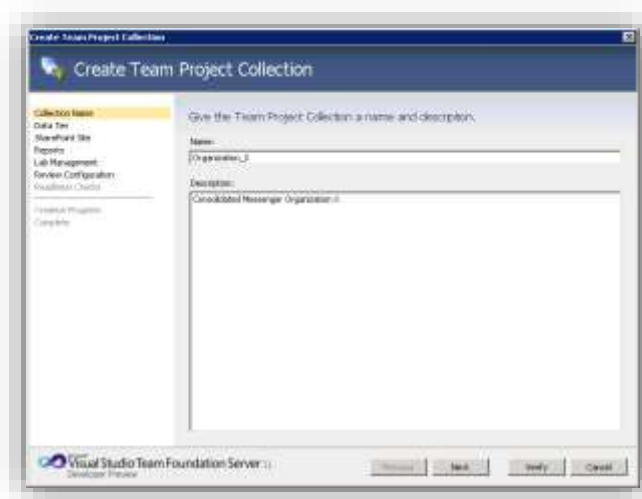


Figure 15 - Team Project Collections Administration: Collection Name

7. Select **Next**.

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- Accept the defaults for the **Data Tier**.



Figure 16 - Team Project Collections Administration: Data Tier

- Accept the defaults for the **SharePoint Site**.



Figure 17 - Team Project Collections Administration: SharePoint Site

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10. Accept the defaults for the **Reports**.

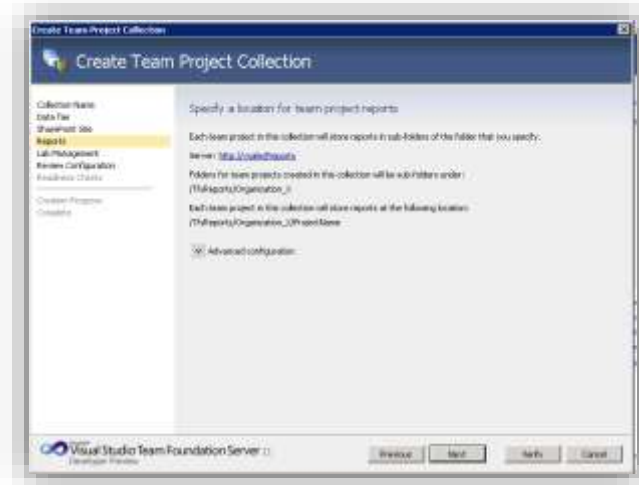


Figure 18 - Team Project Collections Administration: Reports

11. Accept the defaults for the **Lab Management**.

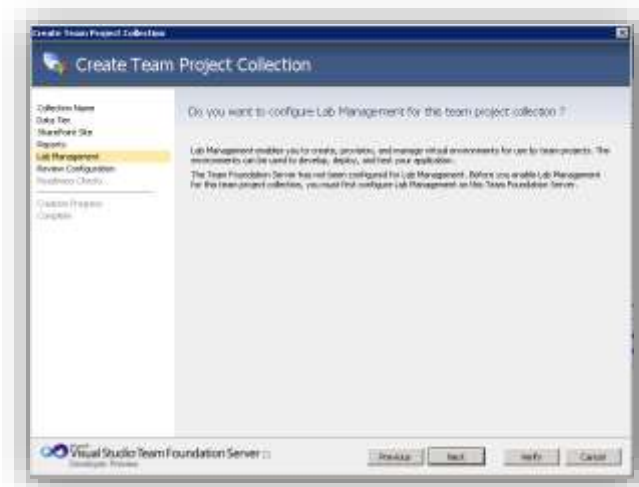


Figure 19 - Team Project Collections Administration: Lab Management

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12. Review Configuration as shown in **Figure 20**.

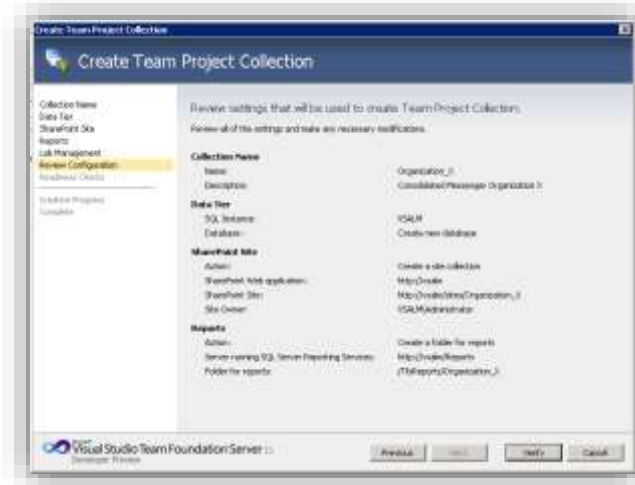


Figure 20 - Team Project Collections Administration: Review Configuration

13. Select **Verify**. Please be patient — the readiness checks can take a while.
14. When all checks have passed, as in **Figure 21**, select **Create**.

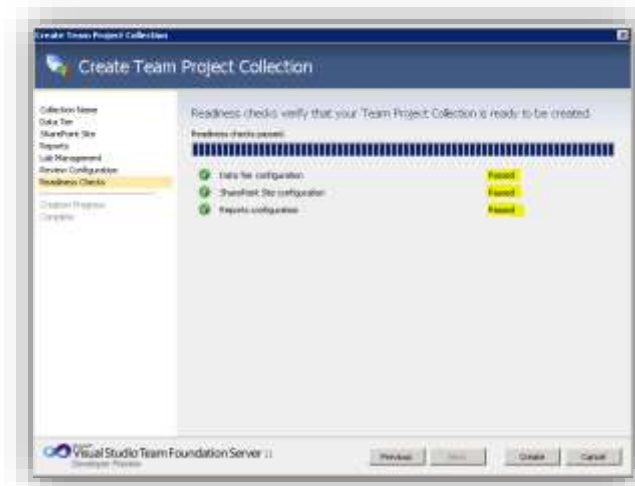


Figure 21 - Team Project Collections Administration: Readiness Verification

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15. When all creation processes have completed, as in **Figure 22**, select **Next**.

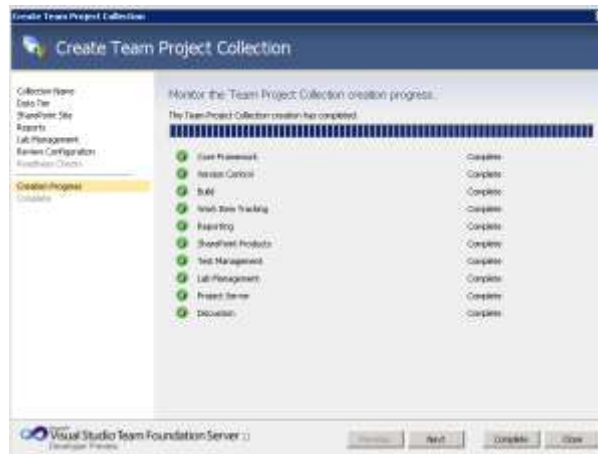


Figure 22 - Team Project Collections Administration: Creation Process Complete

16. Select **Close** to complete the Team Project Collection creation process, as shown in **Figure 23**.

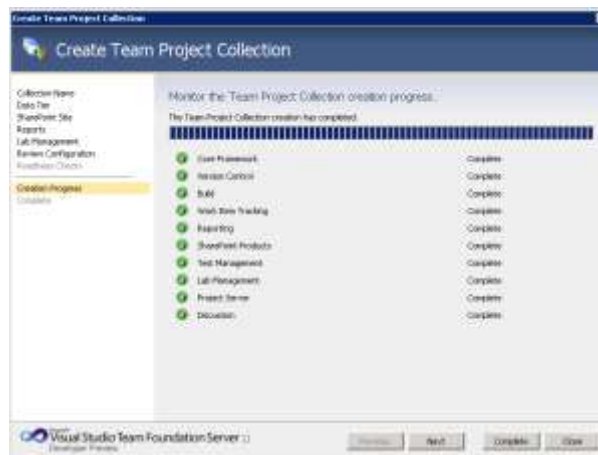


Figure 23 - Team Project Collections Administration: Complete Confirmation

17. Repeat steps the previous steps of this exercise to create the second Team Project Collection, named **Organization_Y**.
18. When done, you should see the two new Team Project Collections as shown in **Figure 24**.

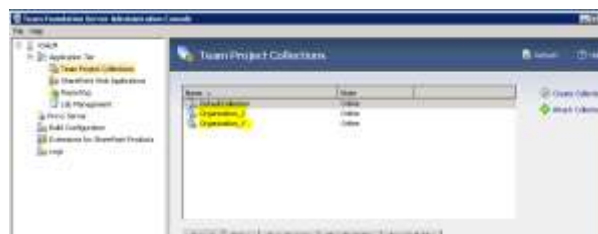


Figure 24 - Team Project Collections Administration: Team Project Collections Created



REVIEW

In this exercise we:

- Explored the Team Foundation Server Project Planning Guidance in terms of Team Project Collections.
- Created the Team Project Collection strategy.

Team Foundation Server - Planning Guide (HOL)

Exercise 5: Stepping through the planning of a Team Project Strategy



OBJECTIVE

In this exercise we will take a guided walk through the guidance, define and create our Team Project strategy.

Step 1 - Exploring the Guidance

1. Open the document **TFS Planning Guide**.
2. Peruse the quick reference poster, which is a handy document as a cheatsheet or to take with you to discuss Team Project planning at the next coffee break.
3. The document is divided into four areas:

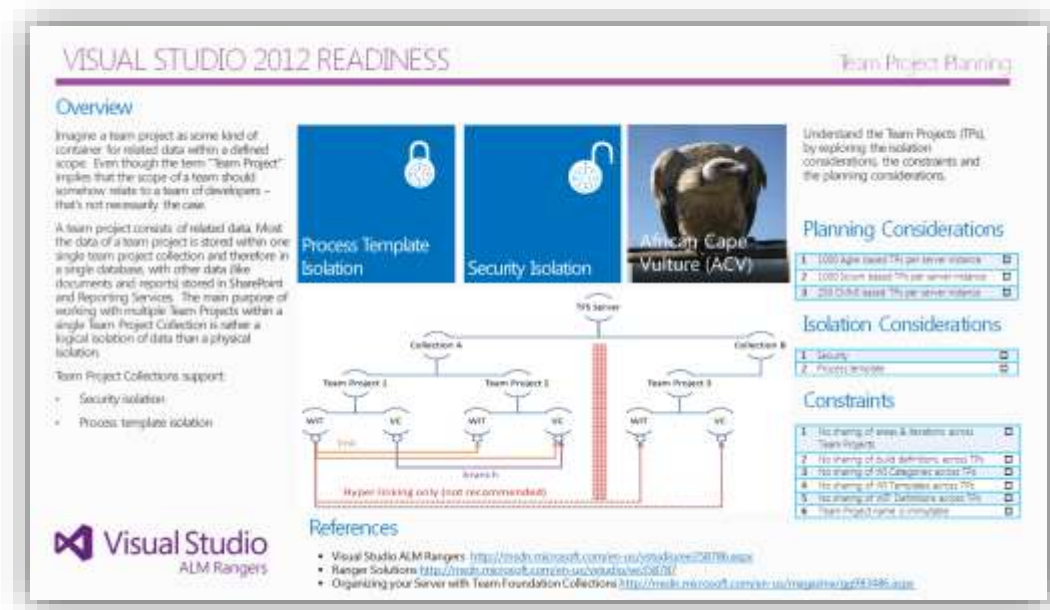


Figure 25 - Four Quick Reference Cheatsheet Areas: Team Project

4. Close the document.
5. Switch back to the document **TFS Planning Guide**.
6. Peruse the section **"Defining your Team Project Strategy,"** which covers the Team Project planning.

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Figure 26 - Designing your Team Foundation Server Team Project Section

7. Keep the document open and minimize it for future reference.

Step 2 – Plan the Team Project Strategy

Context

In this exercise you are representing the persona Dave, who is responsible for planning and implementing the Team Project Strategy.

As introduced in the previous step, the **Consolidated Messenger** has 100 in-house users, 1000 customer users and 500 partner users, with 25% anticipated growth to maximum, in total control of its source code and auditing, and has a need for high availability and scalability. **Consolidated Messenger** has two independent organizations with ownership of their teams and solutions, as shown in **Figure 12**.

For **Organization X**, Consolidated Messenger has one **Internal Tooling** and **two partner** solutions, the latter of which are not sharing a common code base, but are using the tooling created by the internal tooling project. All teams are using the **Scrum** methodology.

Proposed TP Strategy

1. Design your Team Project structure, based on the context above.
2. Our proposed design implements a TFS environment that resembles the organizational structure and isolation as shown in Figure 27.



Figure 27 - Consolidated Messenger TP Design for Organization X

Step 3 – Create the proposed Team Projects

1. Open Visual Studio.

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Choose **Start, All Programs, Microsoft Visual Studio 2012, Microsoft Visual Studio 2012**, right click **Microsoft Visual Studio 2012** and select **Run as administrator**. (Administrative privileges are required to create Team Projects.)

2. Click the down arrow next to the active Team Project, select **Projects and My Teams** and then **Connect to Team Projects**.

