



The content described herein is intended to outline our general product direction for informational purposes only. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions.

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The art of efficient planning with Confluence whiteboards

Breakout session



CHRISTINA RISTEVSKI | PRODUCT MANAGER, ATlassian

AGENDA



1. WHY PLANNING IS VITAL FOR TEAM SUCCESS

AGENDA

AGENDA



**1. WHY PLANNING IS VITAL FOR
TEAM SUCCESS**



**2. KEY PRINCIPLES FOR
SUCCESSFUL PLANNING**

AGENDA



1. WHY PLANNING IS VITAL FOR TEAM SUCCESS



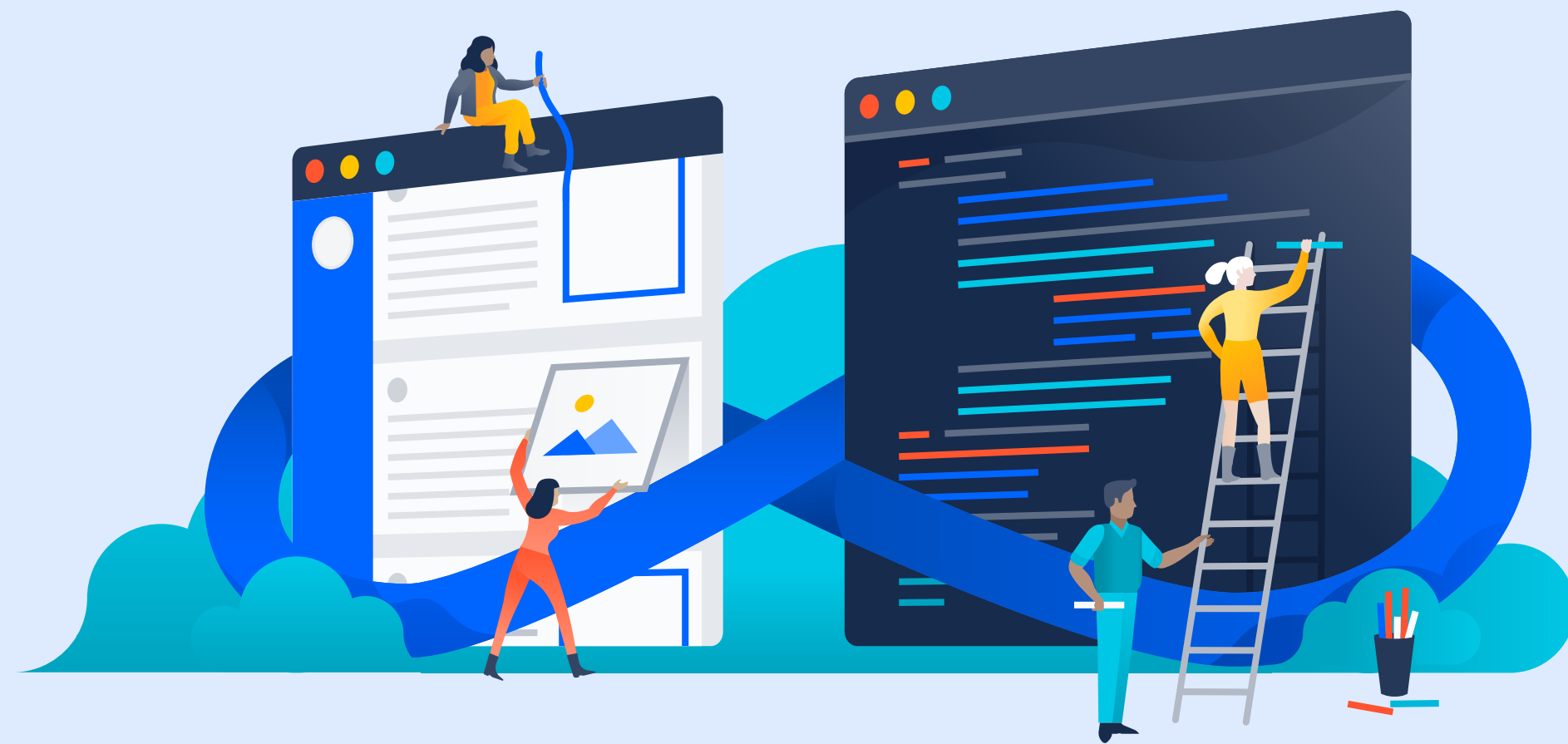
2. KEY PRINCIPLES FOR SUCCESSFUL PLANNING



