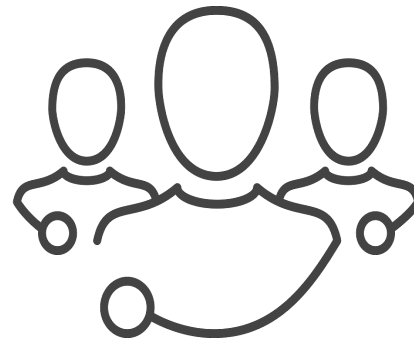
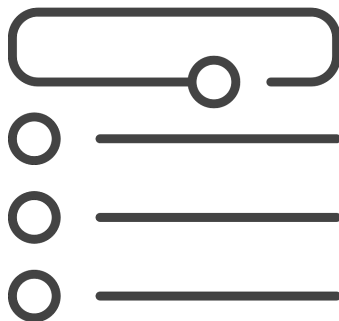
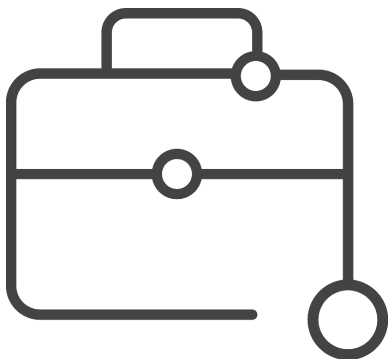


# Agile Portfolio & Project Management in GitLab

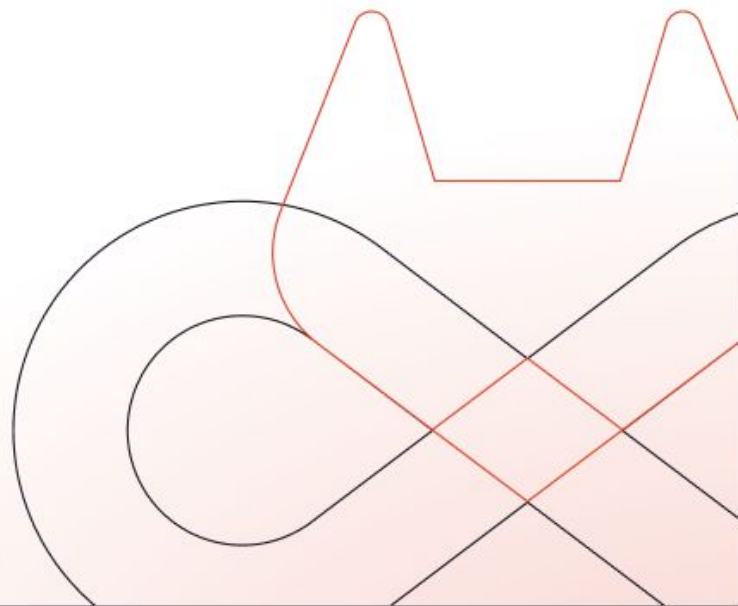
# Presentation Roadmap



- The Building Blocks
- GitLab using GitLab for Agile PPM
- “How do I...?” - GitLab for different types of users



# The Building Blocks in GitLab



# GitLab Agile Planning Terminology

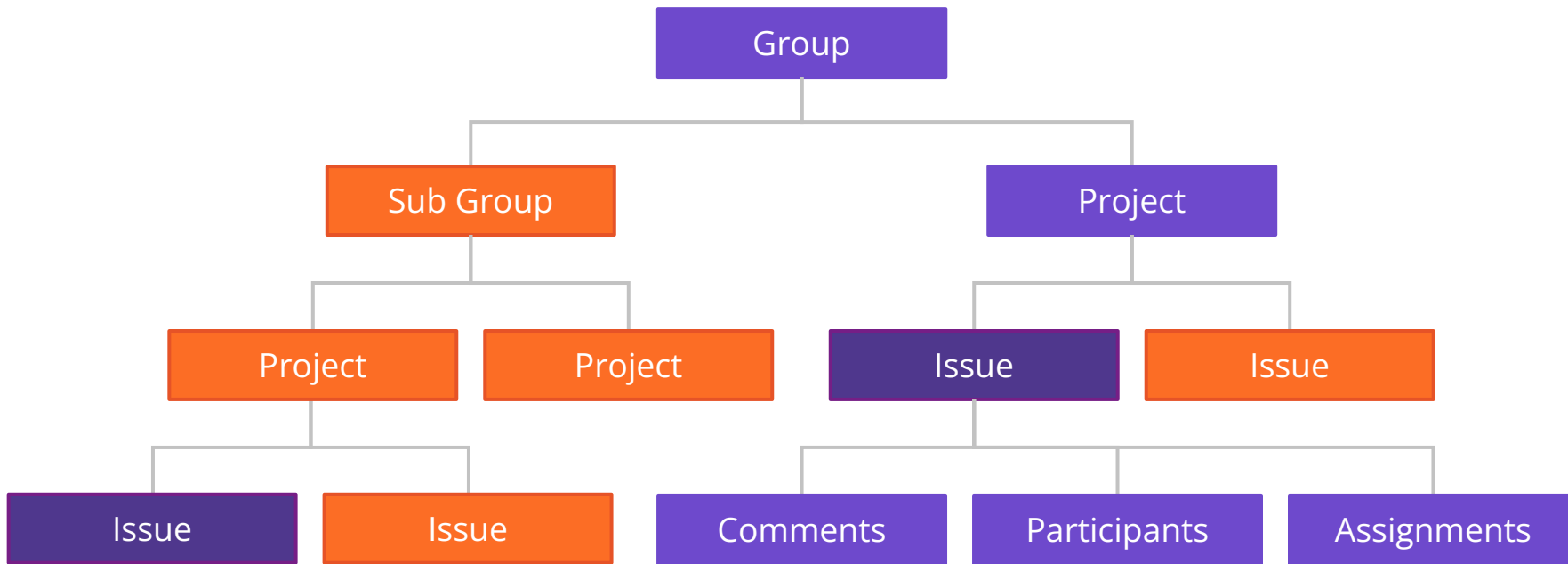


GitLab Term	Function	Agile
<b>Issue</b>	An issue is the fundamental planning location where the team documents, discusses, assigns, and tracks progress.	User Story
<b>Epic</b>	A collection of related issues across different groups and projects to help organize by theme.	Epic
<b>Merge Request</b>	The tool to begin code changes. Captures the design, implementation details (code changes), discussions (code reviews), approvals, testing (CI Pipeline), and security scans.	Pull Request
<b>Issue / Epic Board</b>	A visual listing of projects and issues useful for teams to manage their backlog of work, prioritize items, and move issues to the team or specific stage in the project.	Kanban Board
<b>Milestone / Iteration</b>	A sprint or deliverables, helping you organize code, issues, and merge requests into a cohesive group.	Release, Sprint
<b>Weight</b>	A method of assigning a level of effort estimate to an issue.	Story points



# Organizing the work





# Defining the work



---

**Epics** provide grouping of Epics and Issues.

**Epic** (Capability)

---

**Sub Epics** represent smaller pieces of a larger Epic, larger than an Issue.

**Sub Epic** (Feature)

---

**Issues** describe small, discrete pieces of work.

**Issue** (Non-Functional)

**Issue** (Acceptance)

**Issue** (User Story)

# Planning the work



---

**Roadmaps** are visual representations of an Epic with a defined start and end date within a group, and are shown in a timeline view (e.g. a Gantt chart)

**Roadmap**

**Group  
Milestone**

---

Roadmaps exist at the Group and Sub Group level.

**Roadmap**

---

**Milestones** group and track Issues and Merge Requests against a set period of time.

Milestones exist at the Group, Sub Group, and Project level.

**Project  
Milestone**



**Project**

The *Git Repository* is the foundation of a **GitLab Project**.