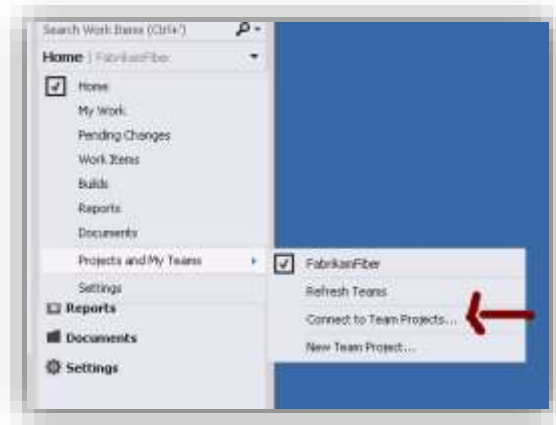


Figure 28 - Select Team Projects

3. Select the **Organization_X** Team project Collection and click **Connect**.

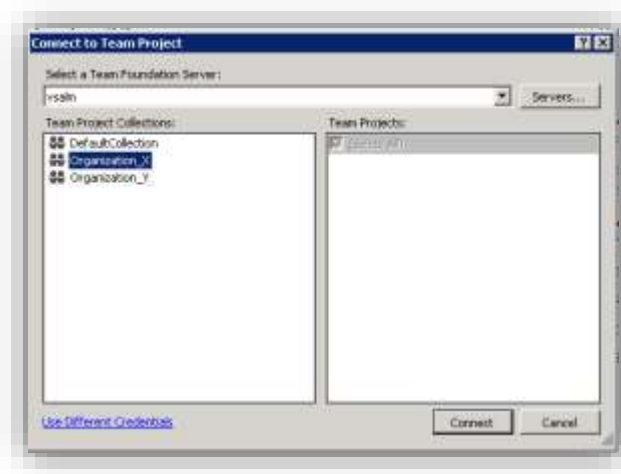


Figure 29 - Connect to Team Project

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4. Select **Create a New Team Project**.

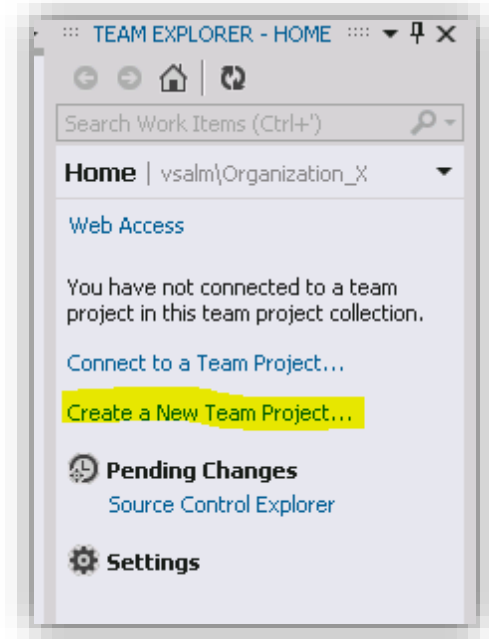


Figure 30 – Create a New Team Project

5. Define the name of the Team Project as **Internal_Tooling** and select **Next**.



Figure 31 - Specify Team Project Name

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6. Select the **Microsoft Visual Studio Scrum** process template and click **Next**.



Figure 32 – Team Project Process Template

7. Accept defaults for the SharePoint site and select **Next**.



Figure 33 – Team Project SharePoint site settings

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- Accept defaults for the Source Control settings and select **Next**.

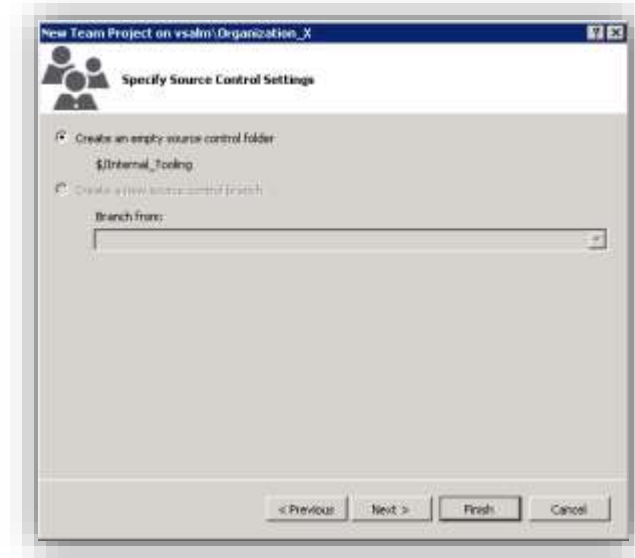


Figure 34 – Team Project Source Control Settings

- Peruse the Team Project settings and select **Finish**.

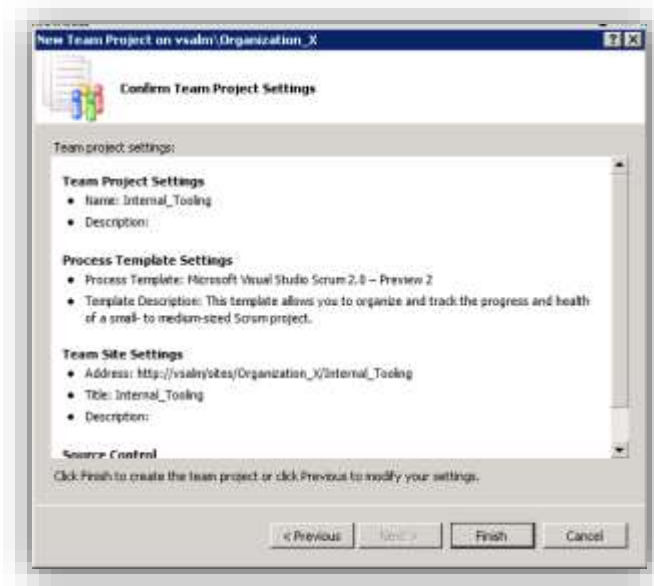


Figure 35 – Team Project Settings

Team Foundation Server - Planning Guide (HOL)

10. Select **Close** when the Team Project has been created.



Figure 36 – Organization X: Internal_Tooling Team Project

11. Repeat the process of creating a Team Project twice for the Team Projects **Partner_X** and **Partner_Y**.

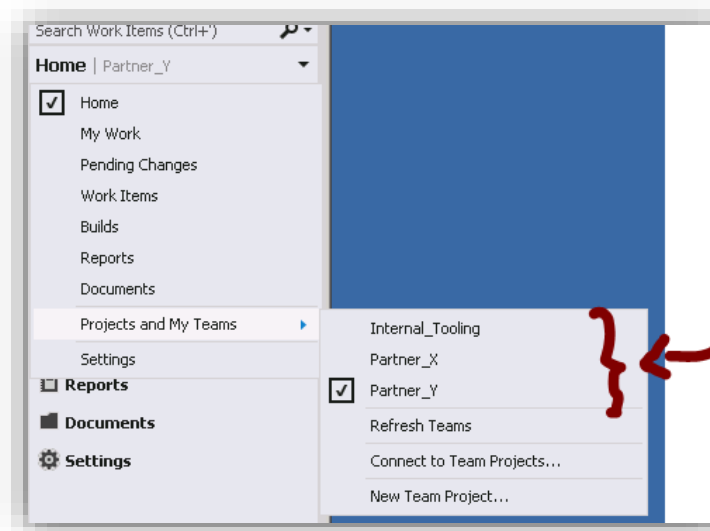


Figure 37 – Organization X Team Projects



REVIEW

In this exercise we:

- Explored the Team Foundation Server Project Planning Guidance in terms of Team Projects.
- Created the Team Project strategy.

Team Foundation Server - Planning Guide (HOL)

Exercise 6: Stepping through the planning of a Teams Strategy



OBJECTIVE

In this exercise we will take a guided walk through the guidance, then define and create our Team strategy.

Step 1 – Exploring the Guidance

1. Open the document **TFS Planning Guide – Teams Cheatsheet**
2. Peruse the quick reference poster, which is a handy document as a cheatsheet or to take with you to discuss Team Project Collection planning at the next coffee break.
3. The document is divided into four areas:



Figure 38 - Four Quick Reference Cheatsheet Areas: Teams

4. Close the document.
5. Switch back to the document **TFS Planning Guide**.
6. Peruse the section “**Defining your Teams Strategy**”, which covers the Team Project Collection planning.



Figure 39 - Designing your Team Foundation Server Teams Section

7. Keep the document open and minimize it for future reference.

Team Foundation Server - Planning Guide (HOL)

Step 2 – Plan the Teams Strategy

Context

In this exercise you are representing the persona Dave, who is responsible to plan and implement the Team strategy.

As introduced in the previous step, the **Consolidated Messenger** has 100 in-house users, 1000 customer users and 500 partner users, with 25% anticipated growth to maximum, in total control of its source code and auditing, and has a need for high availability and scalability. **Consolidated Messenger** has two independent organizations with ownership of their teams and solutions, as shown in **Figure 12**.

For **Organization X**, Consolidated Messenger has one **Internal Tooling** and **two partner** solutions, the latter of which are not sharing a common code base, but are using the tooling created by the internal tooling project. All teams are using the **Scrum** methodology.

The Partner_Y team project has the following personas in its team:

- TFS Administrators
 - Dave (TFS Administrator)
 - Garry (Development Lead)
- Contributors
 - Mike (Program Manager)
 - Doris (Developer)
 - Paul (DBA)
 - Christine (Tester)

Proposed Teams Strategy

1. Design your Teams structure, based on the context above.
2. Our proposed design implements a single team environment as shown in Figure 40.

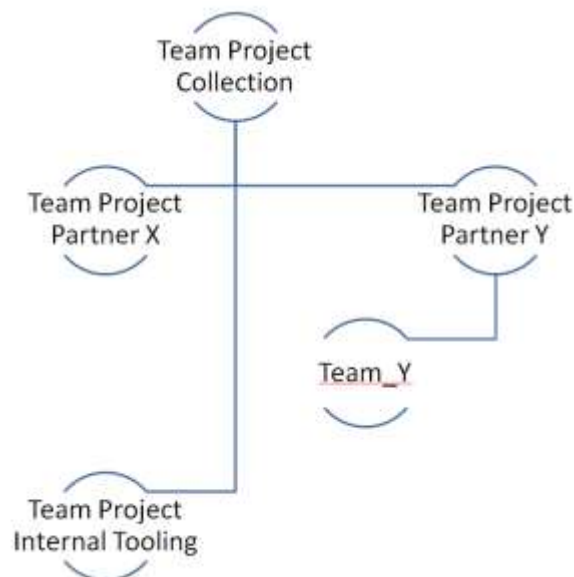


Figure 40 - Consolidated Messenger Team (Y) Design for Organization X and Team Project Partner_Y

Team Foundation Server - Planning Guide (HOL)

Step 3 – Create the proposed Teams

Switch to Web Client

1. In Visual Studio Team Explorer, ensure you have selected Team Project **Partner_Y** and then select **Web Access**.

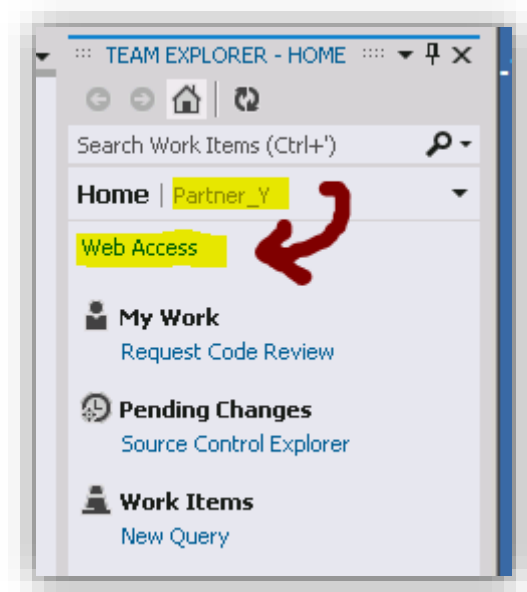


Figure 41 – Organization X - Partner_Y Team Project Web Access

2. Click the administration icon . This takes us into administration mode.

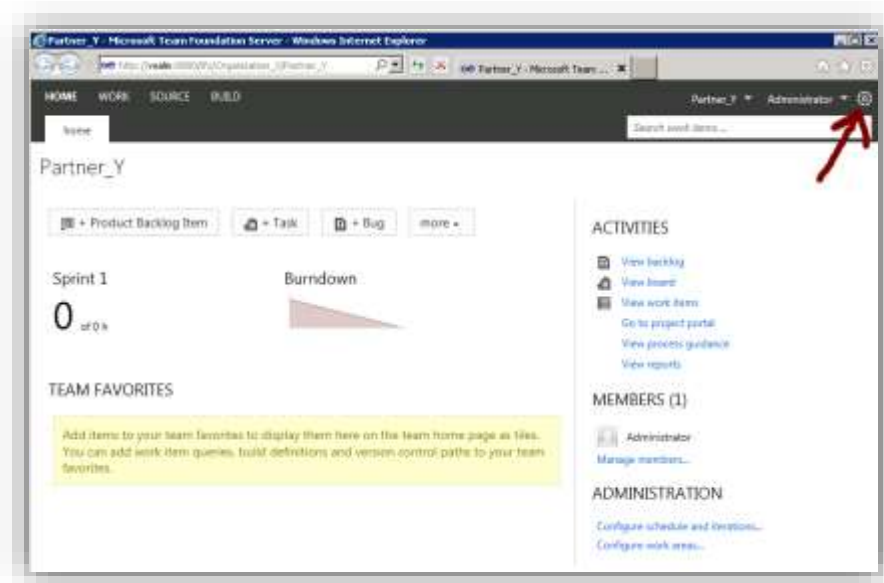


Figure 42 – Switch to administration mode

3. Note that we could re-use and/or rename the default team that was created. As part of this HOL, however, we will create new teams.