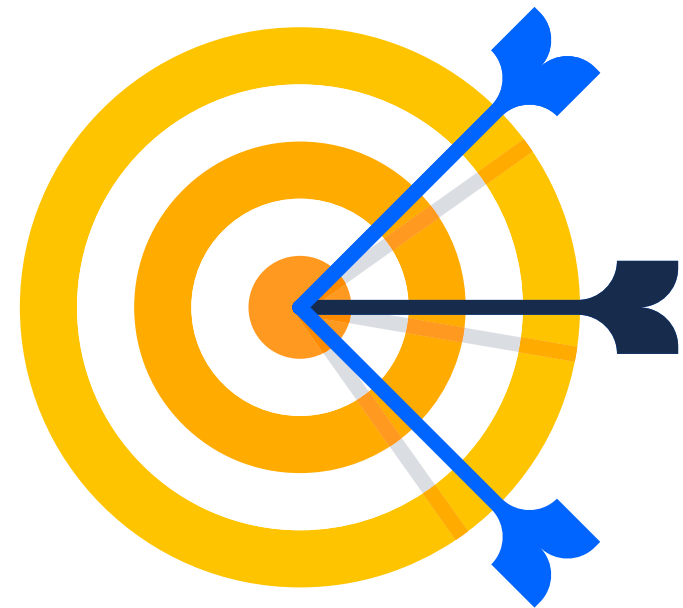
3. WHAT DOES GREAT PLANNING LOOK LIKE IN PRACTICE?