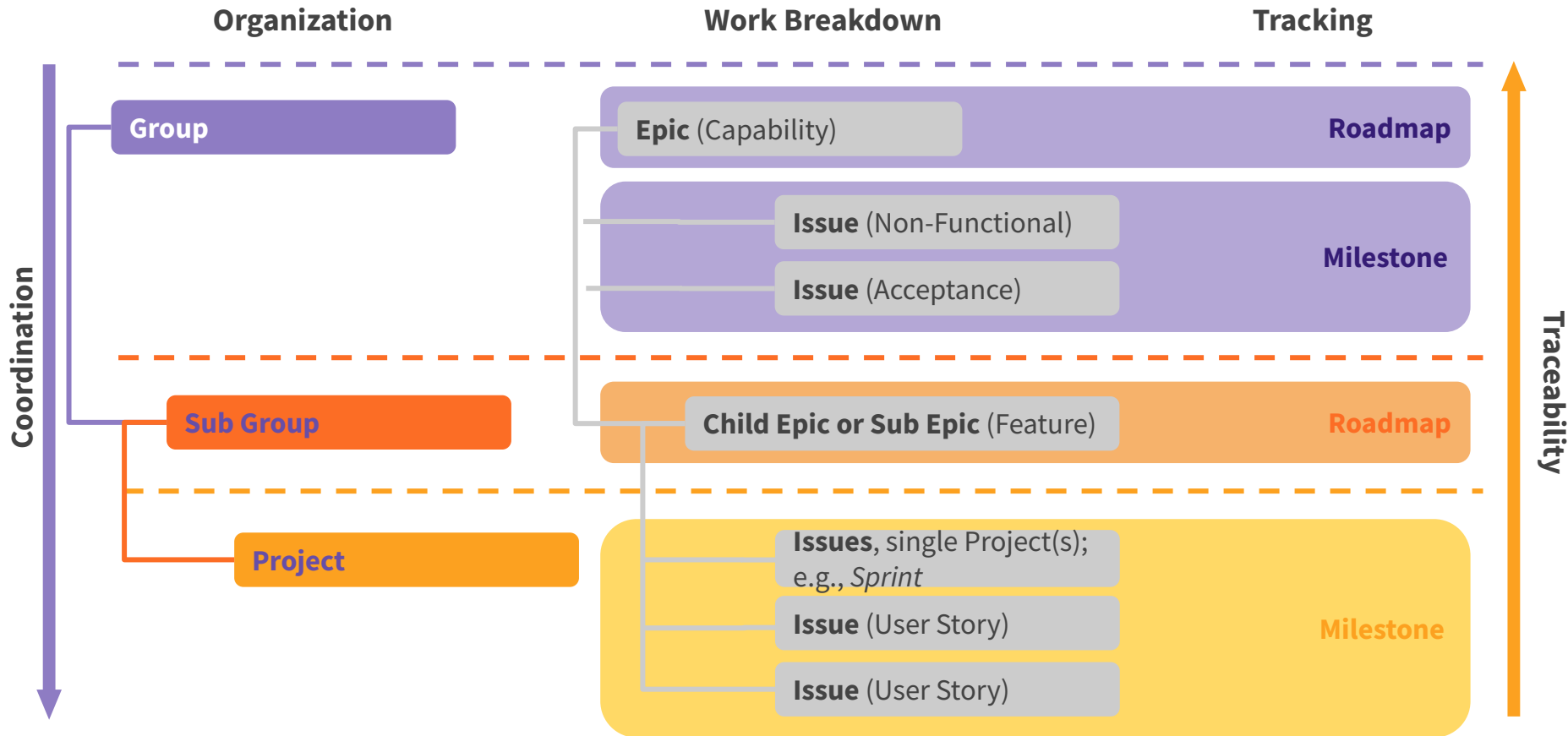
**Merge Requests** are project assets to visualize and collaborate on proposed changes to source code on a Git branch.

**CI/CD Pipelines** describe code build and test jobs and stages for a Merge Request.

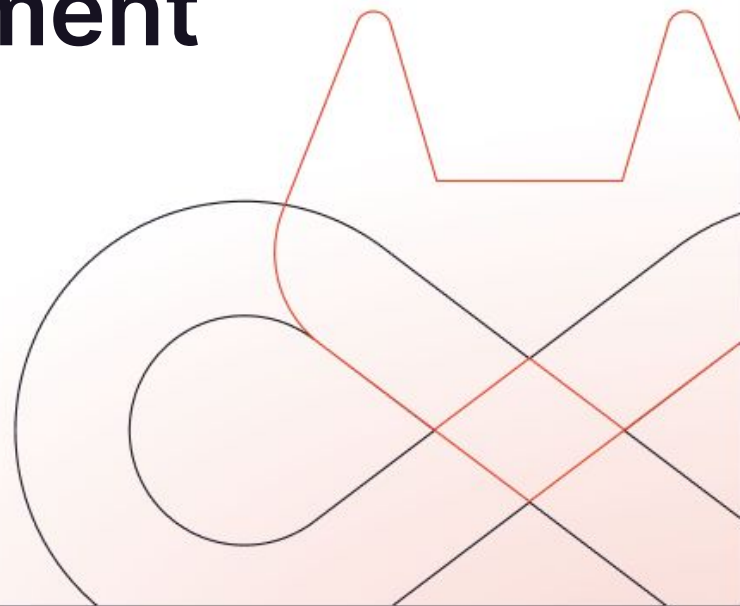
**Code Reviews** are discussion threads on Merge Requests where developer peers review and comment on changes to the code.

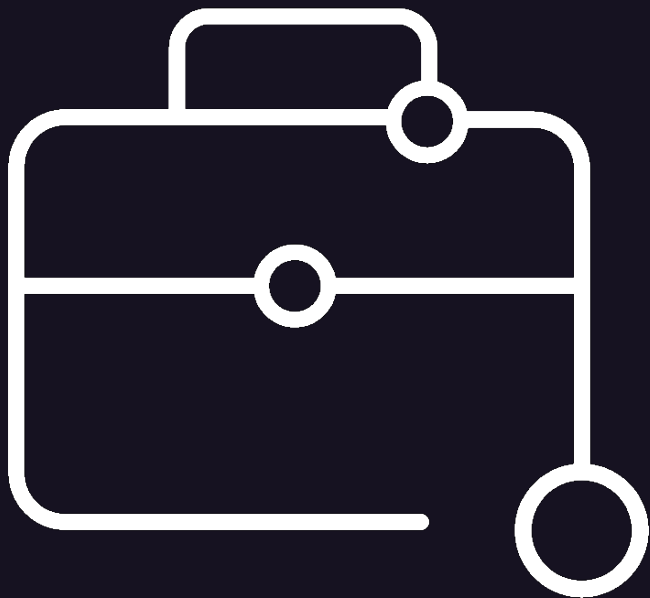
**Approvals** are explicit acceptance events, recorded in the Merge Request, signaling sign-off on associated code changes.