Team Foundation Server - Planning Guide (HOL)

Create Team_Y



Note

We could use and optionally rename the default My Teams team, but are creating a new team in this scenario.

1. Select **Create Team** from the Actions menu.

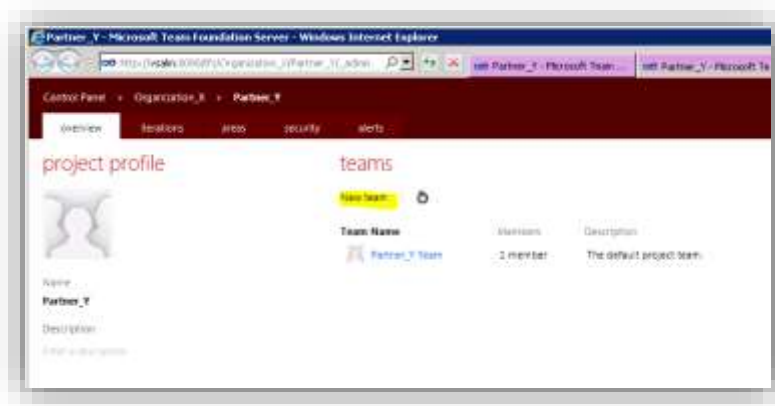


Figure 43 – Create Team

2. Define **Team_Y** as the **Team Name** and add an arbitrary **Description**.



Figure 44 – Create Team Name and Description

3. Select **Create Team** to create the team.

Team Foundation Server - Planning Guide (HOL)

Create Users



Note

We assume that the following users have been pre-created on your virtual machine. If the users do not exist, please add them using the Computer Management administrator tool first.

- TFS Administrators: Dave (TFS Administrator) , Garry (Development Lead)
- Contributors: Mike (Program Manager), Doris (Developer) , Paul (DBA) , Christine (Tester)

1. Select the **security** tab and then select **Project Administrators** from the list TFS Groups.

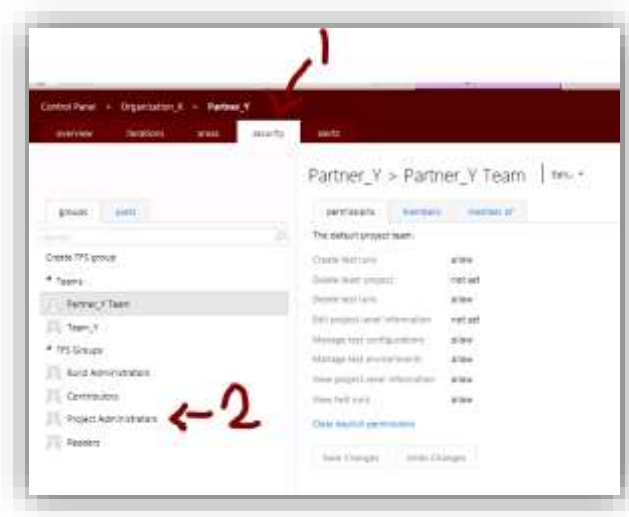


Figure 45 – Manage Administrators

2. Select the **members** tab.

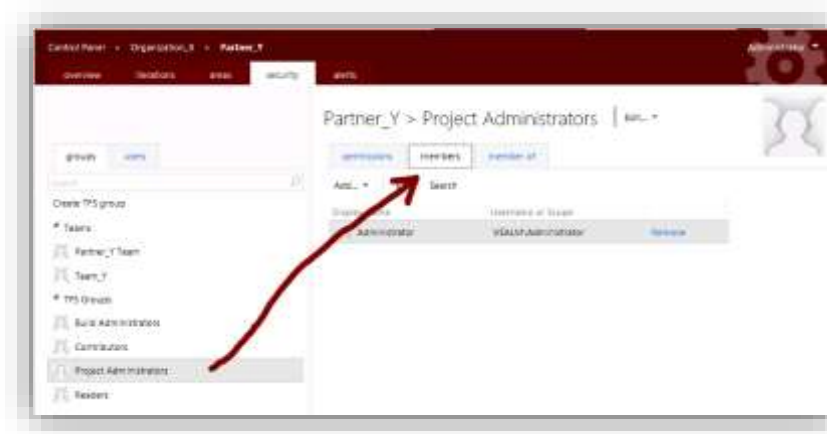


Figure 46 – Manage Members

Team Foundation Server - Planning Guide (HOL)

3. Select **add members**, then add **Dave** and **Garry** as **Project Administrators**.

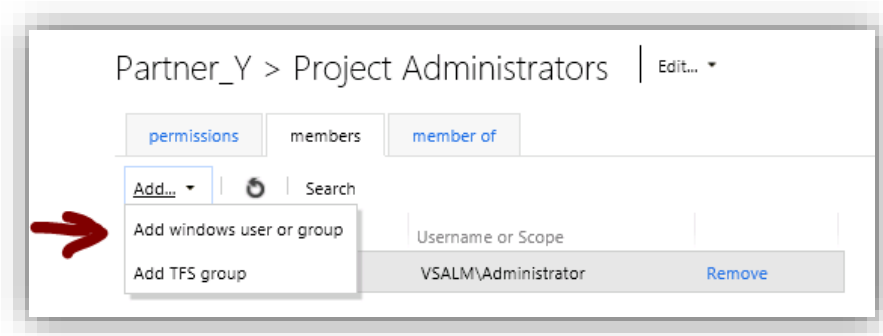


Figure 47 – Add administrators

4. Select **Save Changes**.

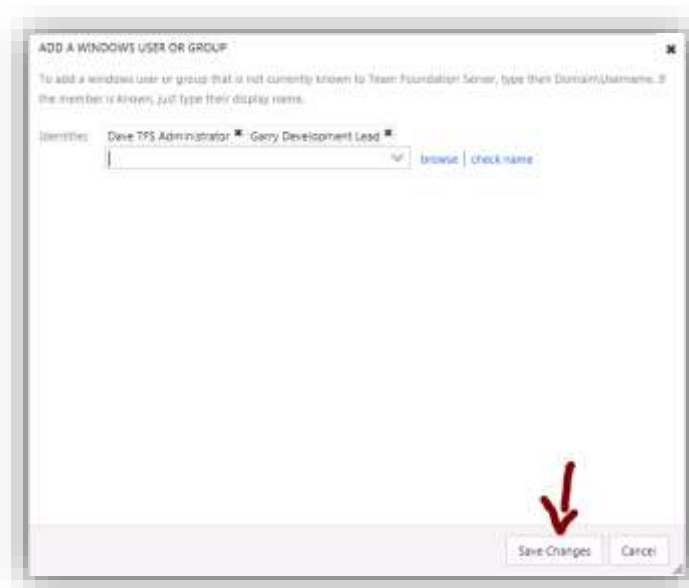


Figure 48 – Add administrators: Save Changes

5. Select **add members**, then add **Mike**, **Doris**, **Paul** and **Christine** as **Contributors** and select **Save Changes**.

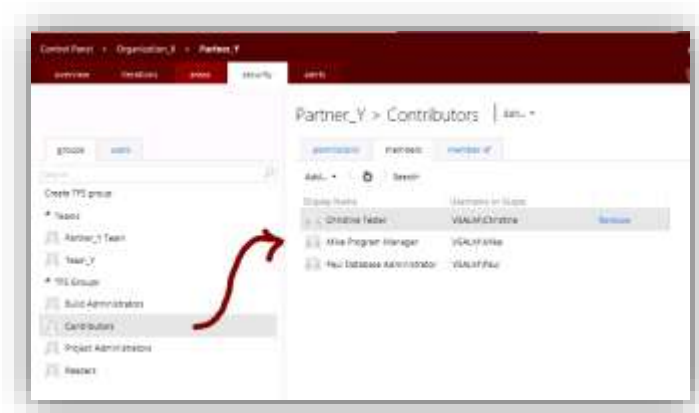


Figure 49 – Add Contributors: Save Changes

Team Foundation Server - Planning Guide (HOL)

Assign users to Team_Y

1. Select **Team_Y** and then select **members**.

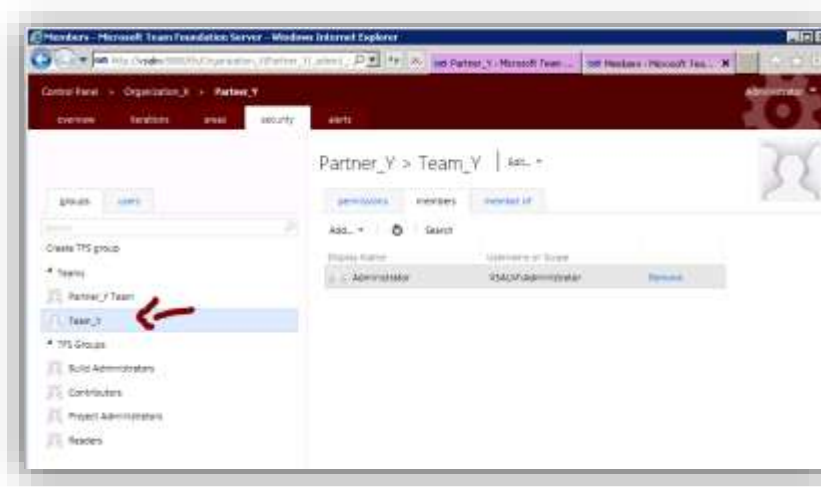


Figure 50 – Manage Team Membership: Team_Y

2. Add users Dave, Garry, Mike, Doris, Paul and Christine as **windows users** and select **Save Changes**.

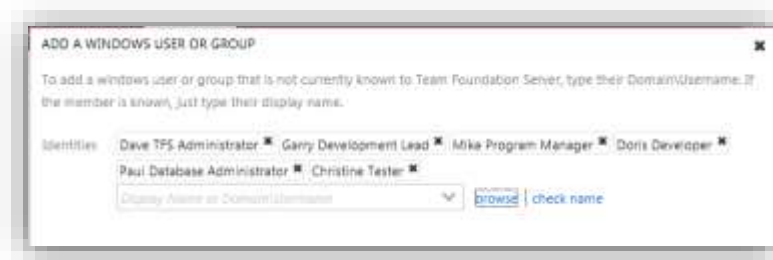


Figure 51 – Manage Team Membership: Add members

3. Verify that all the members have been added and select **close**.

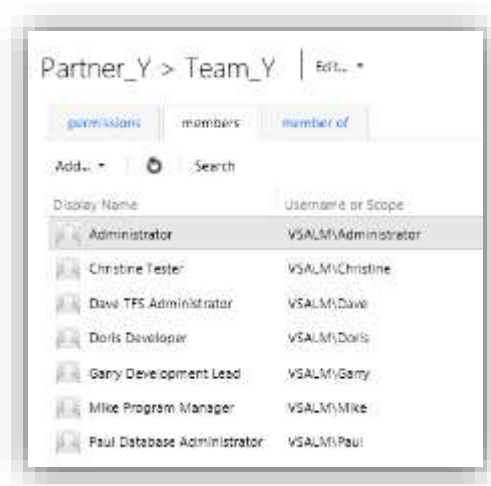


Figure 52 – Add Team Members

Team Foundation Server - Planning Guide (HOL)

Create Iterations for Team_Y

1. Select **iterations** menu for Team_Y.

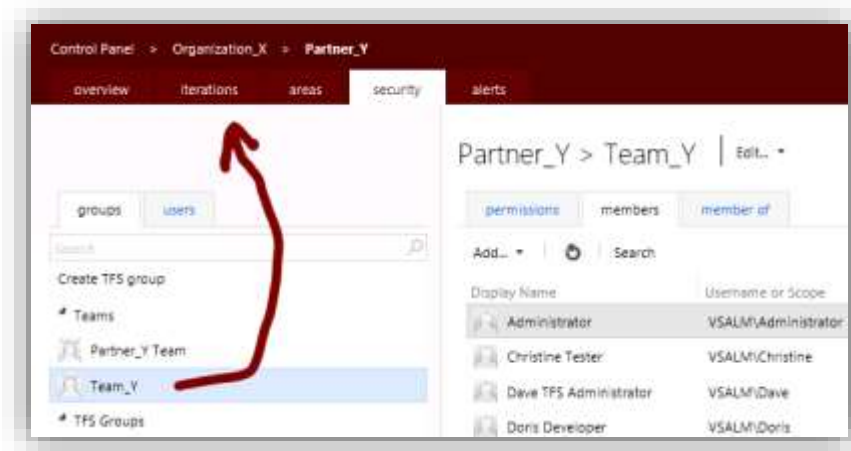


Figure 53 – Define Partner_Y Iterations

2. Select the **Sprint 1** row and **Set dates** for the sprint.

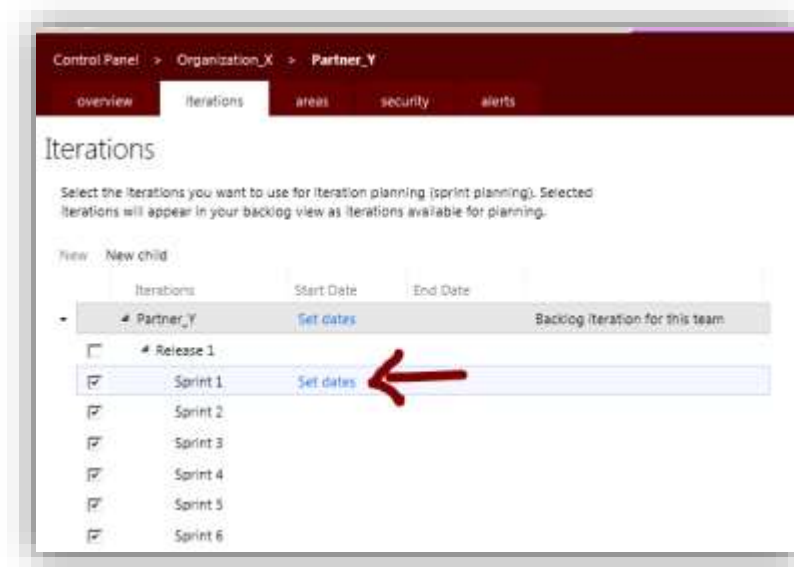
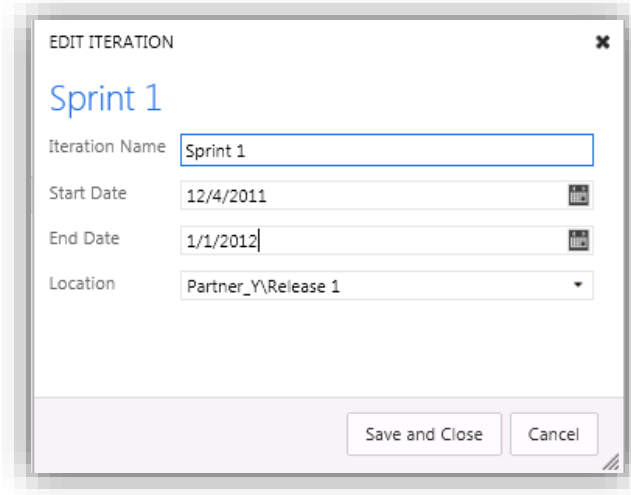