- Roadmapping
- Work stream planning
- Sprint planning

1. WHY PLANNING IS VITAL FOR TEAM SUCCESS



BENEFITS

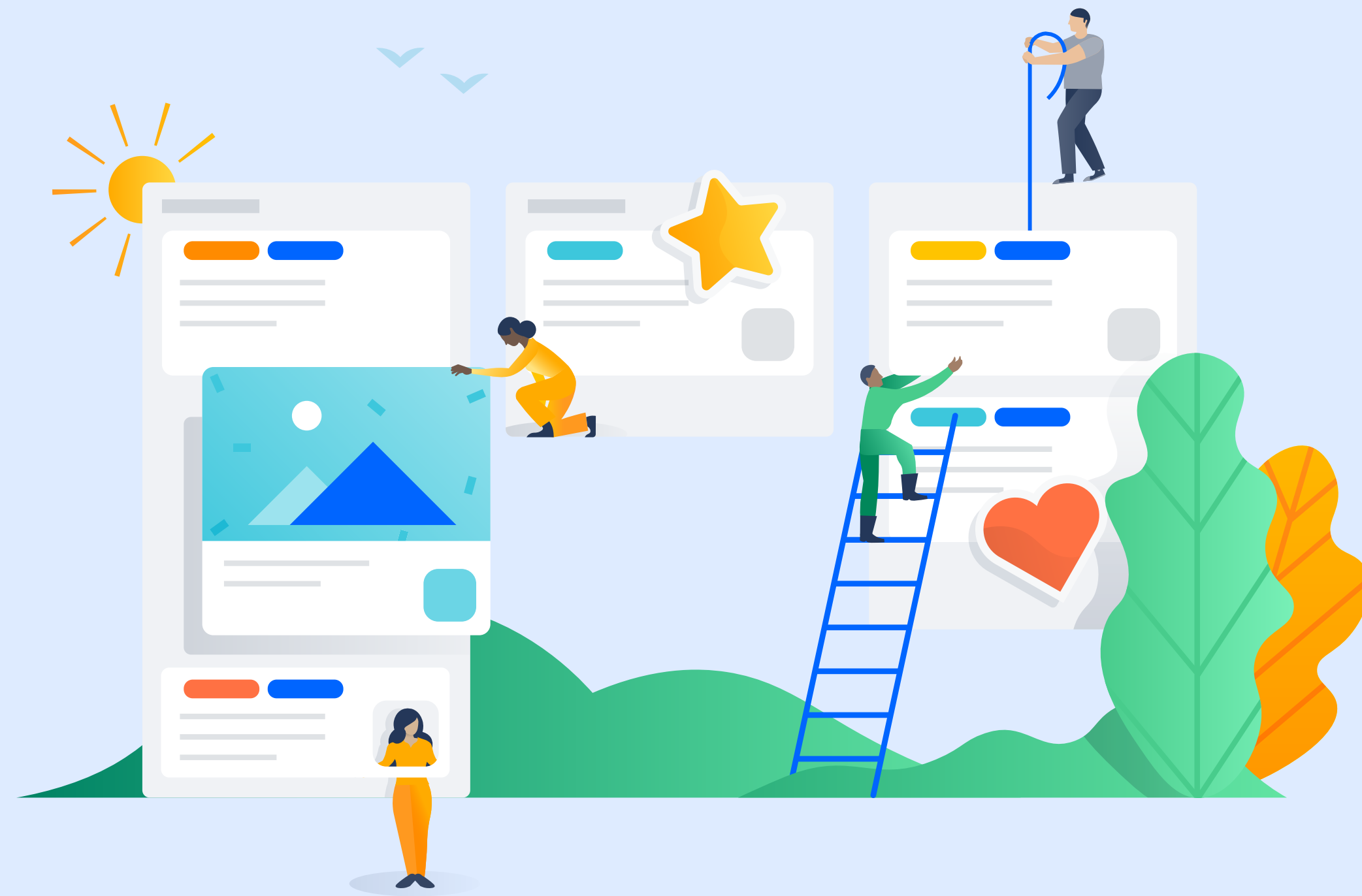


GOAL ORIENTED



ACCOUNTABILITY

2. KEY **PRINCIPLES** FOR SUCCESSFUL PLANNING



PRINCIPLES