# GitLab Agile Planning Structure



# Agile Portfolio Management

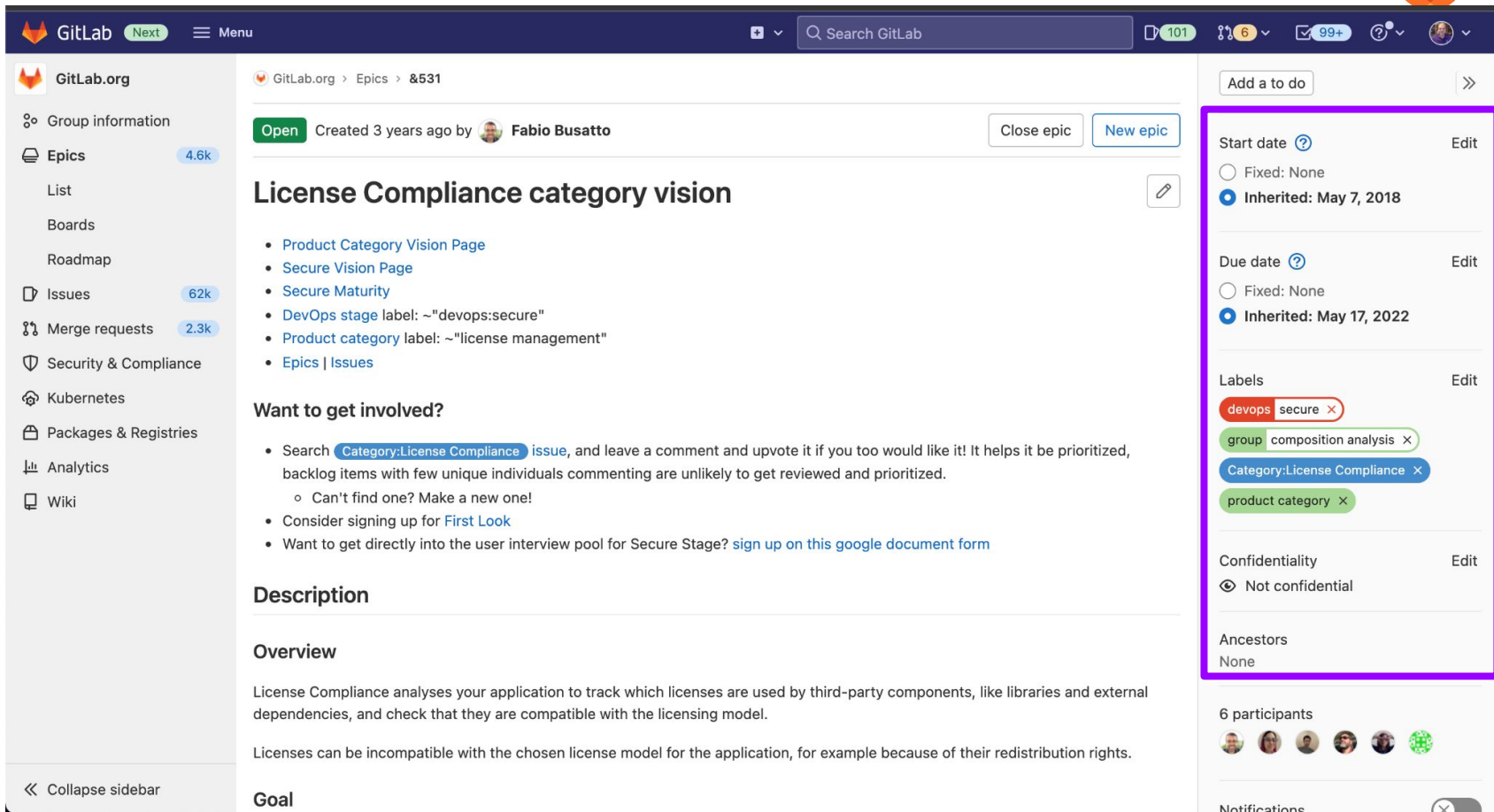




## Portfolio Management

- Groups and Sub Groups
- Epics and Child Epics
- Roadmaps
- Milestones
- Burndown Charts
- Labels
- Boards, Group Level

# Define a large body of work with an *Epic*



The image shows a GitLab interface for an Epic titled "License Compliance category vision". The sidebar on the left contains navigation links for Group information, Epics (4.6k), List, Boards, Roadmap, Issues (62k), Merge requests (2.3k), Security & Compliance, Kubernetes, Packages & Registries, Analytics, and Wiki. The main content area shows the Epic's title, creation date (3 years ago by Fabio Busatto), and a list of related items: Product Category Vision Page, Secure Vision Page, Secure Maturity, DevOps stage label, Product category label, and Epics | Issues. Below this is a section "Want to get involved?" with instructions on how to search for issues and get into the user interview pool. The "Description" section includes an "Overview" of the License Compliance tool. The right sidebar, highlighted with a purple border, contains metadata: Start date (Inherited: May 7, 2018), Due date (Inherited: May 17, 2022), Labels (devops, secure, group, composition analysis, Category:License Compliance, product category), Confidentiality (Not confidential), and Ancestors (None). At the bottom of the right sidebar, it shows 6 participants and a notifications icon.

GitLab.org > Epics > &531

Open Created 3 years ago by **Fabio Busatto** Close epic New epic

## License Compliance category vision

- Product Category Vision Page
- Secure Vision Page
- Secure Maturity
- DevOps stage label: ~"devops:secure"
- Product category label: ~"license management"
- Epics | Issues

### Want to get involved?

- Search **Category:License Compliance** issue, and leave a comment and upvote it if you too would like it! It helps it be prioritized, backlog items with few unique individuals commenting are unlikely to get reviewed and prioritized.
  - Can't find one? Make a new one!
- Consider signing up for [First Look](#)
- Want to get directly into the user interview pool for Secure Stage? [sign up on this google document form](#)

### Description

#### Overview

License Compliance analyses your application to track which licenses are used by third-party components, like libraries and external dependencies, and check that they are compatible with the licensing model.

Licenses can be incompatible with the chosen license model for the application, for example because of their redistribution rights.

#### Goal

Add a to do >>

Start date ⓘ Edit  
☐ Fixed: None  
☒ Inherited: May 7, 2018

Due date ⓘ Edit  
☐ Fixed: None  
☒ Inherited: May 17, 2022

Labels Edit  
devops secure ✕  
group composition analysis ✕  
Category:License Compliance ✕  
product category ✕

Confidentiality ⓘ Edit  
☒ Not confidential

Ancestors  
None

6 participants

Notifications

# Break down Epic into discrete parts with *Child Epics & Issues*



GitLab.org

Group information

Epics4.6k

List

Boards

Roadmap

Issues62k

Merge requests2.3k

Security & Compliance

Kubernetes

Packages & Registries

Analytics

Wiki

<< Collapse sidebar

Epics and IssuesRoadmap

202012281000

Show labels

Add

> License Compliance - Complete to Loveable

gitlab-org#1899129Category:License Compliancedevopssecuregroup composition analysismaturitylovableproduct category

> License Compliance (License Scanning) - Minimal to Viable (again)

gitlab-org#1662131531000Category:License Compliancedevopssecuregroup composition analysismaturitycompleteproduct category

> Engineering Research: How do we advance alternate license scanning

gitlab-org#27130121000Category:License Compliancedevopssecuregroup composition analysis

Add scala / sbt to license compliance

gitlab-org#732500Category:License Compliancegroup composition analysis

Add yarn asdf plugin to license scanning

gitlab-org/gitlab#329542BacklogAccepting merge requestsCategory:License ComplianceEnterprise EditionGitLab Ultimatebackendcustomerdevopssecuregroup composition analysissectionsecstypefeature

> license compliance performance

gitlab-org#260902Category:License Compliancedevopssecuregroup composition analysisperformance

Document how users can add to our sdyx mapping library

Add a to do>>

Start date?Edit  
☐ Fixed: None  
☒ Inherited: May 7, 2018

Due date?Edit  
☐ Fixed: None  
☒ Inherited: May 17, 2022

LabelsEdit  
devopssecure x  
group composition analysis x  
Category:License Compliance x  
product category x

ConfidentialityEdit  
☒ Not confidential

Ancestors  
None

6 participants

Notifications

# Visible relationships & traceability between parent & child items



GitLab.org

Group information

Epics 4.6k

List

Boards

Roadmap

Issues 62k

Merge requests 2.3k

Security & Compliance

Kubernetes

Packages & Registries

Analytics

Wiki

GitLab.org > Epics > &659

Closed

Created 3 years ago by Fabio Busatto

Reopen epic

New epic

## Rename License Management to License Compliance

Description

GitLab License Management will be renamed into GitLab License Compliance in GitLab 12.0.

This is a better name to clarify what the feature is for, it aligns with existing market terminology and solves confusion with internal licensing management (licenses for GitLab.com subscriptions).

We discussed and agreed on this change in <https://gitlab.com/gitlab-org/gitlab-ee/issues/8687>.

Users ([ux-research#80 \(closed\)](#)) and analysts ([gitlab-com/marketing/general#3223 \(closed\)](#)) agree on this change.

Proposal

The new name will be used as the default and officially supported everywhere. The old name will still work for backward compatibility and will be removed in next major release of GitLab ( 13.0 ). Though CI job generating the report itself has nothing to do with compliance. This is why we are renaming it to `License Scanning` on the technical side.

Edited 1 year ago by Nicole Schwartz

Epics and Issues

Roadmap

1

14

18

Show labels

Add

Remove code for 'license\_management'

gitlab-org/gitlab#8912

13.0

Category:License Compliance

Enterprise Edition

GitLab Ultimate

backend

breaking change

devops secure

group composition analysis

quad-planning

complete-no-action

type feature

Add a to do

Start date ?

Fixed: None

Inherited: Jul 8, 2019

Due date ?