Figure 54 – Edit Sprint

Team Foundation Server - Planning Guide (HOL)

3. Define a **Start Date** and an **End Date** that include the current date on your system.

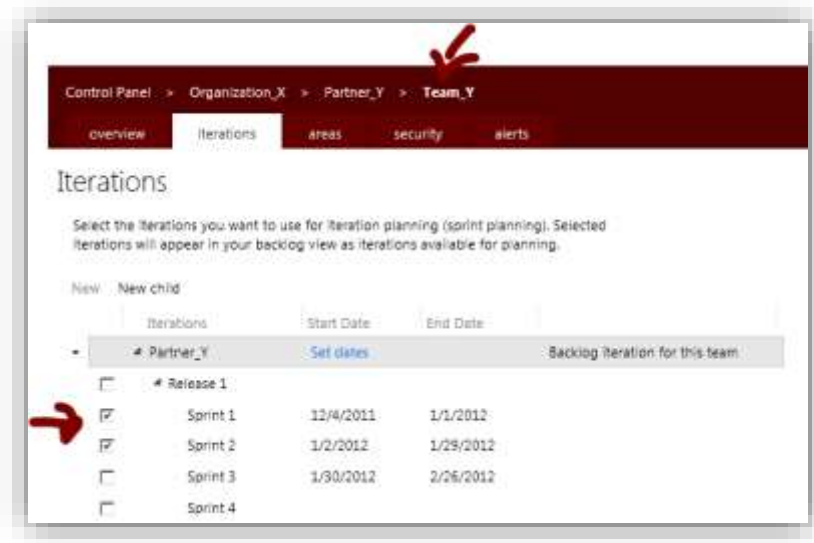


The 'EDIT ITERATION' dialog box shows the configuration for 'Sprint 1'. The 'Iteration Name' is 'Sprint 1'. The 'Start Date' is '12/4/2011' and the 'End Date' is '1/1/2012'. The 'Location' is 'Partner_Y\Release 1'. There are 'Save and Close' and 'Cancel' buttons at the bottom right.

Field	Value
Iteration Name	Sprint 1
Start Date	12/4/2011
End Date	1/1/2012
Location	Partner_Y\Release 1

Figure 55 – Define Sprint Dates

4. Select **Sprint 2** and define the **Start Date** and the **End Date** using a hypothetical date in the future.
5. Select **Sprint1** and **Sprint2** for Team_Y, which effectively scopes the team to only the two sprints in terms of the backlog,



The 'Iterations' page shows a list of iterations for 'Team_Y'. The 'Partner_Y' iteration is selected, and its 'Release 1' child is expanded. The 'Sprint 1' and 'Sprint 2' iterations are checked, indicating they are selected for planning. A red arrow points to the 'Sprint 1' checkbox. Another red arrow points to the 'Team_Y' breadcrumb in the navigation bar.

Iterations	Start Date	End Date
Partner_Y	Set dates	Backlog iteration for this team
Release 1		
Sprint 1	12/4/2011	1/1/2012
Sprint 2	1/2/2012	1/29/2012
Sprint 3	1/30/2012	2/26/2012
Sprint 4		

Figure 56 – Team_Y Iterations

Team Foundation Server - Planning Guide (HOL)

6. Optionally, if you check the default team, you will notice that it has been assigned to all sprints, by default.

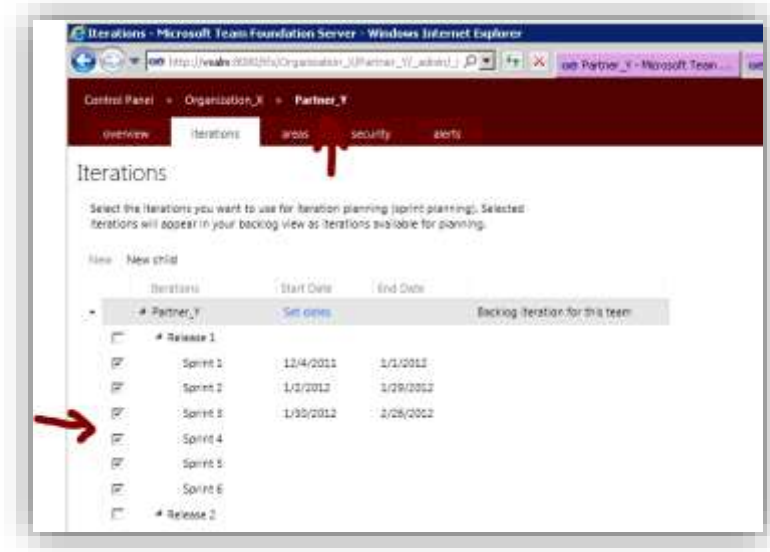


Figure 57 – Default Team Iteration

7. Click **overview**, **Team_Y** and **areas**.

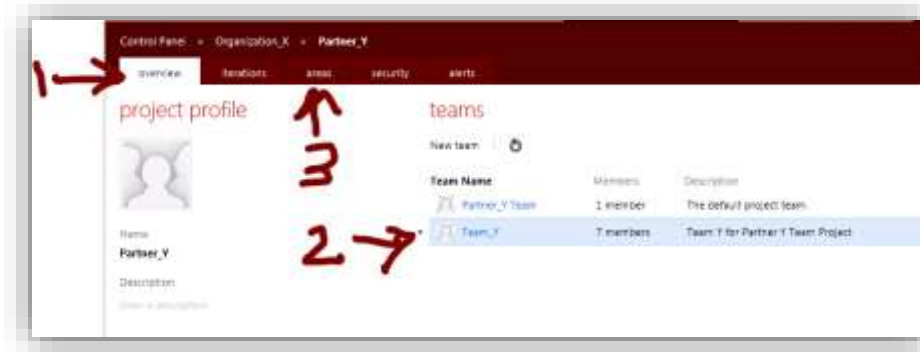


Figure 58 – Define Team Area

8. Note that Team_Y has a sub-area Partner_Y\Team_Y.



Figure 59 – Define Team Area

Team Foundation Server - Planning Guide (HOL)

9. Exit **Administration** mode by closing the Admin tab.



Figure 60 – Close administrator tab

10. ... which takes us back to the Team project web client session



Figure 61 – Team Project Team Web Client

11. Switch to Team_Y, by clicking **Home**, select **Partner_Y** and then select **Partner_Y/Team_Y**.

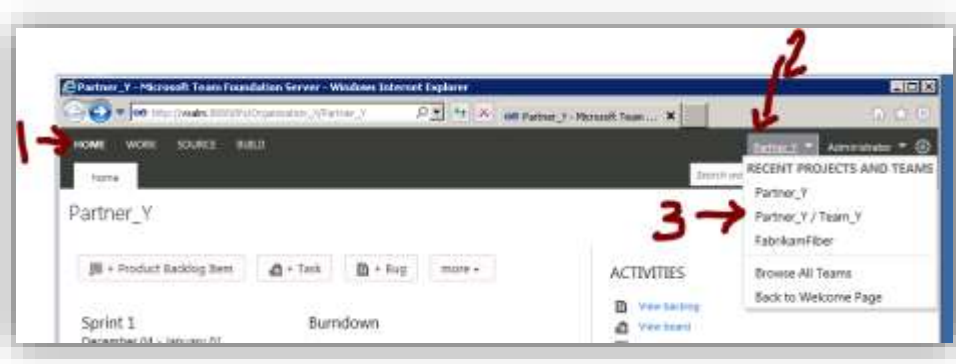


Figure 62 – Team_Y Web Client

12. Note that we have no assigned work for this sprint as yet, shown by **0 of 0 h**.

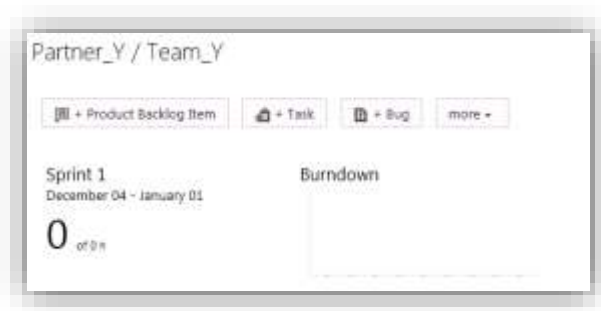


Figure 63 – Team_Y Home Page

Team Foundation Server - Planning Guide (HOL)

Create Backlog for Team_Y

1. Select View backlog for Team_Y.



Figure 64 – View Backlog

2. Add two hypothetical product backlog items (PBI). Drag the one to Sprint 1 and the other to Sprint 2.

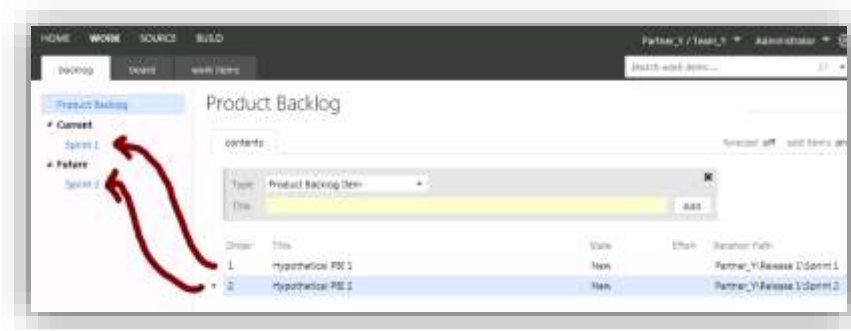


Figure 65 – Add Product Backlog Items

Create Sprint Backlog for Team_Y

1. Select **Sprint 1** and the **contents** tab.



Figure 66 – Select Sprint

Team Foundation Server - Planning Guide (HOL)

2. Add a work item, assign it to **Doris**, and specify 4 as **Remaining Work** and the **Activity** as development.

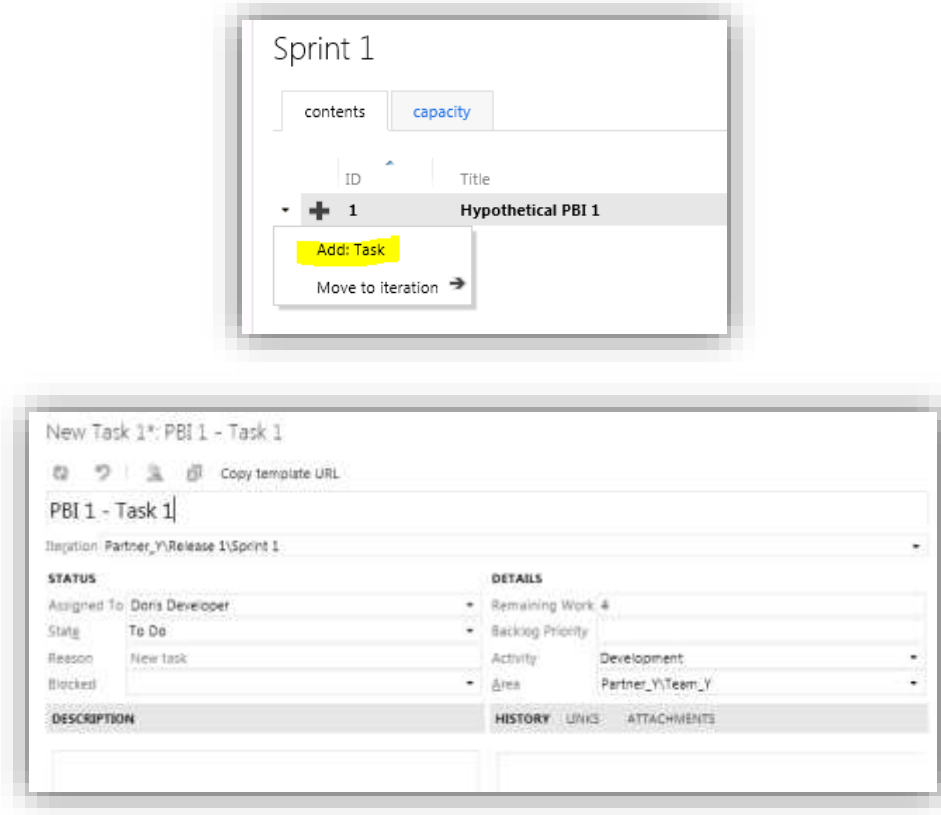


Figure 67 – Add Task

3. Add a work item, assign it to **Christine**, and specify 8 as **Remaining Work** and the **Activity** as testing.

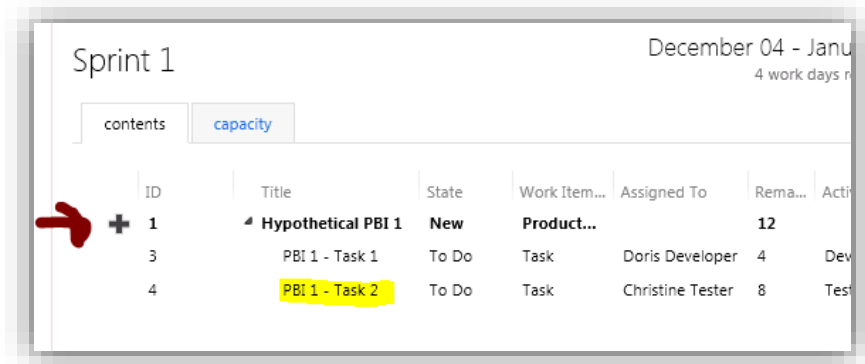


Figure 68 – Add Tasks

Team Foundation Server - Planning Guide (HOL)