Create a **shared**
understanding



Identify your
top priority
tasks



Assign **roles** &
timelines



Make it
interactive &
fun

PRINCIPLES



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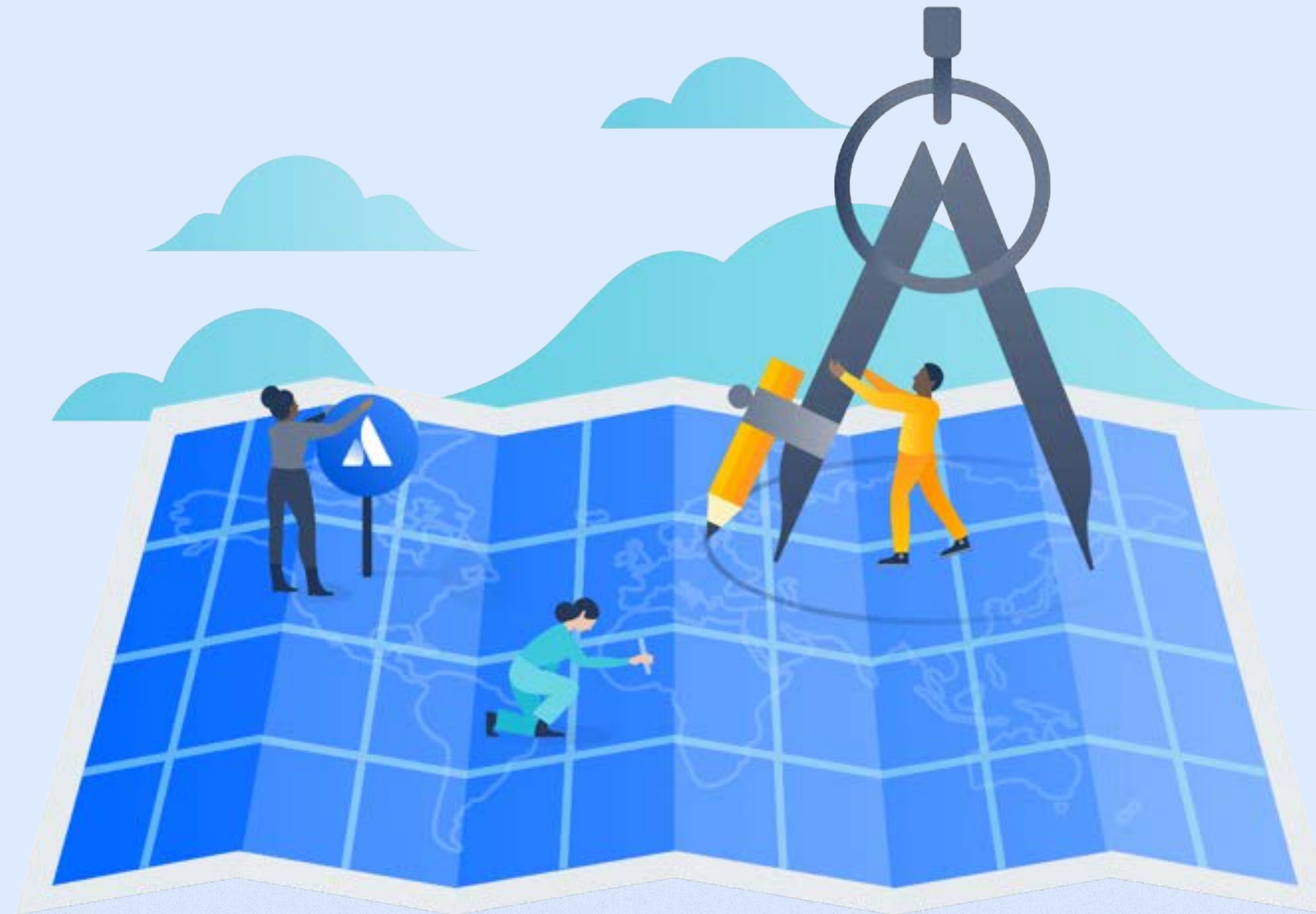