Fixed: None

Inherited: Aug 17, 2020

Labels

devops secure

group composition analysis

type feature

Category:License Compliance

direction

Confidentiality

Not confidential

Ancestors

License Compliance category vision

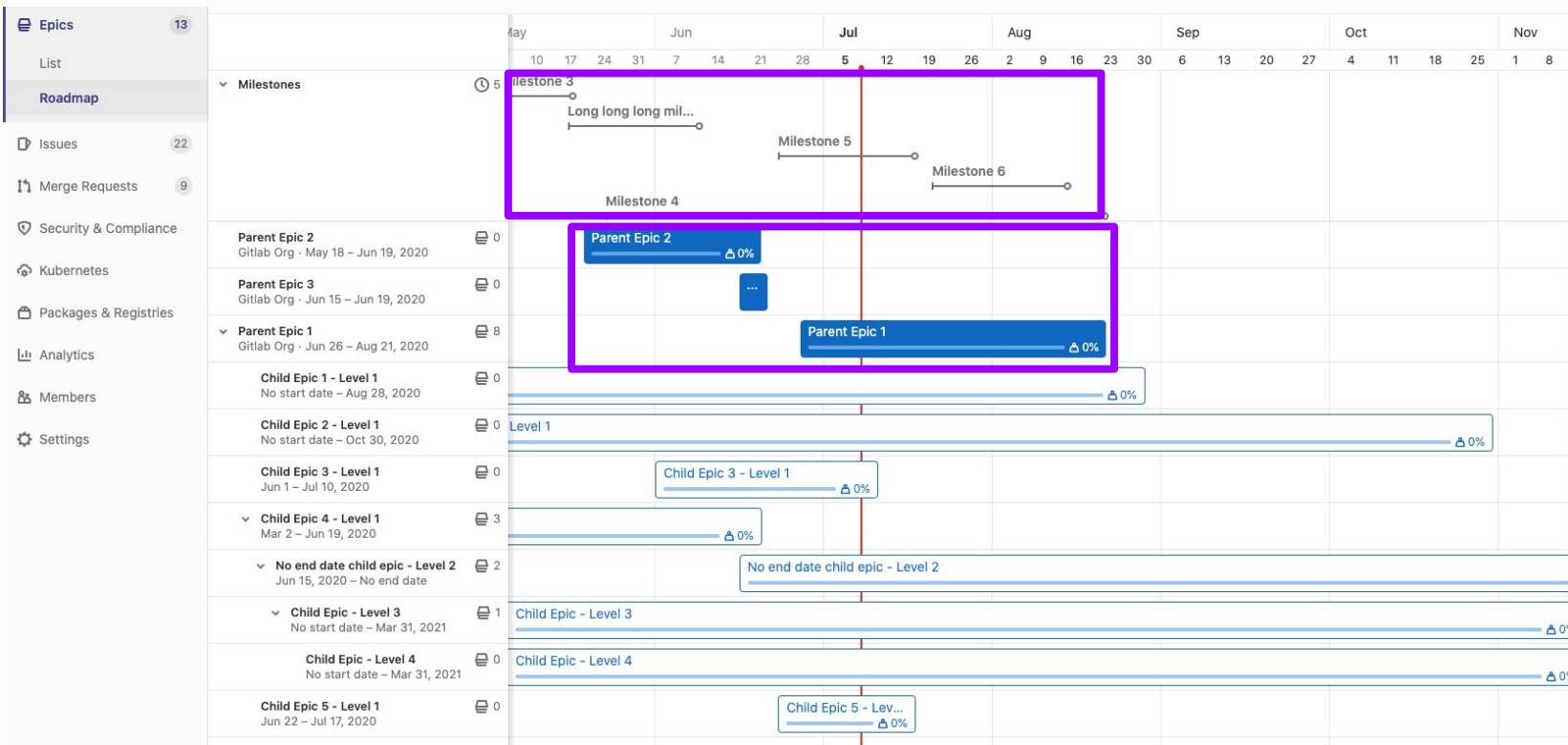
License Compliance (License Scanning) - Minimal to Viable (again)

# Visualize delivery of Epic over time via Roadmaps



## Roadmaps & Epics

Track progress and report on high-level status. Drill down into individual projects and issues to manage cross-project dependencies and distribute resources.



# Plan & Track Projects & Releases with *Milestones*



GitLab.org > Milestones

Open 32 Closed 1085 All 1117

Filter by milestone name

Due soon

New milestone

## 13.4 - Group Milestone

Aug 18, 2020–Sep 17, 2020

Expired

GitLab.org

1798 Issues · 4069 Merge Requests

97% complete

Close Milestone

## 13.5 - Group Milestone

Sep 18, 2020–Oct 17, 2020

Expired

GitLab.org

1683 Issues · 3882 Merge Requests

94% complete

Close Milestone

## 13.6 - Group Milestone

Oct 18, 2020–Nov 17, 2020

GitLab.org

2497 Issues · 3692 Merge Requests

43% complete

Close Milestone

## 13.7 - Group Milestone

Nov 18, 2020–Dec 17, 2020

Upcoming

GitLab.org

837 Issues · 100 Merge Requests

5% complete

Close Milestone

## 13.8 - Group Milestone

Dec 18, 2020–Jan 17, 2021

Upcoming

GitLab.org

337 Issues · 2 Merge Requests

2% complete

Close Milestone

# Track Issues & corresponding code (MRs) in a Milestone



GitLab Next

Projects ▾ Groups ▾ More ▾

GitLab.org

Group overview

Epics 2,000

Issues 35,608

List

Boards

Labels

Milestones

Merge Requests 2,116

Security & Compliance

Packages

Analytics

Members

Collapse sidebar

GitLab.org > Issues

Open 1,354 Closed 816 All 2,170

Recent searches ▾ Milestone = %12.8 ✕

Created date ▾

**Update Imported groups visibility levels to be closest allowed level on group creation**

gitlab#205309 · opened 4 hours ago by George Koltsov · 12.8 bug devops::manage group import group::import workflow::in dev 1 updated 2 hours ago

**Support `license\_scanning` reports - Rename licensed feature**

gitlab#205301 · opened 4 hours ago by Tetiana Chupryna · 12.8 Category:License Compliance Deliverable Enterprise Edition GitLab Ultimate backend backstage devops::secure group::composition analysis sub-issue workflow::in dev 0 updated 4 hours ago

**12.8.202002121251-a725509fbe8.f4c3d4d0e63 QA Issue** 0 of 9 tasks completed

gitlab-org/release/tasks#1214 · opened 7 hours ago by GitLab Release Tools Bot · 12.8 QA task 1 updated 1 hour ago

**Update group\_import\_export.yml excluded\_attributes to exclude some of group attributes**

gitlab#205249 · opened 7 hours ago by George Koltsov · 12.8 bug devops::manage group import group::import workflow::in dev 1 updated 2 hours ago

**Large log entry in api\_json.log due to logging all repository commits**

gitlab#205237 · opened 7 hours ago by John Jarvis · 12.8 P3 S3 production request team::Scalability 7 updated 6 hours ago

**Investigate limit on number of columns per table**

gitlab#205232 · opened 8 hours ago by Andreas Brandl · 12.8 database gitlab.com group::database 6 updated 2 hours ago

**Broken `master` in ee/spec/requests/api/issue\_links\_spec.rb:52 | API::IssueLinks POST /links when authenticated given target project not found returns 404**

gitlab#205219 · opened 8 hours ago by Rémy Coutable · 12.8 Engineering Productivity P1 S1 api bug ci-build issues master:broken 7 updated 7 hours ago

**Investigate use of Percentage of Actors Flipper Feature** 0 of 6 tasks completed

gitlab#205206 · opened 9 hours ago by Alper Akgun · 12.8 devops::growth group::conversion 1 updated 9 hours ago

**End to End Failure for `qa/specs/features/ee/browser\_ui/3\_create/design\_management\_spec.rb` | Create Design management user adds a design and annotation**

gitlab#205205 · opened 10 hours ago by Mark Fletcher · 12.8 Feb 26, 2020 Category:Design Management P1 QA Quality S1 bug devops::create 4 updated 1 hour ago

**Investigate "create\_merge\_request\_spec" smoke test taking too long in review-qa-smoke jobs**

gitlab#205199 · opened 11 hours ago by Sanad Liaquat · 12.8 QA Quality bug 21 updated 37 minutes ago

# Track Milestone progress with Burndown Charts



# Plan & Track Milestone deliverables via *Group Issue Boards*



GitLab Next Projects Groups More

Search or jump to...

GitLab.org > Issue Boards

Portfolio Manage... Label = ~"group::portfolio management" x Show labels Edit board Add list

Open 125 104 Backlog 146 56

workflow::start 14 3

Add cost to epics  
Accepting merge requests Category:Epics  
devops::plan feature  
group::portfolio management  
gitlab-org/gitlab#38239

Roadmaps - UX Research  
Category:Roadmaps In Progress UX  
UX research devops::plan direction  
group::portfolio management workflow::start  
gitlab-org/ux-research#354

Private group EPIC info visible for former sub group owners  
Enterprise Edition HackerOne P4 S4  
backend devops::plan  
group::portfolio management security  
workflow::in review  
gitlab-org/gitlab#13344 2