- Take note of the **work details** which categorize the backlog in terms of activity and resource. Also note that the burn down shows a spike, which was created by the new tasks.

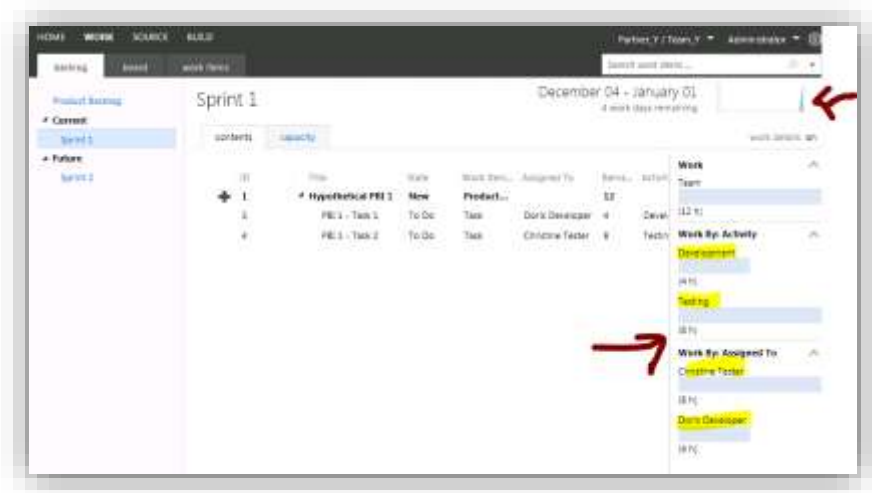


Figure 69 – Work Activities

Create Capacity for the Team_Y

- To allow us to verify that the backlog is “doable” in terms of capacity, we need to define the capacity for all team members.
- Select **capacity**.



Figure 70 – Team capacity

- Define the following capacities and activities:

Sprint 1			
December			
Team Member			
Team Member	Capacity Per Day	Activity	Days Off
Administrator	0		0 days
Christine Tester	4	Testing	0 days
Dave TFS Administrator	0		0 days
Doris Developer	6.5	Development	0 days
Garry Development Lead	6.5		0 days
Mike Program Manager	6.5		0 days
Paul Database Administrat...	4		0 days
Team Days Off			0 days

Figure 71 – Sprint 1 Team Capacity

Team Foundation Server - Planning Guide (HOL)

4. Select Sprint 2 and define the following capacities, activities and optionally define one day off for the team on a day that falls within Sprint 2.

Team Member	Capacity Per Day	Activity	Days Off
Administrator	0		0 days
Christine Tester	6.5	Testing	0 days
Dave TFS Administrator	0		0 days
Doris Developer	6.5	Development	0 days
Garry Development Lead	0		0 days
Mike Program Manager	4		0 days
Paul Database Administrat...	4		0 days

Team Days Off 1 day

Save Changes Undo Changes

Figure 72 – Sprint 2 Team Capacity

5. Switch back to Sprint 1 and notice that we now have visual feedback in terms of total work and assigned work. If a resource has more work than capacity, the visual feedback will turn red.

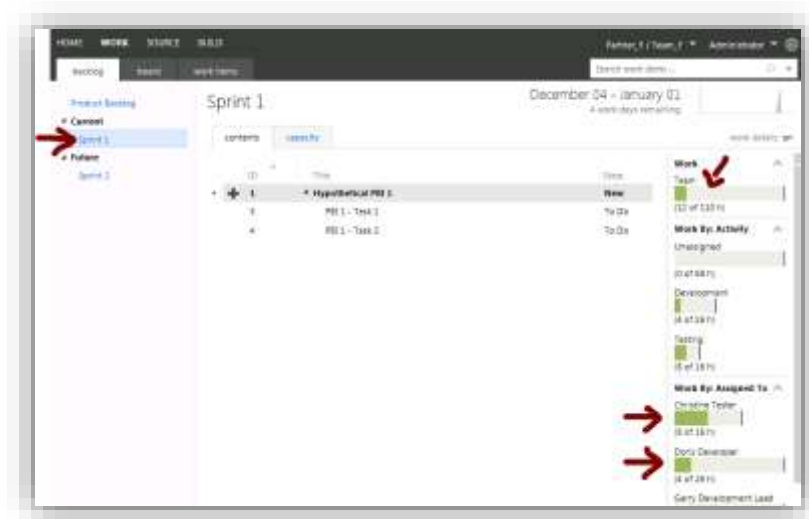


Figure 73 – Visual Feedback



REVIEW

In this exercise we:

- Explored the Team Foundation Server Project Planning Guidance in terms of Teams.
- Created the Teams strategy.

Exercise 7: Stepping through the planning of an Advanced Team Strategy



OBJECTIVE

In this exercise we will take a guided walk through defining and creating our Advanced Team strategy.

Step 1 – Plan the Team Strategy

Context

In this exercise you are representing the persona Dave, who is responsible for planning and implementing the Team Strategy. As introduced in the previous step, the **Consolidated Messenger** has 100 in-house users, 1000 customer users and 500 partner users, with 25% anticipated growth to maximum, in total control of its source code and auditing, and has a need for high availability and scalability. **Consolidated Messenger** has two independent organizations with ownership of their teams and solutions, as shown in **Figure 12**.

For **Organization X**, Consolidated Messenger has one **Internal Tooling** and **two partner** solutions, the latter of which are not sharing a common code base, but are using the tooling created by the internal tooling project. All teams are using the **Scrum** methodology.

The Partner_Y team project has the following personas in its teams:

- TFS Administrators
 - Dave (TFS Administrator)
 - Garry (Development Lead)
- Contributors
 - Mike (Program Manager)
 - Doris (Developer)
 - Paul (DBA)
 - Christine (Tester)
 - Alex (Technology Consultant)
 - Jane (Infrastructure Specialist)
 - Oscar (Operations Lead)

Proposed Teams Strategy

- Design your Teams, based on the context above.
- Our first design implements one team and two sprints and roles changing for the persona in the two sprints.
- Our second proposed design implements two teams environment as shown in Figure 74.
 - Team Project Partner Y
 - Team_Y
 - Team_Y2

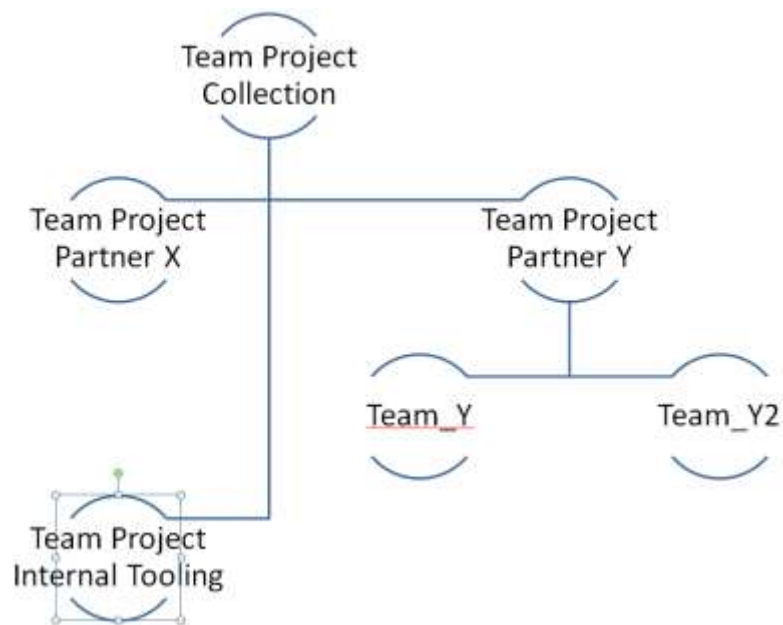


Figure 74 – Consolidated Messenger Team (Y) and Team (Y2) Design for Organization X and Team Project Partner_Y

Step 2 – Create the proposed Teams



Note

In the part of Advance Teams, we will see how Mike Program Manager has different activities for Sprint 1 and Sprint 2. For Sprint 1 Mike works on requirements and in Sprint 2 he does testing.

Switch to Web Client

1. In Visual Studio Team Explorer, ensure you have selected Team Project **Partner_Y** and then select **Web Access**.

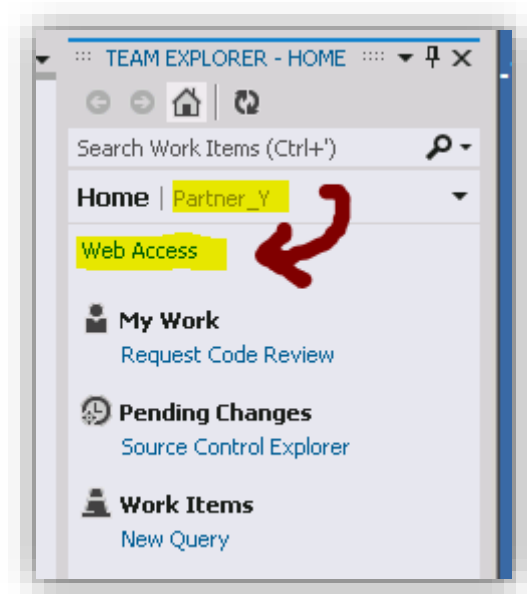


Figure 75 – Organization X - Partner_Y Team Project Web Access

Team Foundation Server - Planning Guide (HOL)

2. Select View backlog for Team_Y.

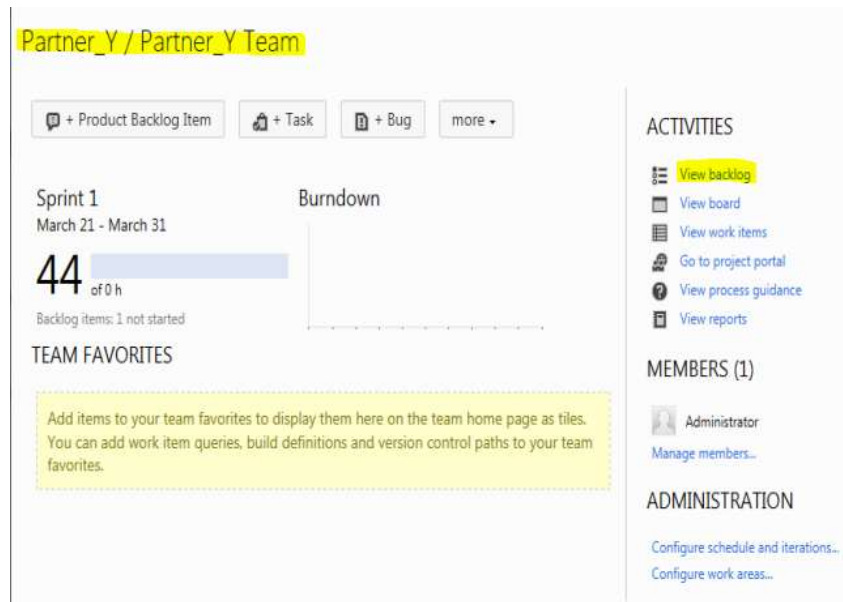


Figure 76– View Backlog

Create Capacity for the Team_Y

1. To allow us to verify that the backlog is “doable” in terms of capacity, we need to define the capacity for all team members.
2. Select **capacity**.