Assign **roles** &
timelines

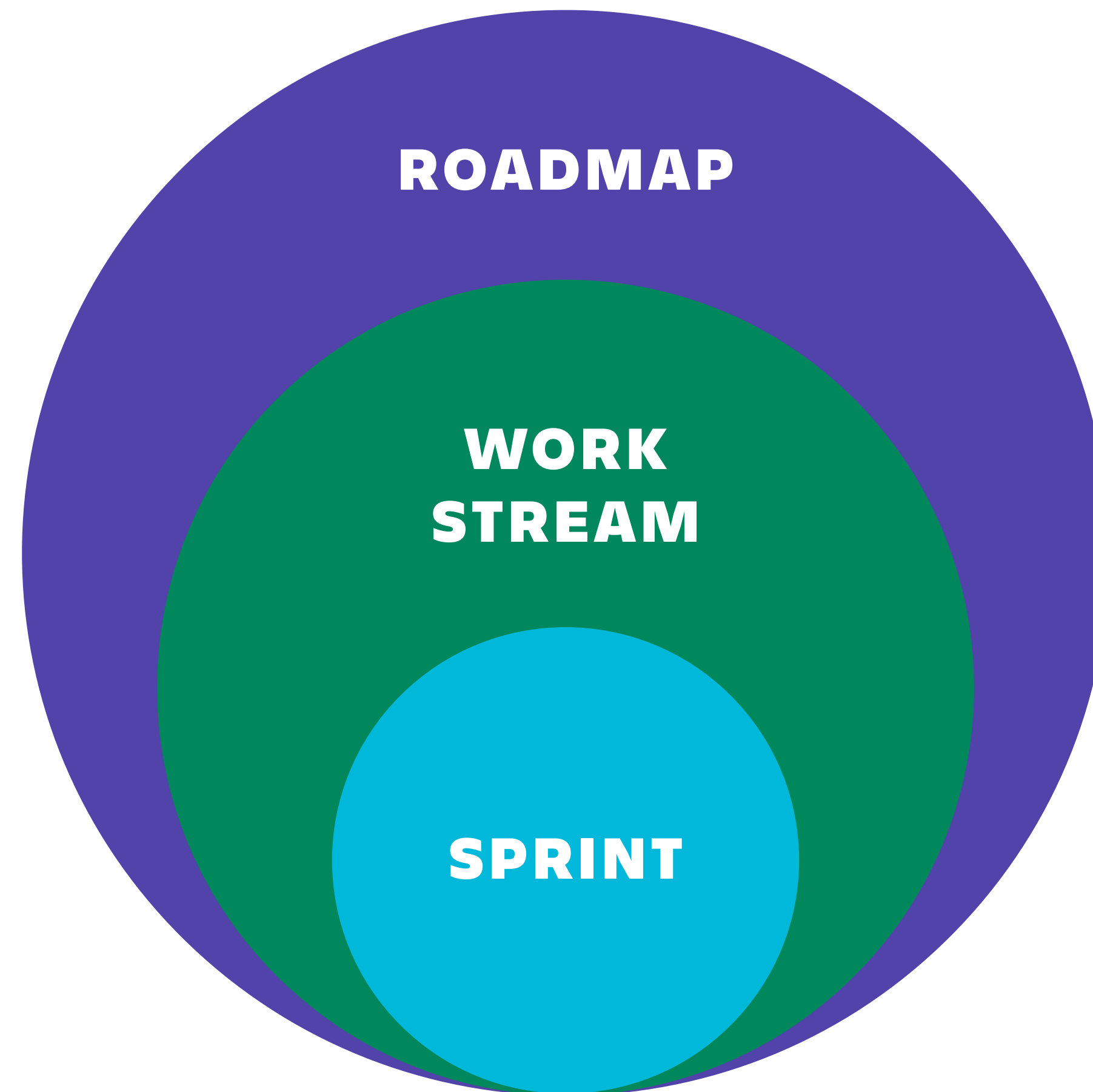


Make it
interactive &
fun

3. GREAT PLANNING IN PRACTICE



PLANNING STAGES



PLANNING A ROADMAP



A ROADMAP



A shared source of truth that outlines the direction and progress of a product over time.

Start with a 'Prioritisation Play'

Goal sharing

Ideation

Prioritise on a
matrix

Confluence Home Recent Spaces Teams Apps Templates Create

Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023

Prioritization

Recommended item: 10 minutes
Works best with: 2-4 people

Overview
Facilitate a collaborative session with your team to organize and prioritize tasks, ideas, and projects. This template includes a prioritization matrix, a goal sharing section, and a list of ideation tools.

Required roles:

- 1 facilitator to guide the session
- 1 scribe to record the session
- 1 timekeeper to manage the session

Step 1: Share goals
Add the top goal for your team and make sure everyone is aligned. You should already have these before the session, if not, take the time to share them.

Step 2: Ideation
Add ideas, notes, and sketches for the session. Use the ideation tools to generate ideas and notes.

Step 3: Prioritize
Use the prioritization matrix to prioritize tasks and ideas. Add tasks and ideas to the matrix and use the matrix to prioritize them.

Step 4: Work to be done
Add tasks and ideas to the matrix and use the matrix to prioritize them. Add information to the matrix and use the matrix to prioritize them.

Step 5: Opportunity
Use the matrix to identify opportunities for the team. Add information to the matrix and use the matrix to prioritize them.

Tools and Resources:

- Lock objectives
- Text alignment
- Template picker
- Board pinning
- Smart connector lines
- Shape borders
- Background music
- Later pointer
- Ice breakers
- Sections
- Zoom controls
- Text resizing
- Smart connector lines
- Shape borders
- Background music
- Later pointer
- Ice breakers
- Images
- Stamps
- Board games
- Convert stickers to Jira issues
- Media support
- Shapes
- Stickers
- Line styling
- Video editing
- Jira import
- Alignment

Impact vs Urgency Matrix

The matrix is divided into four quadrants by a diagonal line from the bottom-left to the top-right. The vertical axis is labeled 'Impact' (Low to High) and the horizontal axis is labeled 'Urgency' (High to Low).