Next 3-4 releases 12.3 0 0 12.4 0 0 12.5 2 2

Closed 203 186

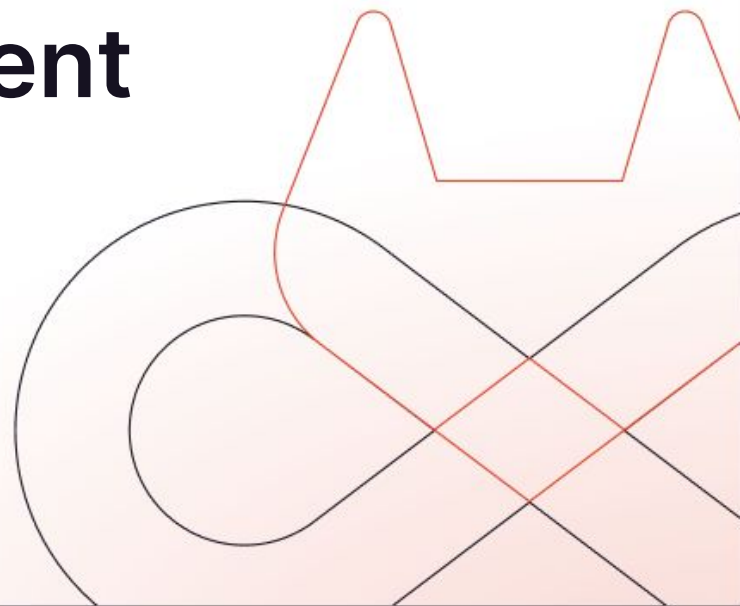
Create issue from epic  
BZO-Feature Wanted Category:Epics  
Enterprise Edition GitLab Ultimate  
Plan [DEPRECATED] Technical Writing UI text  
UX ready [DEPRECATED] backend customer+  
devops::plan direction documentation  
feature frontend group::portfolio management  
internal customer missed-deliverable missed:12.4  
missed:12.5 missed:12.6 planning priority  
workflow::in review  
gitlab-org/gitlab#5419 3

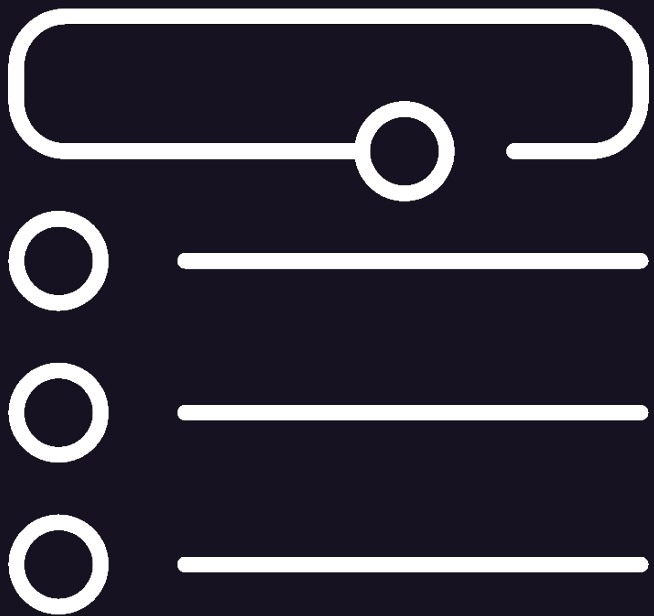
Automatically update widget when creating a new epic or issue from an epic  
Category:Epics P2 S3 bug devops::plan  
frontend group::portfolio management  
workflow::verification  
gitlab-org/gitlab#119341 1

Add filtering issues by epics to the epics finder  
Category:Epics Enterprise Edition GitLab Ultimate  
Plan [DEPRECATED] backend customer  
customer+ devops::plan direction  
group::portfolio management issue list  
planning priority workflow::verification  
gitlab-org/gitlab#195178 2

Extend Issues/Epics counter tooltip to include number of open & closed items

# Agile Project Management





## Project Management

- Projects
- Issues
- Milestones
- Burndown Charts
- Labels
- Boards, Project Level
- Cycle Analytics

# Define User Stories using *Issues*



GitLab

Project information

Repository

Issues 42,667

List

Boards

Service Desk

Milestones

Iterations

Requirements

Merge requests 1,338

CI/CD

Security & Compliance

Deployments

Monitor

Infrastructure

Packages & Registries

Analytics

Snippets

GitLab.org > GitLab > Issues > #7968

Closed

Created 3 years ago by Fabio Busatto 

Contributor

Reopen issue

## Improve usefulness of results by comparing license compliance entries in case-insensitive mode

### Problem to solve

Entries coming from the license management report are compared with the project `policy` list to see if they are approved, blacklisted, or still not defined.

This is good, but the comparison is done with exact matching between the two lists. It means that if we have a license named `BSD` and a policy entry named `bsd`, they will not match.

As a user, I'd expect the comparison to be case insensitive and match.

### Further details

This reflects also in the way we check for duplicates when entering new licenses in the policy list, so we should take care also of that.

### Proposal

Compare items in case-insensitive mode, so `BSD` and `bsd` will match.

### Notes

This should leverage the changes we did to move of the report logic into the backend so that this work can be done in only one place.

Edited 2 years ago by Nicole Schwartz

⬆ Drag your designs here or [click to upload](#).

Linked issues 0 +

Related merge requests 7

Perform case insensitive diff on license names !16335 12.3

Display correct approval status icon next to license !17613 12.4

Test case-insensitive client side match gitlab-examples/secu... !21

Demo - Add mixed case license that should be blocked gitlab-examples/secu... !25

Add a to do

>>

2 Assignees

Edit

Epic

License Compliance - Minimal to Viable

Edit

Milestone

12.4 (expired)

Edit

Iteration

None

Edit

Time tracking

No estimate or time spent

Due date

None

Edit

Labels

Edit

devops

secure

group

composition analysis

type

feature

Category:License Compliance

Deliverable

Enterprise Edition

GitLab Ultimate

backend

frontend

missed-deliverable

missed:12.3

Weight

8 - remove weight

Edit

Health status

None

Edit

Confidentiality

Not confidential

Edit

# Collaborate and track development of a User Story



GitLab Next

Projects

Groups

More

🔍

Search or jump to...

84

11

28

?

?

GitLab

Project overview

Repository

Issues 26,137

List

Boards

Labels

Service Desk

Milestones

Merge Requests 1,018

CI / CD

Security & Compliance

Operations

Packages

Analytics

Snippets

Members

Collapse sidebar

Related merge requests 7

Perform case insensitive diff on license names !16335 12.3

Display correct approval status icon next to license !17613 12.4

Test case-insensitive client side match gitlab-examples/security... !21

Demo - Add mixed case license that should be blocked gitlab-examples/security... !25

Replace the HTML to JSON transformation with direct usage of the license finder ruby API gitlab-org/security-prod... !50 12.3

Create version 1.1 report with support for multiple licenses. gitlab-org/security-prod... !57 12.3

Generate V2 License Report gitlab-org/security-prod... !58 12.3

👍 0

👎 0

😊

Show comments only

Discussion 25 Designs 0

Fabio Busatto @bikebilly · 1 year ago

cc @plafoucriere @leipert @andyvolpe

Gilbert Roulot @groulot · 1 year ago

This is something we'll also have to take into consideration when writing the API for license management.

Andy Volpe @andyvolpe · 1 year ago

Developer

@bikebilly yes! I agree we should push for case-insensitive matching.

👍 1

😊

To Do Add a To Do

2 Assignees Edit

Epic Edit

License Compliance - Minimal to Viable

Milestone Edit

12.4

Time tracking ?

No estimate or time spent

Due date Edit

None

Labels Edit

Category:License Compliance

Deliverable

Enterprise Edition

GitLab Ultimate

UX ready [DEPRECATED]

backend

devops::secure

feature

frontend

group::composition analysis

missed-deliverable

missed-12.3

Weight Edit

8 - remove weight

Confidentiality Edit

Not confidential

# Issue Example - Marketing events



Open Opened 2 months ago by Marc Kriz 0 of 37 tasks completed

Close issue

New issue

## WIP - Geoint 2019 - June 2-5



- Event Name: Geoint 2019 - June 2-5
- Location: San Antonio, TX
- Event website: <https://usgif.org/events/geoint-symposia>
- Justification for wanting to sponsor the event (please be as detailed as possible): Among the attendees were 847 government and military personnel, including 264 employees of the National Geospatial-Intelligence Agency (NGA), 58 representatives from U.S. Special Operations Command (USSOCOM), and 53 members of the U.S. Air Force. There were 314 international attendees representing 36 countries. Among this year's attendees were 206 young professionals and 113 participants from academia.
- If we went last year, link to SF.com campaign:
  - I wasn't sure if there was a campaign but here is the link for last year's event: [general#1849](#) (closed)

Everything below this section will be updated once the event has been approved.