Figure 77 – Team capacity

Team Foundation Server - Planning Guide (HOL)

3. Define the following capacities and activities for Sprint 1.

Sprint 1

[contents](#) [capacity](#)

Team Member	Capacity Per Day	Activity	Days Off
Administrator	0		0 days +
Christine Tester	4	Testing	0 days +
Dave TFS Administrator	0		0 days +
Doris Developer	6.5	Deployment	0 days +
Garry Development Lead	6.5		0 days +
Mike Program Manager	6.5	Requirements	0 days +
Paul Database Administrat...	4		0 days +
Team Days Off			0 days +

[Save Changes](#) [Undo Changes](#)

Figure 78 – Sprint 1 Team Capacity

Team Foundation Server - Planning Guide (HOL)

- Switch back to Sprint 1 and notice that we now have visual feedback in terms of total work and assigned work. If a resource has more work than capacity, the visual feedback will turn red. You can see that Mike Program Manager has 32 hours of work assigned to him and the Requirement Activity has 32 hours of work.

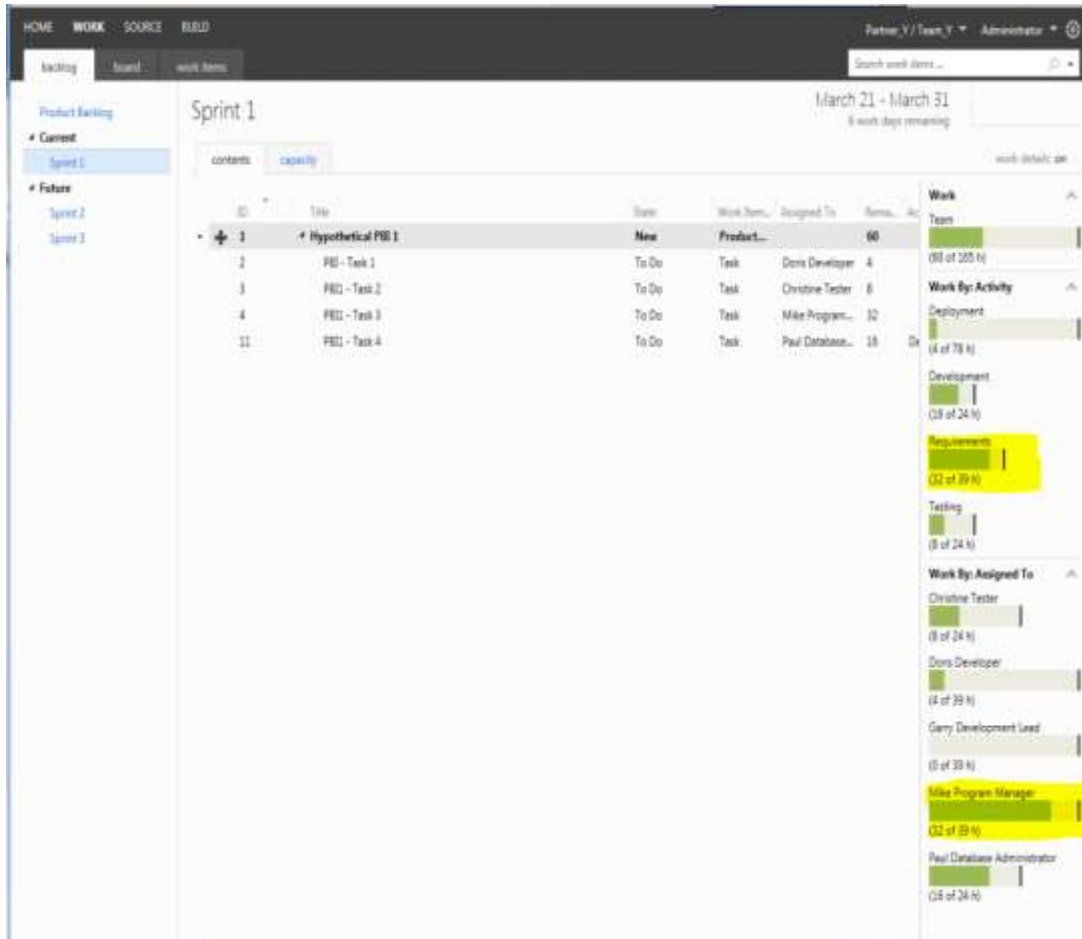


Figure 79 – Sprint 1 Backlog View

Team Foundation Server - Planning Guide (HOL)

5. Define the following capacities and activities for Sprint 2.

Team Member	Capacity Per Day	Activity	Days Off
Administrator	0		0 days
Christine Tester	6.5	Testing	0 days
Dave TFS Administrator	0		0 days
Doris Developer	6.5	Development	0 days
Garry Development Lead	0		0 days
Mike Program Manager	4	Testing	0 days
Paul Database Administrator	4		0 days
Team Days Off			0 days

Figure 80 – Sprint 2 Team Capacity

6. Add a hypothetical product backlog items (PBI). Drag it to Sprint 2.
7. Select **Sprint 2** and the **contents** tab.
8. Add a work item, assign it to **Doris**, and specify 40 as **Remaining Work** and the **Activity** as development.
9. Add a work item, assign it to **Mike**, and specify 24 as **Remaining Work** and the **Activity** as testing.

ID	Title	State	Work Item...	Assigned To	Remaining Work
5	Hypothetical PBI 2	New	Product...		64
6	PBI2 - Task 1	To Do	Task	Doris Developer	40
7	PBI2 - Task 2	To Do	Task	Mike Program...	24

Figure 81 – Sprint 2 Backlog

Team Foundation Server - Planning Guide (HOL)

10. Switch back to Sprint 2 and notice that we now have visual feedback in terms of total work and assigned work. If a resource has more work than capacity, the visual feedback will turn red. You can see that Mike Program Manager has 24 hours of work for assigned to him and the Testing Activity has 24 hours of work and as you can see, there is no Requirement Activity for this sprint. Mike has different Activities in Sprint 1 and Sprint 2, in Sprint 1 Mike was gathering requirements and in Sprint 2 he is testing.

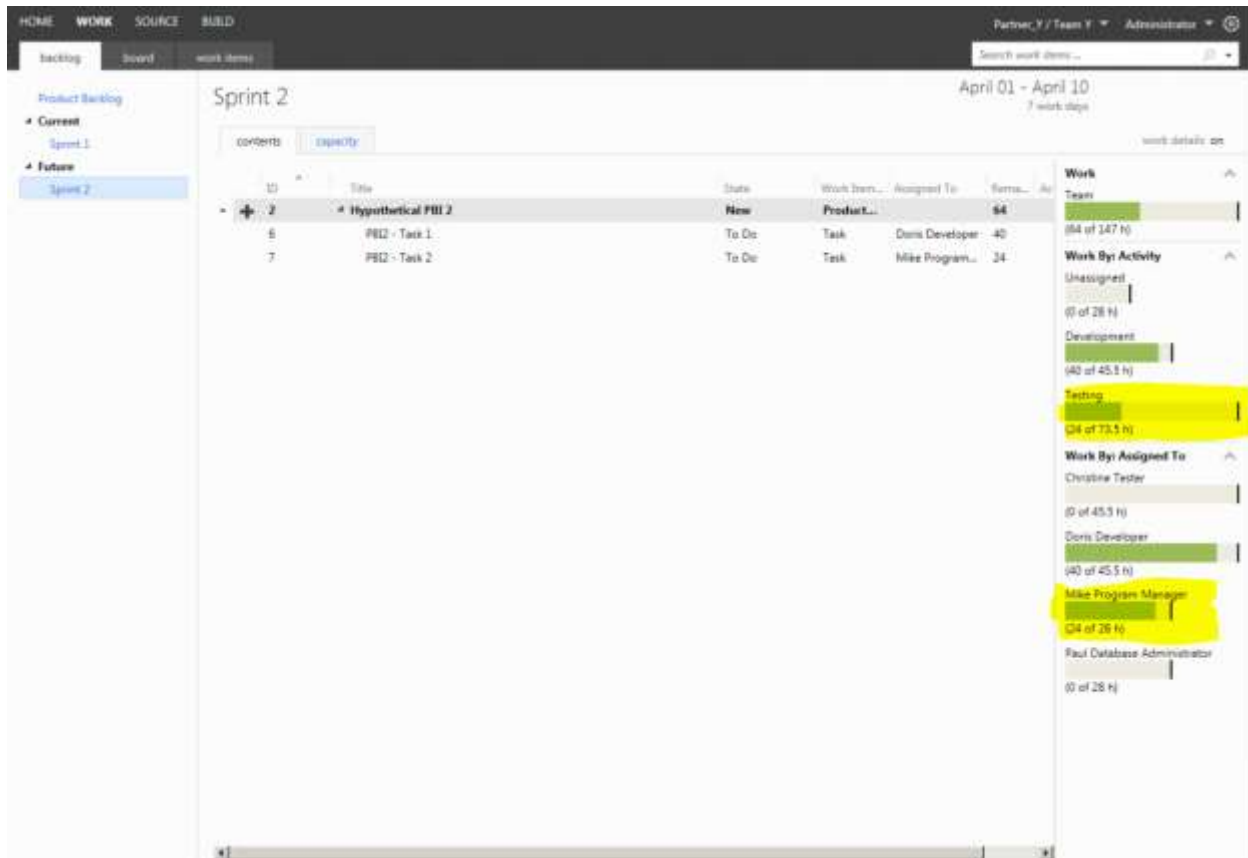


Figure 82 – Sprint 2 Team Capacity

Team Foundation Server - Planning Guide (HOL)



Note

In the part of Advance Teams, we will see how Paul, the Database Administrator, has his hours shared between two teams Team_Y and Team_Y2 in the same sprint - Sprint 1.

Create Team_Y2

1. Select **Create Team** from the Actions menu.

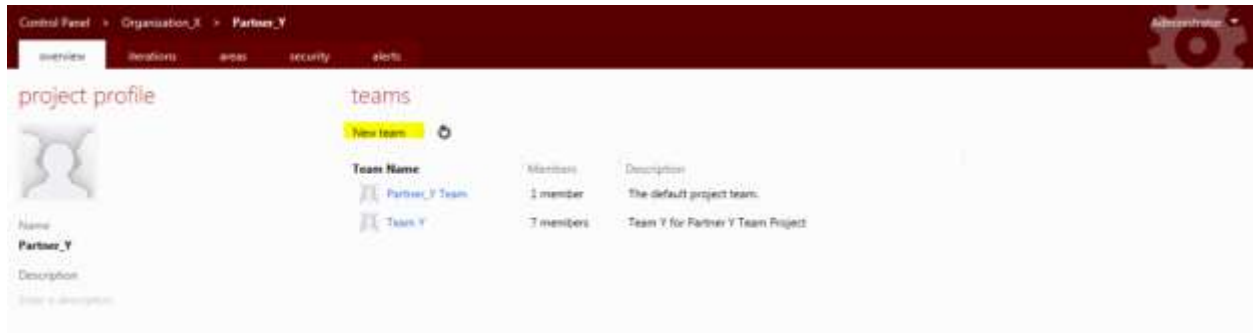


Figure 83 – Create Team

2. Define **Team_Y2** as the **Team Name** and add an arbitrary **Description**.

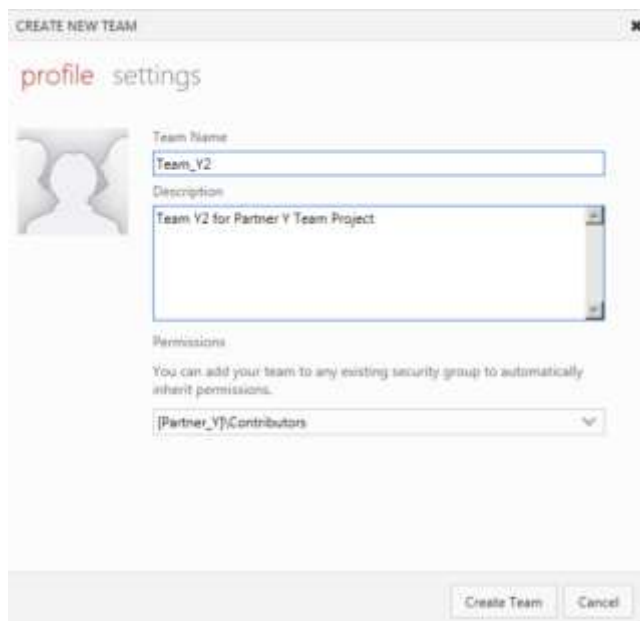


Figure 84 – Create Team Name and Description

3. Select **Create Team** to create the team.

Team Foundation Server - Planning Guide (HOL)

Create Users



Note

We assume that the following users have been pre-created on your virtual machine. If the users do not exist, please add them using the Computer Management administrator tool first.