Quadrants:

- High Impact, High Urgency (Top-Left):** MUST DO
- High Impact, Low Urgency (Top-Right):** SHOULD DO
- Low Impact, High Urgency (Bottom-Left):** DO NOW
- Low Impact, Low Urgency (Bottom-Right):** MAYBE

Items in the Matrix:

- Lock objectives (High Impact, High Urgency)
- Text alignment (High Impact, High Urgency)
- Template picker (High Impact, High Urgency)
- Board pinning (High Impact, High Urgency)
- Smart connector lines (High Impact, High Urgency)
- Shape borders (High Impact, High Urgency)
- Background music (High Impact, High Urgency)
- Later pointer (High Impact, High Urgency)
- Ice breakers (High Impact, High Urgency)
- Sections (High Impact, High Urgency)
- Zoom controls (High Impact, High Urgency)
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- Video editing (High Impact, High Urgency)
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- Alignment (High Impact, High Urgency)

Start with a 'Prioritisation Play'

Goal sharing

Ideation

Prioritise on a
matrix

Team Fabric / Fabric team planning
Prioritisation Jan 30th 2023

🕒 5 minutes

Share goals

Add the top goal(s) for your team and make sure everyone is aligned.

You should already have these before the session, if not, view the template above 🖱️

Prioritizing with these goals in mind, creates a shared understanding of what will (and won't) help you achieve your ultimate goals.

Fabric Team OKR Proposal

This page details proposed OKRs for each team in Fabric, based on their new areas of responsibility ...