### Event Details

- SFDC campaign:
- Location:
- Speakers:
- Number of Attendees:
- Staffing Needs:
- Sponsorship:
- Lodging:
- Expo Center:
- Dress code:
- Audience Demographics/ Breakdown:
- Goals:
- Other Benefits of attending/ sponsorship:
- Total costs (sponsorship + travel + collateral + etc.):

### Invitation plan:

- [Review the Field Marketing handbook](#) on how to add members to a campaign & have marketing send an email for you.
- Will marketing send email on SALs behalf: Y/N

### Campaign Checklist - Marketing Programs

- Event budget:

### Speaker Checklist

- ☐ Speaker brief + bio sent
- ☐ Slides reviewed by content and design
- ☐ Speaker Slides Sent (Deadline: )
- ☐ Speaker final run through scheduled

### Outreach Checklist/ At Event Meeting Plan - Marketing Programs (w/ Mktg OPS support)

- ☐ Calendar links provided to XDR team for outreach- Create Meeting Schedule in outreach
- ☐ [Client Meeting Prep Template](#) must be completed for every on site meeting by AE
- ☐ Target customers/ prospects identified

### Post Event:

- ☐ Leads shared with team (24 hours after event close)
- ☐ Leads uploaded to campaign and list locked (all changes after lock to be made in SFDC)
- ☐ Sales notified of lead/contact assignments - auto-assign to match named accounts
- ☐ After event follow up launched
- ☐ After event survey sent

### Event Checklist

- ☐ Contract Signed
- ☐ Event added to Events Cal and Events page
- ☐ Invoice paid
- ☐ Artwork sent
- ☐ Booth Artwork sent
- ☐ Slack channel created and attendees invited
- ☐ Planning spreadsheet (included travel, booth duty, meetings...)
- ☐ Tickets allocated
- ☐ Attendee directory from organizers
- ☐ Press list sent
- ☐ Badge scanners
- ☐ AV ordered
- ☐ Furnishings ordered
- ☐ Electrical if needed
- ☐ Booth duty scheduling
- ☐ Social media copy written and scheduled [@evhoffmann](#)
- ☐ Flights/ transport booked- added to spreadsheet
- ☐ Booth slideshow/ demo (shared with staff)
- ☐ Final prep meeting scheduled
- ☐ Event post mortem scheduled
- ☐ After event follow up set up in Marketo

### Swag checklist:

# Issue Example - Employee Onboarding



## Onboarding Kevin Chasse, Starting January 24th, as Federal Technical Account Manager

Welcome to your onboarding issue! We are so excited you're here! As a new GitLabber, you will use GitLab as part of your job, and if you come from a non-technical background, this might be new to you. At times the onboarding issue might feel overwhelming, but if you have any questions along the way, please feel free to ask [People Ops](#), your manager, or anyone else at GitLab in the [#questions channel](#) on [Slack](#), our chat communication tool. If you have any questions or suggestions about onboarding, please feel free to create an issue on the [People Ops issue tracker](#) or a merge request for [this template](#) and assign it to People Ops to make this documentation better for the next new team member (you will learn more about how to do that as you progress through this issue!).

The onboarding issue is broken out into what your ("New team member") responsibilities are, what your manager's ("Manager") responsibilities are, and what our People Ops team's ("People Ops") responsibilities are. Just focus on "New Team Member," and don't feel you need to rush through it or complete each and every task on the required day. If you can't move forward with your onboarding tasks because People Ops, your manager, or your buddy haven't checked tasks they are responsible for, don't hesitate to send them a reminder!

In addition to general onboarding, you may have department- or role-specific tasks to complete. See below main section for details.

### Before Starting at GitLab

1. ☒ **People Ops:** Once the offer letter or contract is signed, create a **confidential** issue called 'Onboarding (NAME), starting (DATE), as (ROLE)' in the [People Ops Employment issue tracker](#) with relevant lines of the master checklist, and choose the [onboarding](#) label, /cc @brittanyr, @aherrmann
2. ☒ **Manager** is @klawrence, buddy is @sengehard, and People Ops is tackled by @aherrmann. Assign this issue to the People Ops team member and the hiring manager.
3. ☒ **People Ops:** Send an email to the chosen buddy letting them know that they have been chosen, and include a link to the onboarding issue.
4. ☒ **Buddy:** Schedule video call for first day to introduce yourself, and make sure they know that if they have questions, they can come to you. Check with the new team member if they will need help setting up their SSH key and installing a Shell ready for using Git locally. You may need to set up an additional meeting for this step. But your main job as a buddy will be to direct them to the right parts of the handbook, and/or encourage them to ask their questions of the wider group on chat, etc.
5. ☒ **Manager:** Assign a member of your team to act as a buddy during the second week at GitLab. This should be someone who can act as a trainer to help get the new team member up to speed with the team workflow/priorities etc.
6. ☒ **People Ops:** If the team member is outside of the US, confirm that the new team member is not on any known [Denied Party List](#) add their name to the "Denied Parties List" Google Doc.
7. ☒ **Google account**
  1. ☒ **People Ops:** Log on to the [Google Admin console](#) and verify [first.initial.last.name\[at\]gitlab.com](#) is not conflicting with a current account. Click the + sign to create an account for the new team member, and email the instructions to new team member's private email address.
  2. ☒ **People Ops:** Add new Google user to the 'Disable 2FA' group under the Groups tab to disable 2FA for them.
  3. ☒ **People Ops:** Add new user to proper regional group through the admin console.

### Week 2

#### Git Basics

**Goal:** Become more familiar with git and GitLab basics

1. ☒ Try Git if you aren't already familiar
2. ☒ Review the Git basics training [materials](#) commonly delivered by Professional Services

#### GitLab General Knowledge

**Goal:** Understand how GitLab is used by our customers

1. ☒ Understand [GitLab Flow](#) and why it's different from [Git flow](#) and [GitHub flow](#)
2. ☒ Learn about [GitLab Namespaces](#)
3. ☒ Review the [GitLab Basics](#) that you don't feel comfortable with. Pay special attention to:
  - ☒ [Command line basics](#)
  - ☒ [Creating SSH keys](#)
  - ☒ [Creating a branch](#)
  - ☒ [Creating a merge request](#)
4. ☒ Take a look at how the different [GitLab versions compare](#)
5. ☒ Learn the differences between [Core](#) and [Enterprise](#)
6. ☒ Review the various features of [GitLab](#)
7. ☒ Review the basics of [GitLab HA](#) and [GitLab GEO](#)
8. ☒ Watch video: [GitLab Security solutions](#)
9. ☒ Watch video: [GitLab HA-GEO infrastructure benefits](#)
10. ☒ Watch video: [GitLab Services](#)
11. ☒ Watch video: [GitLab custom in-app monitoring for Value Stream Mapping](#)
12. ☒ Read: [GitLab blog highlighting use of GitLab for Agile](#)

#### Customer Success Group Activities

1. ☒ Shadow 2-3 calls with a team member in your Customer Success team (SA, TAM or IE).
2. ☒ Shadow at least 1 call with each of the OTHER Customer Success teams

#### Support Group Activities

1. ☒ Review the [GitLab Support documentation](#)
2. ☒ Review the [process for support tickets](#)

#### Other Teams

**Goal:** Get to know how other teams at GitLab help our product and customers

1. ☒ Take a look at the [GitLab.com Team page](#) to find the resident experts in their fields

# Issue Examples



## Update messaging on main page

### Business Value

Proper messaging and a consistent user experience will *delight* our Customers and keep them coming back wanting more!

### Tasks

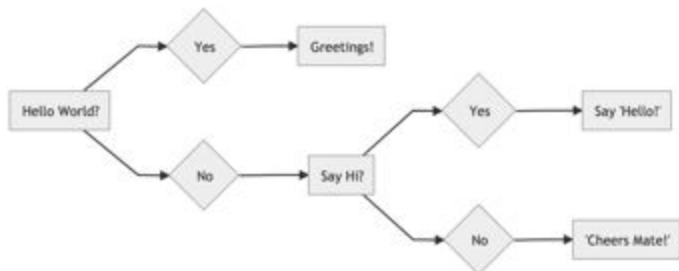
- ☒ Get correct messaging with Product, @ChloeHdz
- ☒ Verify spelling with Tech Writer, @vehernandez
- ☐ User Experience
- ☒ Get correct Corporate color code for red
- ☐ Write WCAG 2.0 / ADA color tests

### Code Fix Suggestion

```
background-color: #800000;
```

```
message = "Hello GitLab World!"
```

### Workflow



- *Issue description*
- *Tasking*
- *Diagramming done with [Mermaid](#) [integration with Markdown](#)*

# Plan Sprints using *Issue Boards*



GitLab Projects Groups More

Search or jump to...

The Quark App

Project overview

Repository

Issues 117

Boards

Labels

Service Desk

Milestones

Merge Requests 1

CI / CD

Security & Compliance

Operations

Packages

Analytics

Wiki

Snippets

Settings

Collapse sidebar

The Atomic Lab > The Quark App > Issue Boards

Sprint Plan

Search or filter results...

Show labels

Edit board

Add list

Add issues

Sprint 1

Update landing page with corporate logo and color scheme

P1 workflow::Doing

#1 Jan 28 3h 2

Force Code Quality job to pass

workflow::Doing

#4 2

Using TODOs in code for code quality

workflow::To Do

#5 2

Investigate vulnerability: X-Content-Type-Options Header Missing

P1 Vulnerability workflow::To Do

#6 8

In every revolution there's always one man with a vision...