- Contributors: Alex (Technology Consultant), Jane (Infrastructure Specialist), Oscar (Operations Lead)

1. Select the **security** tab and then select **Contributors** from the list TFS Groups.

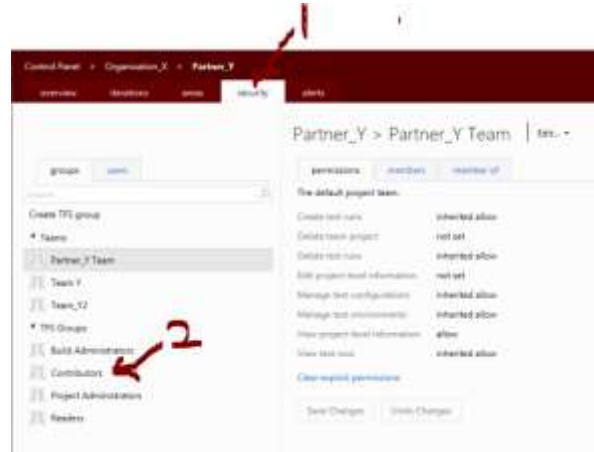


Figure 85– Manage Administrators

2. Select the **members** tab.

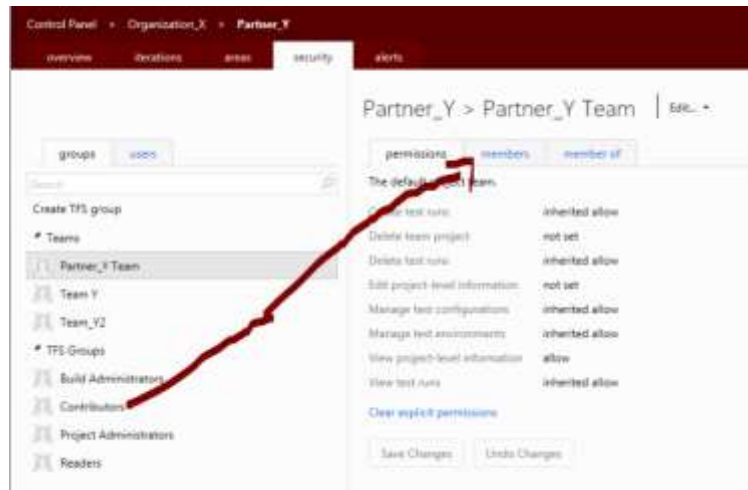


Figure 86 – Manage Members

Team Foundation Server - Planning Guide (HOL)

3. Select add **members**, and then add Alex, Jane and Oscar as contributors.

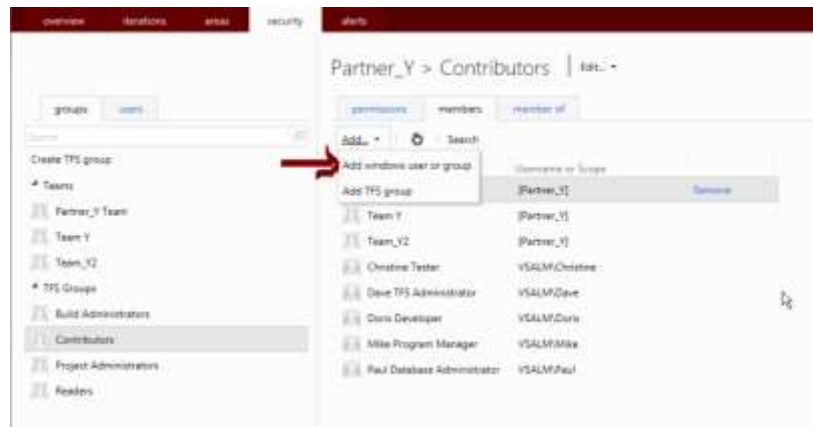


Figure 87 – Add administrators

4. Select **Save Changes**.

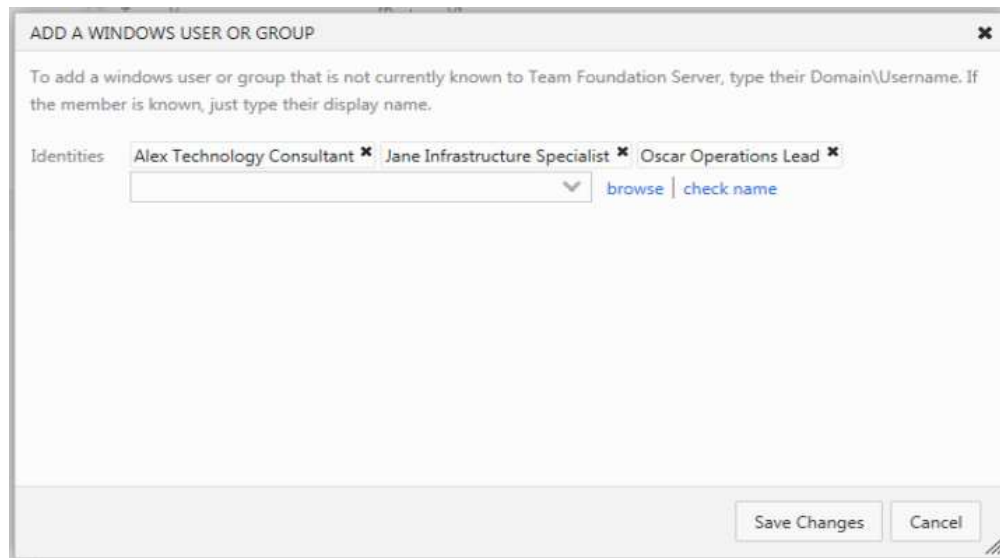


Figure 88 – Add contributors: Save Changes

Team Foundation Server - Planning Guide (HOL)

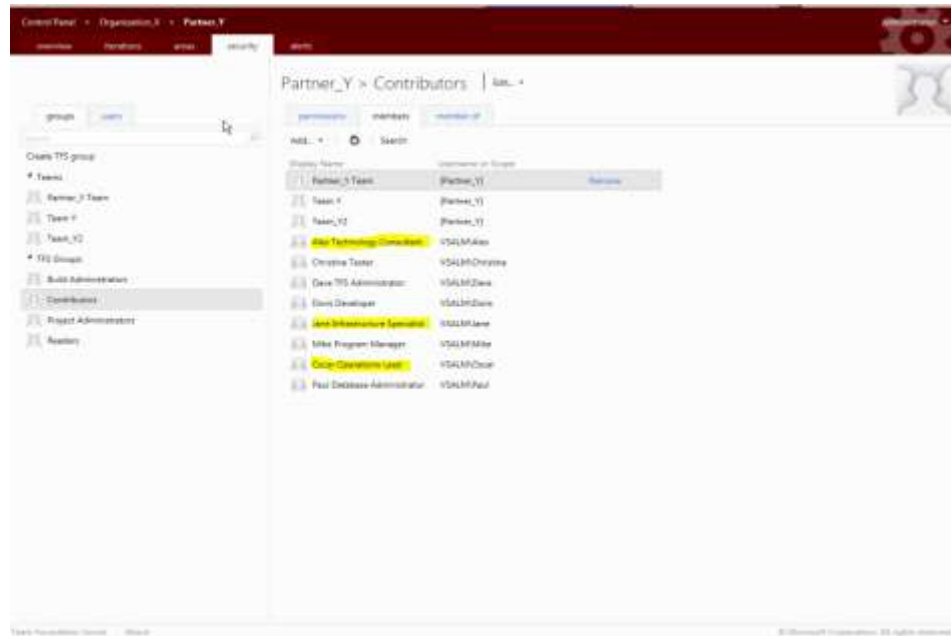


Figure 89 – Manage Members: Contributors View

Assign users to Team_Y2

1. Select **Team_Y2** and then select **members**.

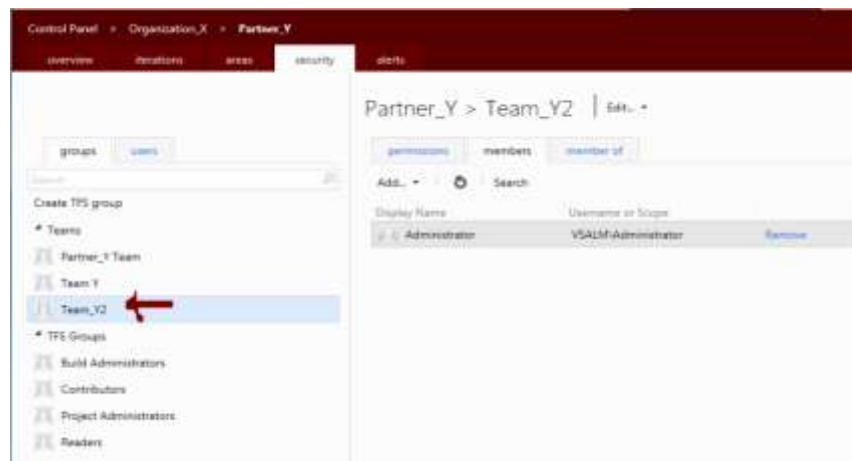


Figure 90 – Manage Team Membership: Team_Y2

Team Foundation Server - Planning Guide (HOL)

2. Select **Add** and then **Add windows user or group**.

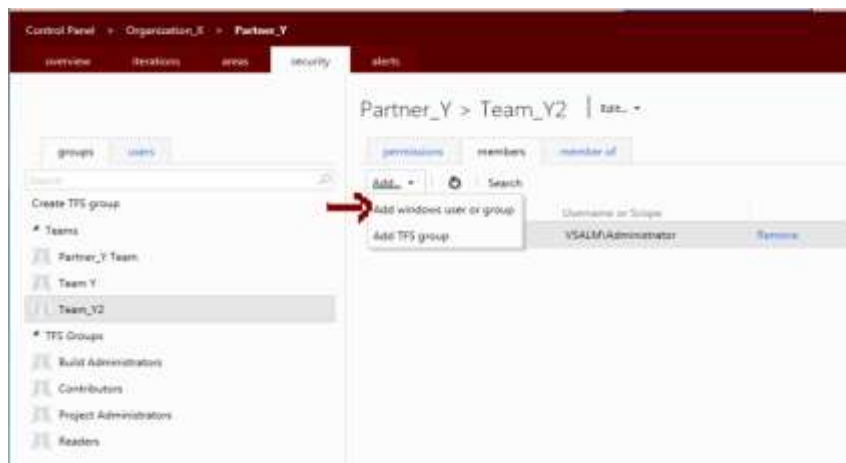


Figure 91 – Add Team Members: Team_Y2

3. Add users Oscar, Alex, Jane, and Paul as **windows users** and select **Save Changes**.

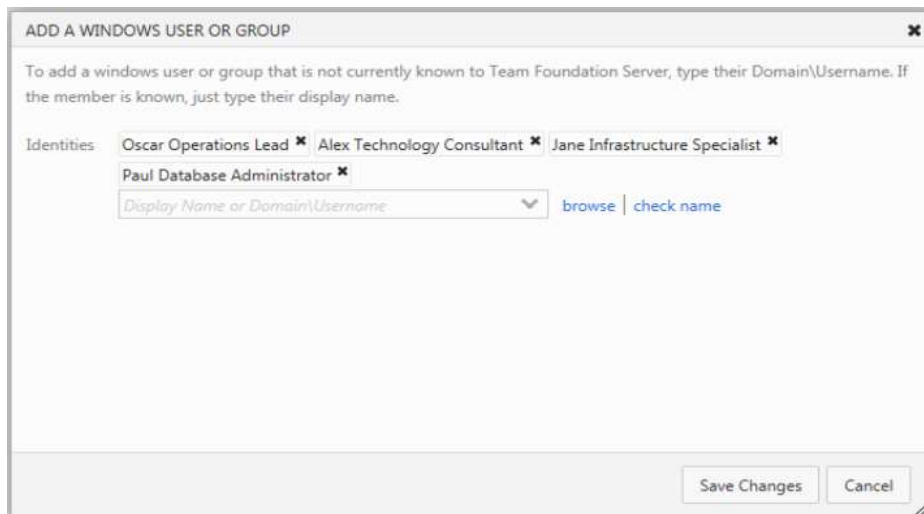


Figure 92 – Manage Team Membership: Add members

4. Verify that all the members have been added and select **close**.

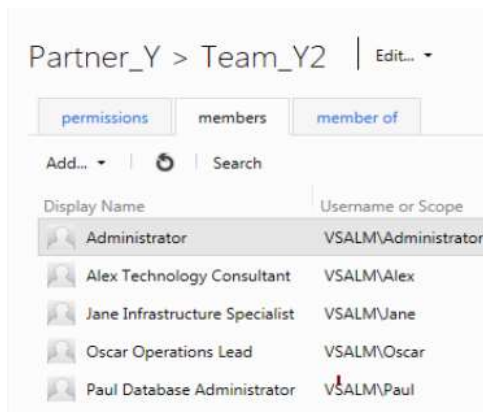


Figure 93 – Add Team Members

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5. Exit **Administration** mode by closing the Admin tab.



Figure 94 – Close administrator tab

6. ... which takes us back to the Team project web client session.



Figure 95 – Team Project Team Web Client

7. Switch to Team_Y2, by clicking on **Home**, select **Partner_Y** and then select **Browse All Teams**.



Figure 96 – Partner Y Web Client

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8. Select Team_Y2 and click the **Navigate** button.

