Iteration planning

Description of the steps used to populate iterations.

Prepare issue status

When we start an iteration we would like to have a operational set of issues loaded into the iteration. Some of the qualities we would like to have in the iteration issues are:

- No issues should be in status triage, but should have been move to status open with the corresponding issue enrichment, see [Issue lifecycle](#).
- All issues should have a clear goal. This means that general issues should have been broken down into operational issues. This could be a ‘General harvest QA’ issue, which should be broken down into subtasks clarifying exactly what this means.

Load iteration

- The Resource plan is updated with the planned allocation for each organization.
- Each organization loads the iteration with the issues they would like to solve during the period. The workload of the issues should exceed the organizations planned ressource allocation for the iteration. Issues added to the iteration this way should have the ‘Organization’ field specified.
- The iteration content is reviewed by the NetarchiveSuite project manager and QA responsible.
- The NetarchiveSuite project manager loads any remaining space in the iteration with the highest prioritized tasks from the backlog.

See [Planning in JIRA](#) for concrete guidelines on how to use JIRA for planning.