Confluence

Increase CSAT of whiteboards

Updated last month

Atlas

Increase MAU of whiteboards

Updated last month

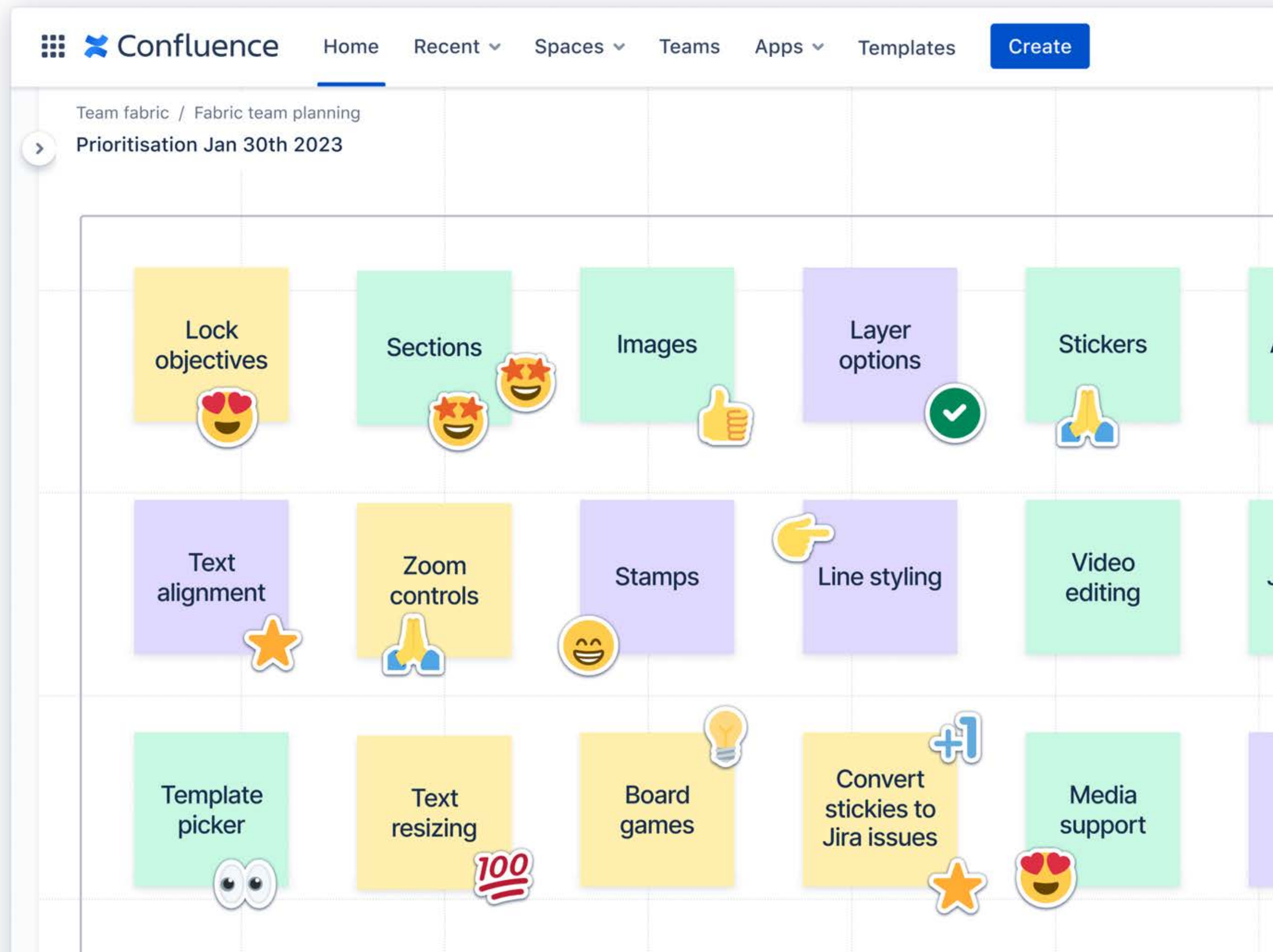
Atlas

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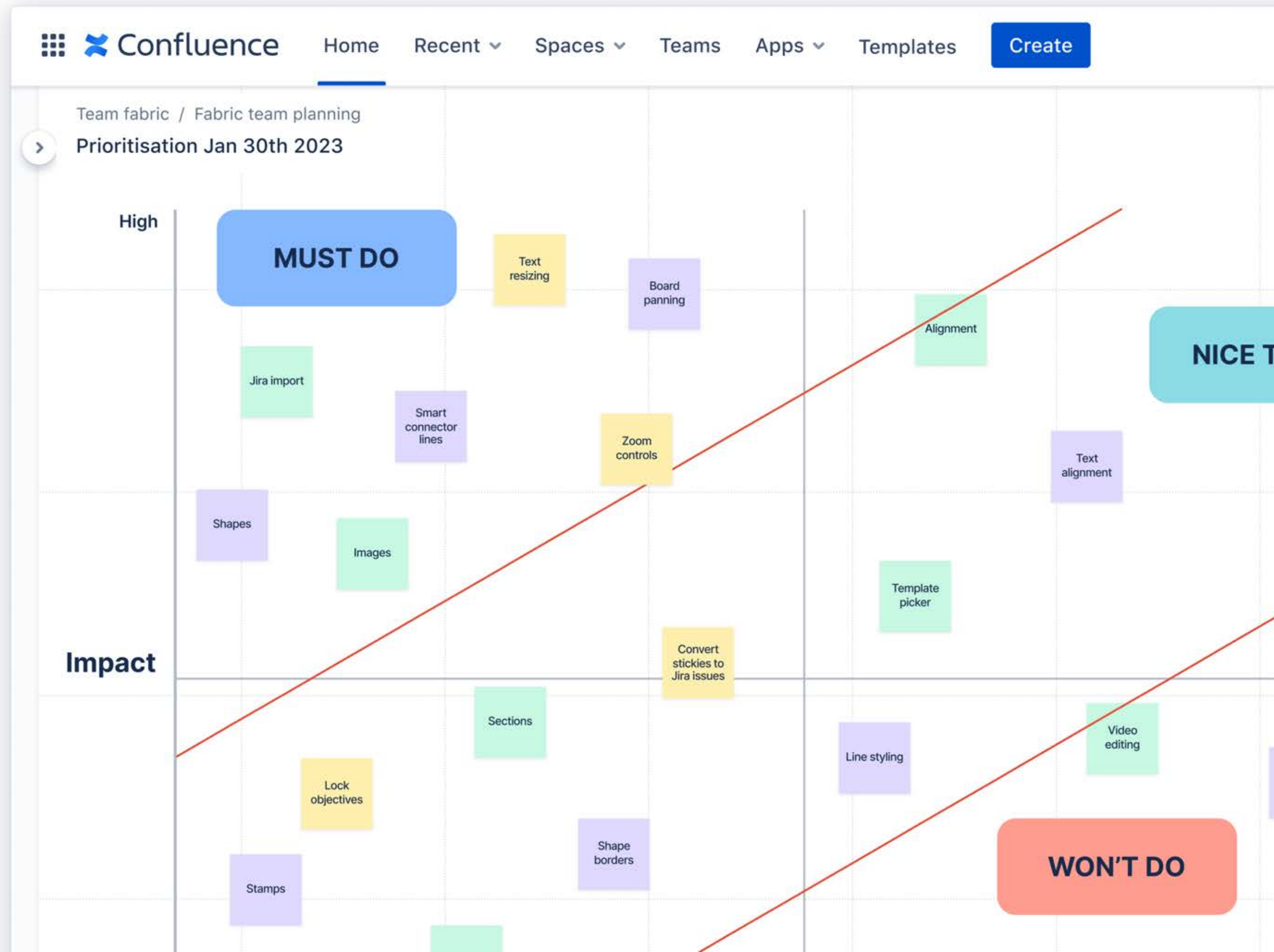