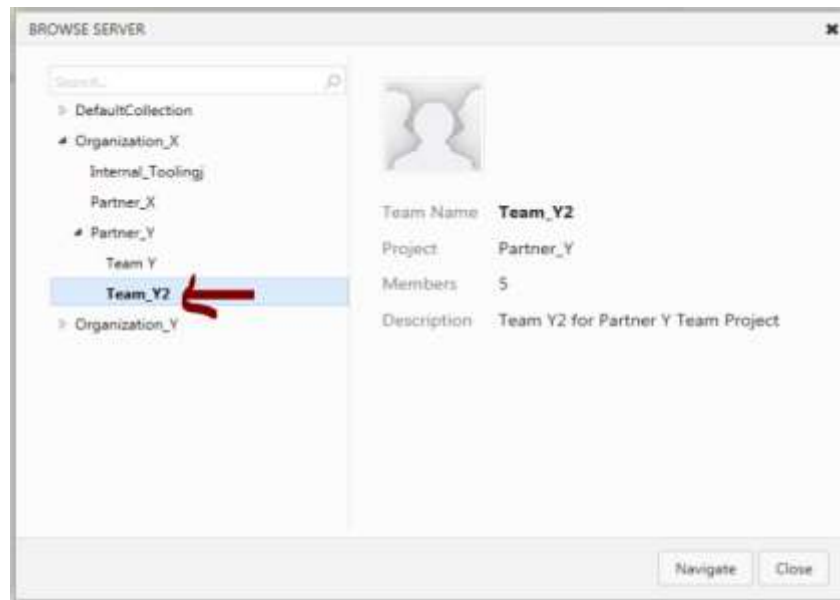


Figure 97 – All Teams View

9. Note that we have no assigned work for this sprint as yet, shown by **0 of 0 h**.

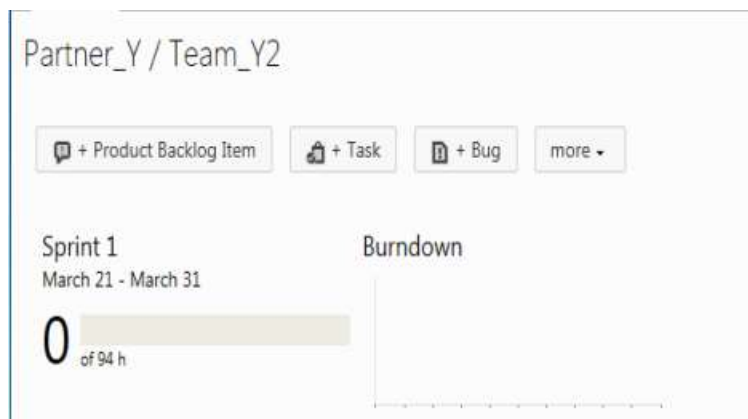


Figure 98 – Team_Y2 Home Page View

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10. Click the **View backlog** link to add Backlog items.

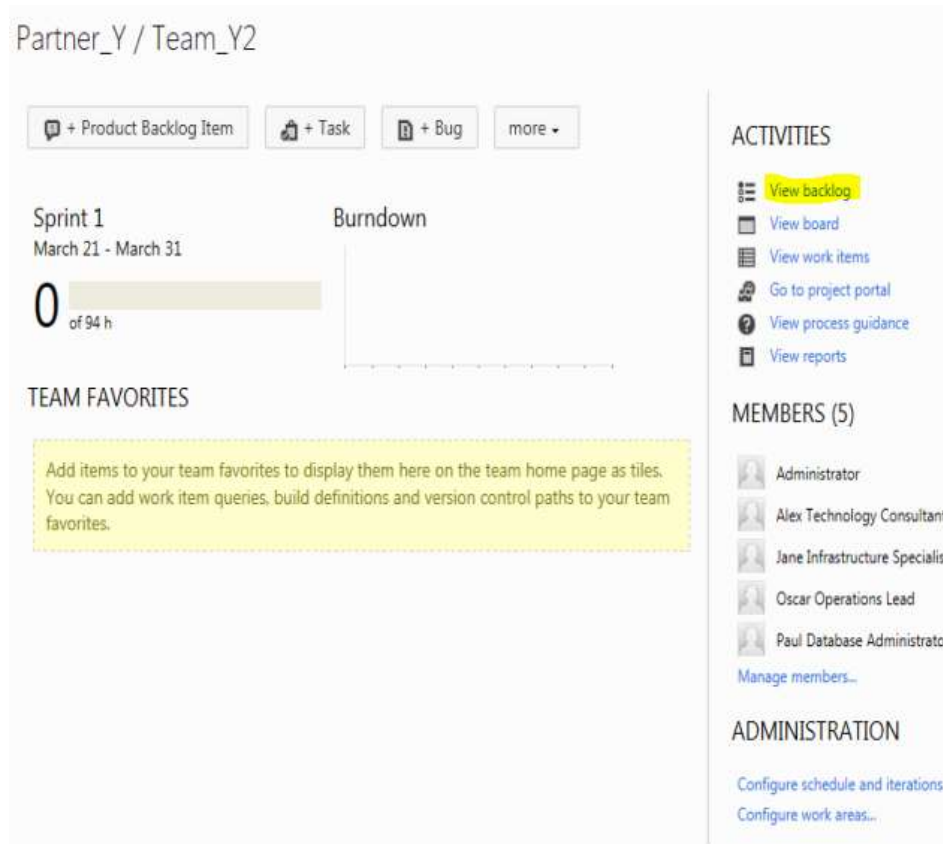


Figure 99 – Team_Y2 Home Page View

11. Select **capacity**.



Figure 100 – Team capacity

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12. Define the following capacities and activities for Sprint 1.

Team Member	Capacity Per Day	Activity	Days Off
Administrator	0		0 days
Alex Technology Consultant	6.5	Design	0 days
Jane Infrastructure Speciali...	6.5	Deployment	0 days
Oscar Operations Lead	6.5	Requirements	0 days
Paul Database Administrat...	4	Development	0 days
Team Days Off			0 days

Figure 101 – Sprint 2 Team Capacity

13. Add a hypothetical product backlog items (PBI). Drag it to Sprint 1.
14. Select **Sprint 1** and the **contents** tab.
15. Add a work item, assign it to **Oscar**, and specify 24 as **Remaining Work** and the **Activity** as requirements.
16. Add a work item, assign it to **Paul**, and specify 12 as **Remaining Work** and the **Activity** as development.

ID	Title	State	Work Item...	Assigned To	Rema...
8	Hypothetical PBI 3	New	Product...		36
9	PBI 3 - Task 1	To Do	Task	Oscar Operatio...	24
10	PBI3 - Task 2	To Do	Task	Paul Database...	12

Figure 102 – Sprint 1 Product Backlog

17. Switch between Team_Y and Team_Y2, by clicking **Home**, selecting **Partner_Y** and toggling between **Partner_Y/Team_Y** and **Partner_Y/Team_Y2**.



Figure 103 –Web Access

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18. In the screenshot below, the two backlog views shows that Paul is working with two teams and his hours are divided between the two teams for the same Sprint - Sprint1.

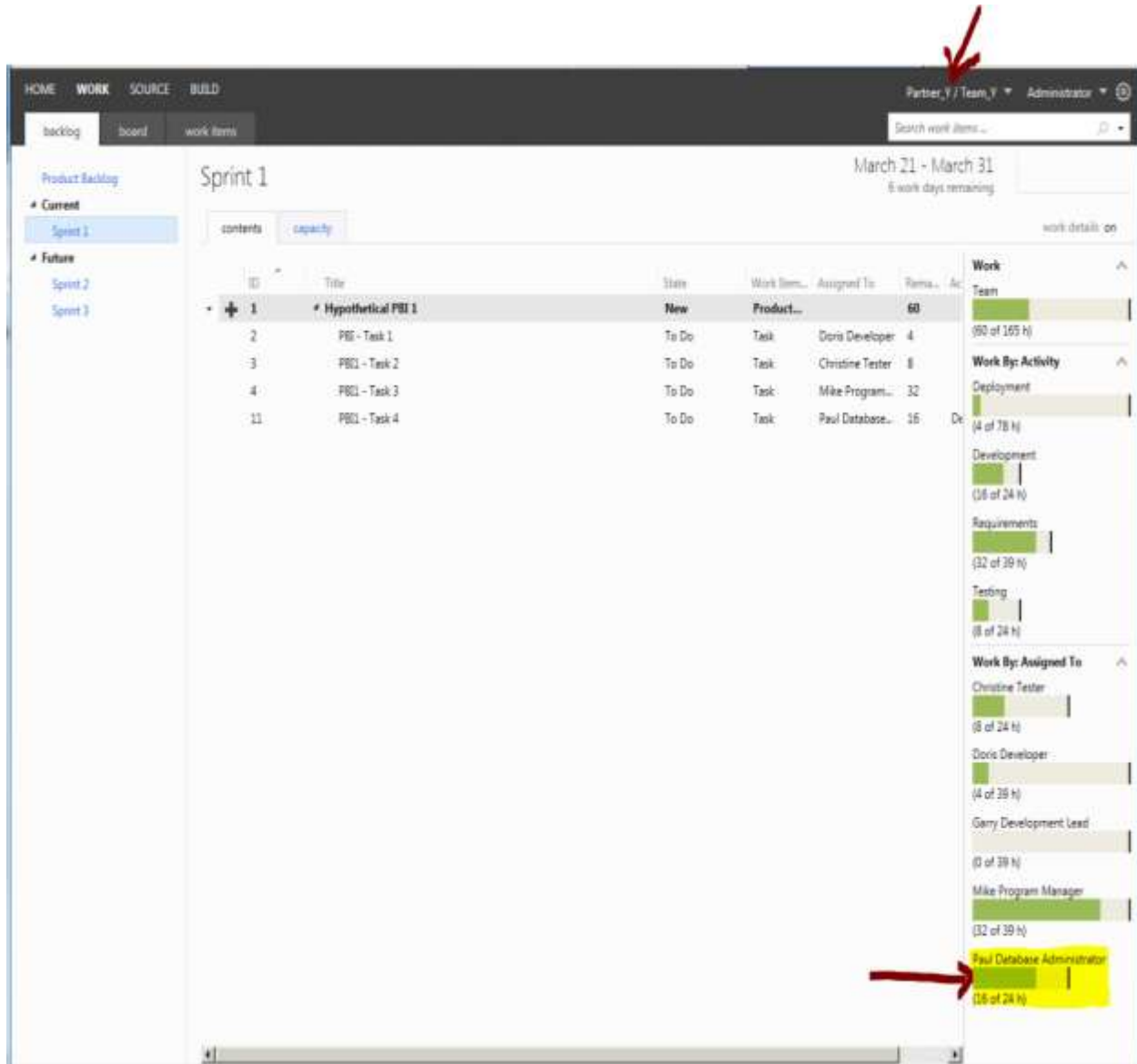


Figure 104 –Backlog View for Team_Y

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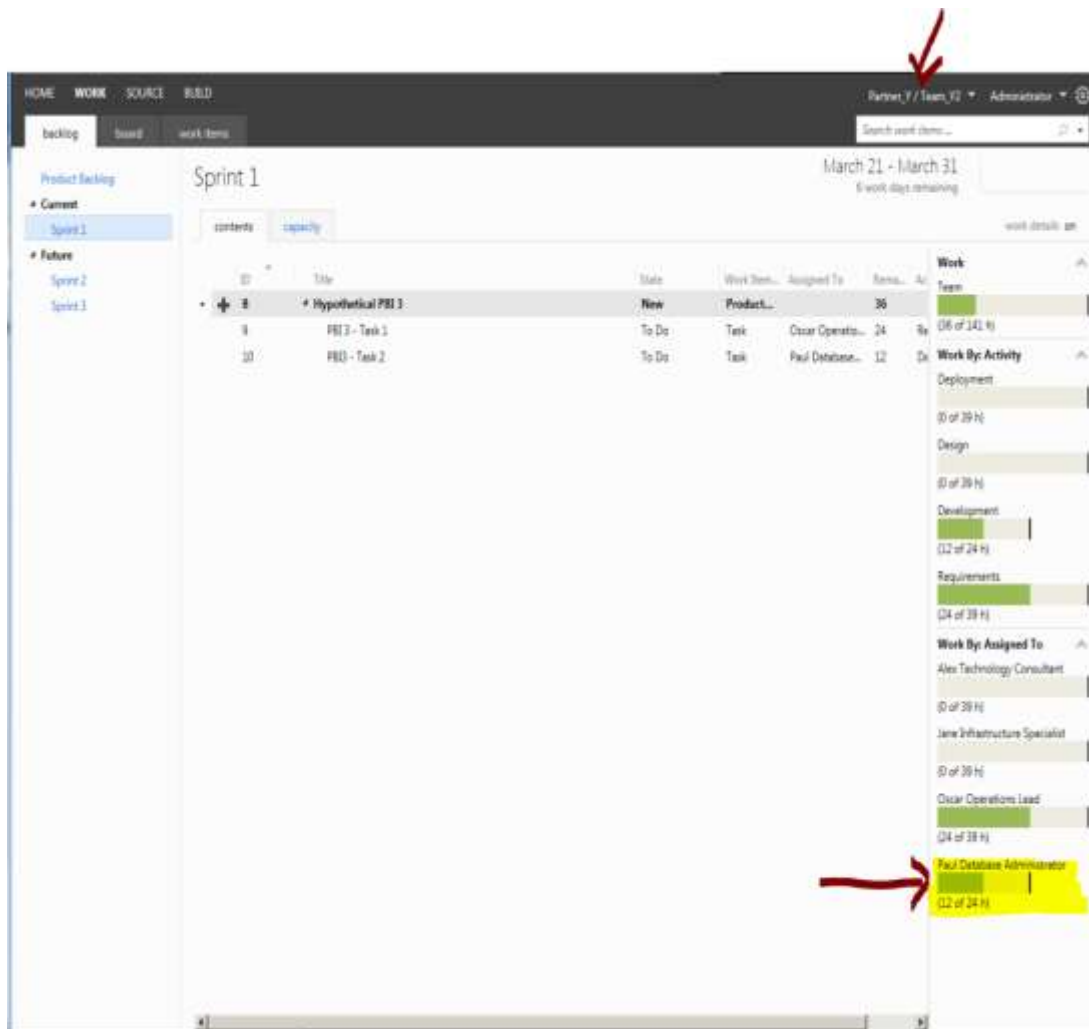


Figure 105 –Backlog View for Team_Y2



REVIEW

In this exercise we have explored our Advanced Team strategy.

- Capacity Planning
- Created Users and Assigned to Teams