Pending workflow::Done

#9

TK-421, why aren't you at your post? TK-421

P3 Pending workflow::Done

#8

Sprint 2

A journey of a thousand miles begins with one step

#13

Live long and prosper

#15

If we're not back by morning

#11

Never have so many owed to so few

#12

Tuesday Import Defect

#39

That's no moon

#14

Investigate vulnerability: Password in URL

#16

Quick Status Check

#17

Sprint 3

Quick Status Check

#20

Enter RMA

#21

Inventory Levels Off in Warehouse

#22

Add Shipping Notes

#23

View Daily Call Count

#24

Hold Order

#25

Pick Lists Reversed

#26

Update RMA

#27

Sprint 4

Multiple Ship-To's

#29

Calculate Tax

#30

Delete RMA

#31

Partial Shipments Double

#32

Calculate Shipping

#33

Shipping Notes

#34

Forgotten Passwords

#35

Field Completion

#36

# Scrum and Kanban *Issue Boards* as Information Radiators



The screenshot displays the GitLab Issue Boards interface for the 'The Quark App' project. The top navigation bar includes the GitLab logo, project navigation links, and a search bar. The main interface shows a Kanban board with four columns: 'workflow::To Do', 'workflow::Doing', 'workflow::Done', and 'Closed'. Each column contains issue cards with titles, priorities, sprints, and other metadata. The 'To Do' column has four issues, 'Doing' has two, 'Done' has two, and 'Closed' has two. The interface also includes a sidebar with navigation icons and a top bar with various controls like 'Show labels', 'Edit board', 'Add list', and 'Add issues'.

**Workflow::To Do**

- Using TODOs in code for code quality (Sprint 1, #5, 2)
- Investigate vulnerability: X-Content-Type-Options Header Missing (P1, Sprint 1, Vulnerability, #6, 8)
- Ask not 'what your country can do for you' (Sprint 1, #10, 5)
- Take the Red Pill... (Dev Only, P2, Sprint 1, #7, 13)

**Workflow::Doing**

- Update landing page with corporate logo and color scheme (P1, Sprint 1, #1, Jan 28, 3h, 2)
- Force Code Quality job to pass (Sprint 1, #4, 2)
- Service Desk (from vhernandez@gitlab.com): Unable to sign-in to the project (Bug, Service Desk, #118)

**Workflow::Done**

- In every revolution there's always one man with a vision... (Pending, Sprint 1, #9)
- TK-421, why aren't you at your post? TK-421 (P3, Pending, Sprint 1, #8)

**Closed**

- Update Quark App project information (Dev Only, #2, Sep 24, 2019, 1)
- Reset demo environment (Dev Only, P1, #3, Sep 25, 2019, 2)

# Capture Project Information with Wikis



GitLab Projects Groups More Wiki

The Quark App

[Project overview](#)  
[Repository](#)  
[Issues](#) 117  
[Merge Requests](#) 1  
[CI / CD](#)  
[Security & Compliance](#)  
[Operations](#)  
[Packages](#)  
[Analytics](#)  
**[Wiki](#)**  
[Snippets](#)  
[Settings](#)

The Atomic Lab > The Quark App > Wiki > 1. Agile Process

## 1. Agile Process

Last edited by **Victor Hernandez** 4 months ago

New pagePage historyEdit

### Introduction

The **Atomic Lab** utilizes Scrum, one of the Agile family of Project Management disciplines, as its framework to manage product development. Whereas the term *Agile* refers to both project management and software development and engineering practices, this section in the wiki is exclusive to the project management aspect, utilizing Scrum.

### Table of Contents

- Abstract
- [Agile Principles and Manifesto](#)
- [What is SCRUM?](#)
  - [SCRUM Artifacts and Definitions](#)
- [Using SCRUM](#)
  - Project Timeline
  - Planning and Estimating
  - Daily Standup Meeting
  - Daily Activities and Interaction with the Task Board
  - Sprint Review Meeting
  - Sprint Retrospective
- ScrumMaster: Duties and Responsibilities

### Abstract

The **Atomic Lab** currently practices Scrum as an Agile process to facilitate the production of its world-class software. As such, this document outlines *What* is practiced, *How* is practiced, and where detail is necessary, *When* is practiced.

The word *process* is used lightly, as Scrum should be considered as a framework enabling us to produce software rapidly, rather than a strict set of rules followed in a linear fashion. There are guidelines to be followed, but teams practicing Scrum should inherently feel at ease by their nature, not constrained.

Attention is given to the principles of Agile and Scrum, the artifacts, definitions, tools, and buzzwords the Team has woven into daily use as part of the process culture, and the workflow of Scrum, as adopted by **The Atomic Lab**, is described herein.

This document will continue to evolve as the Team *inspects* and *adapts* its own practices and culture constantly.

Clone repository

#### 1. Agile Process

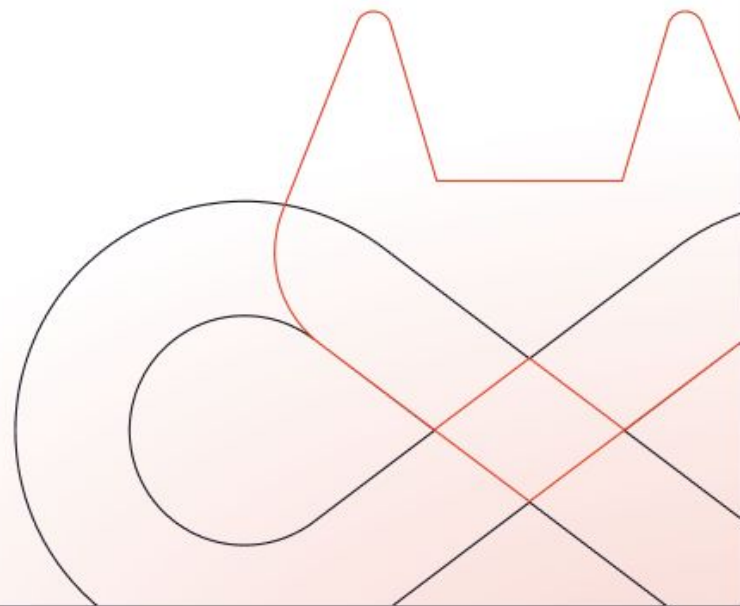
- 1.1 Agile Principles and Manifesto
- 1.2 What is Scrum?
- 1.3 Scrum Artifacts and Definitions
- 1.4 Using Scrum
- 1.4.4 Sprint Retrospective Template

Home

- x Quark App Resources
- x.1 The Front Page
- x.2 Issue Template
- x.3 Full GitLab Flow
- x.4 Release Schedule The 22nd
- x.5 GitLab OOTB Reports
- x.6 Lock Path to Production Approach 1

