



## Processes: Initial Meeting & Release Planning

When we talk about **LPM** *processes* we refer to the different management tasks stipulated and the times or cycles that must occur throughout the project.

At this point it is important to highlight that we will be working in cycles. At the end of each cycle, there must be a deliverable for the client to validate. Working in cycles makes the project progress (or lack thereof) become visible to all. Specifically, when managing innovation projects, each cycle allows assessing the feasibility of the project, or conversely, if a change in direction is required.

We have two types of cycles: **releases** and **sprints**. The *releases* are long cycles divided into several *sprints* (short cycles). They differ mainly in the kind of deliverable that is achieved at the end. In *releases*, it must have an entity by itself, i.e. a part of the total project that can be implemented separately from the rest of the project, whereas *sprints* are groups of tasks to be performed in less than 15 days, allowing a very close monitoring.

The *processes* to be covered in detail in our newsletters from now till the end of the year will be about how we manage these cycles.

In any case, regardless of the cycles, our innovation project starts as any other management system: with an **Initial Meeting**.

The whole *team* and the *product owner* attend the **Initial Meeting**. In it, the project is kicked-off and the basis of the work to do are set:

- *Product backlog* definition among all the team members (list of tasks that we anticipate making to the successful delivery of the project objectives).
- Estimation of the resources needed.
- Assignment of the different *roles* among the *team* members.
- Completion of the first *release backlog* of the project.

We call **Release Planning** the meeting with which each *release* starts. In this meeting we specify the next significant milestone we want to achieve in the project, similar to a project phase. As said before, at the end of it, the deliverable must have an entity by itself. The result of the Release Planning is the *release backlog* (list of tasks to be performed to accomplish each *release*).

The **Initial Meeting** includes the first **Release Planning**, so that we already leave this meeting with the first milestone defined.

Ready to sprint? To be seen in the next process.