More Pages

# What We Learned...





- **Using GitLab for Agile Software Development**

<https://about.gitlab.com/2018/03/05/gitlab-for-agile-software-development/>

- **GitLab Agile Planning**

<https://about.gitlab.com/solutions/agile-delivery/>

- **SAFe and Agile Planning with GitLab**

<https://youtu.be/PmFFlTH2DQk>

# Thank you!



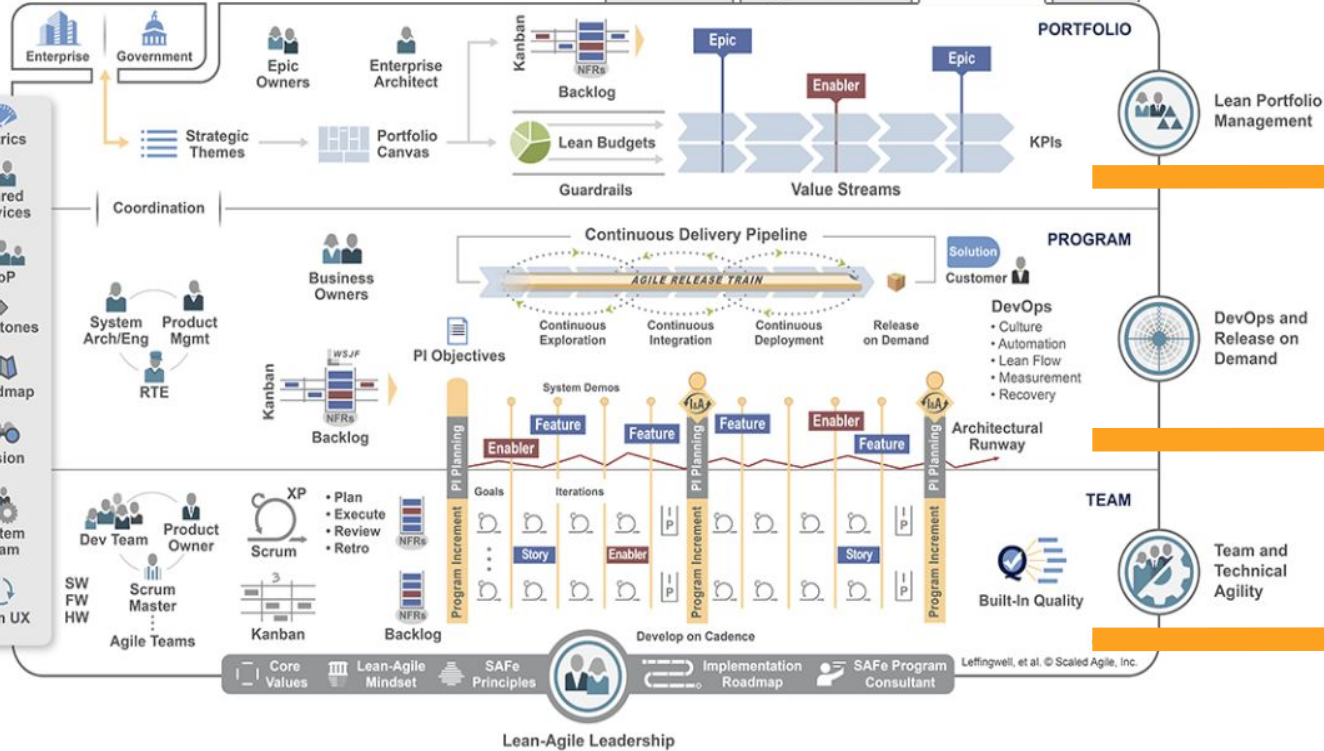
# Scaled Agile Framework (SAFe)



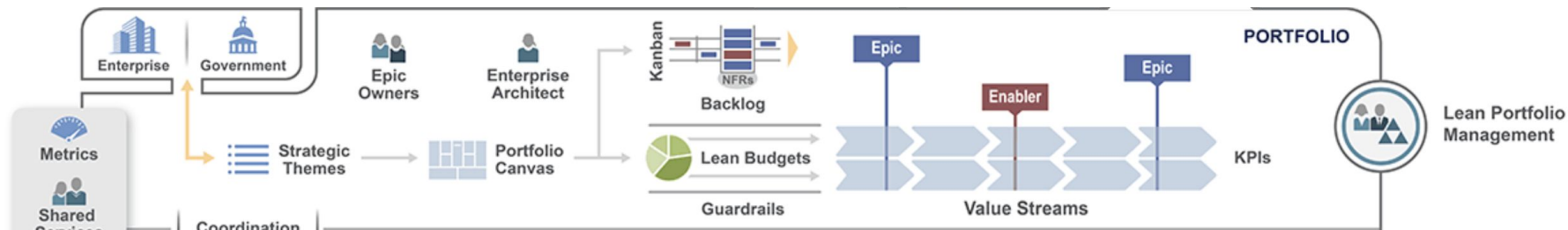
# Portfolio SAFe in GitLab



## SAFe® for Lean Enterprises



# Portfolio (Group)



Epics & Enablers (*Epics*)

Strategic Themes (Group *Labels*)

Backlog (*Boards*)

Value Streams (*Sub Groups*)

Portfolio Canvas, Backlog (*Project*)

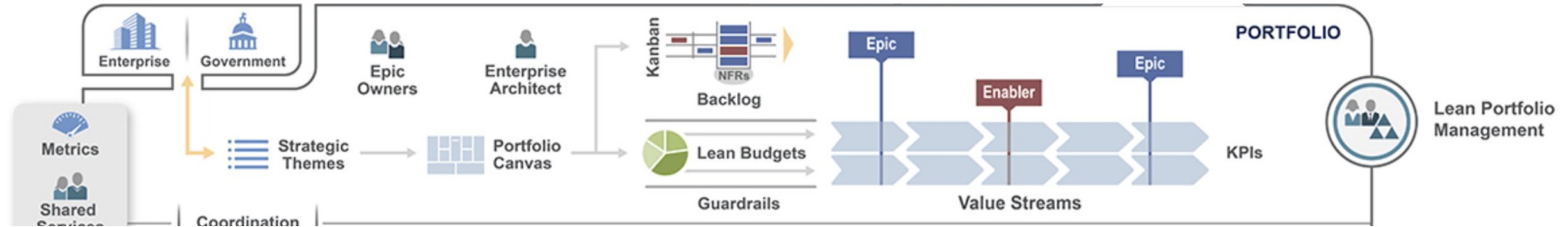
Issues & Discussion

Labels (Project level)

Boards (Project level)

**Portfolio (Group)**

# Value Streams (Sub Groups)



Solution Train (*Milestone*)

Group *Labels*

Backlog (*Boards*)

Add'l SAFe Levels (*Sub Groups*)

Solution Backlog & Context (*Project*)

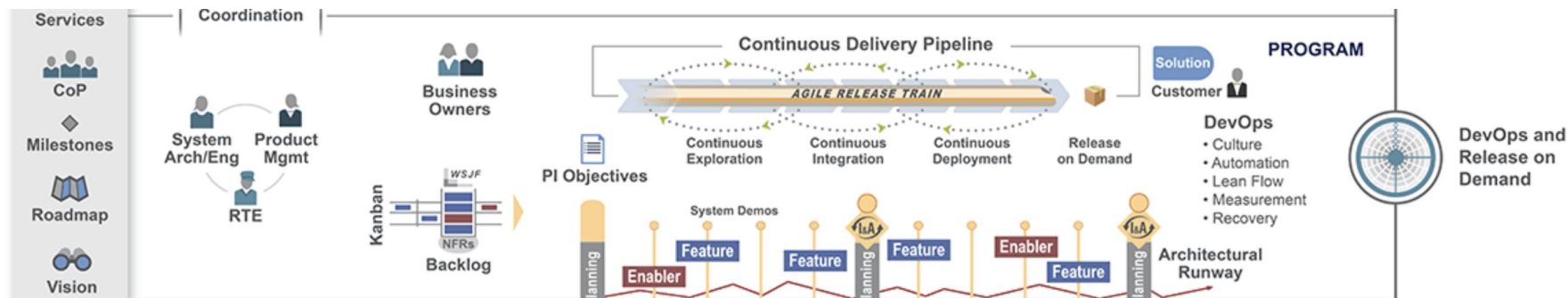
Issues & Discussion

Labels (Project level)

Boards (Project level)

**Value Stream**  
**(*Sub Group 1*)**

# Program & Team (Sub Groups)



Agile Release Train (*Milestone*)

ART (*Group Labels*)

ART, Backlog (*Boards*)

Program Increment (*Milestone*)

Agile Team, Systems (*Project*)

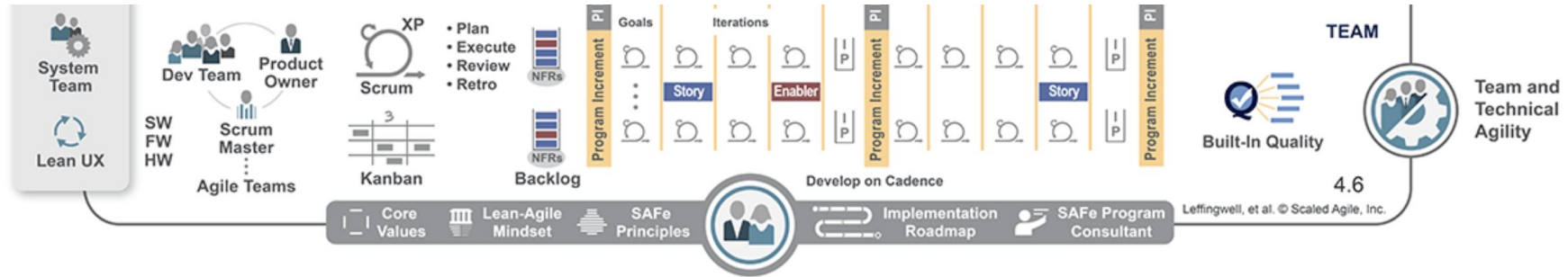
Issues & Discussion

Labels (Project level)

Boards (Project level)

**Program**  
**(Sub Group 2)**

# Agile Team & Application (*Project*)



*Project*

Repository (git)

Sprints (*Milestones*)

Backlog (*Board*)

Issues & Discussion

Labels (Project level)

Cycle Analytics

Branches & Merge Requests

Code Reviews & Approvals

CI/CD Pipelines

Security Scans & Reports

**Team**  
**(*Project*)**