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Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



Share



🕒 5 minutes

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Updated last month

🌐 Atlas



🌐 Increase MAU of whiteboards

Updated last month

🌐 Atlas



Design Objectives

Loom

Jane Rotanson

Omar Daboe



Aa



100%



Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



Share



🕒 15 minutes

Work to be done

Add sticky notes for work that needs prioritizing. Align on a time horizon for when you want to do all this work by.

Consider adding the work before the session to speed things up.

Add information like: the description of the work, level of effort, risks and dependencies, and the business or project impacts.

Keep in mind the criteria for: the customer or team impact, the amount of work, the available resources, and stakeholder expectations.

🌟 Opportunity

Try adding Atlas projects or Smart Links from your backlog to save time.

Lock objectives

Sections

Images

Layer options

Stickers

Text alignment

Zoom controls

Stamps

Line styling

Video editing



Aa



100%



Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



Share



15 minutes

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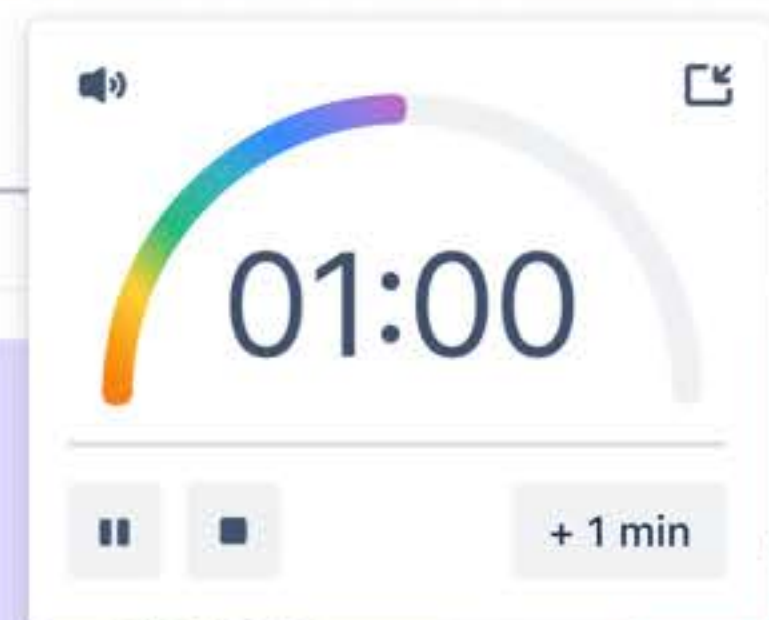
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Line styling

Video editing



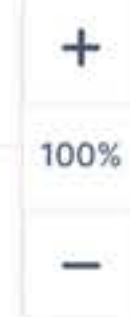
Omar Daboe



Jane Rotanson



Aa



Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



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Text alignment	Zoom controls	Stamps	Line styling	Video editing	Jira import
Template picker	Text resizing	Board games	Convert stickies to Jira issues	Media support	Shapes
Board panning	Smart connector lines	Shape borders	Background music	Lazer pointer	Ice breakers

Jane Rotanson

Omar Daboe



Aa



+
100%
-

Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



Share



15 minutes

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Background music

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Ice breakers

Omar Daboe

Jane Rotanson



Aa



Team Fabric / Fabric team planning
Prioritisation Jan 30th 2023

Collaboration bar: 4 avatars, +3, Share button, Lock icon, More options menu

Sticker pack containing items like: Images, Layer options, Stickers, Alignment, Stamps, Line styling, Video editing, Jira import, Board games, Convert stickies to Jira issues, Media support, Shapes, Shape borders, Background music, Lazer pointer, Ice breakers

Instructions for the prioritisation exercise:

40 minutes
Prioritise

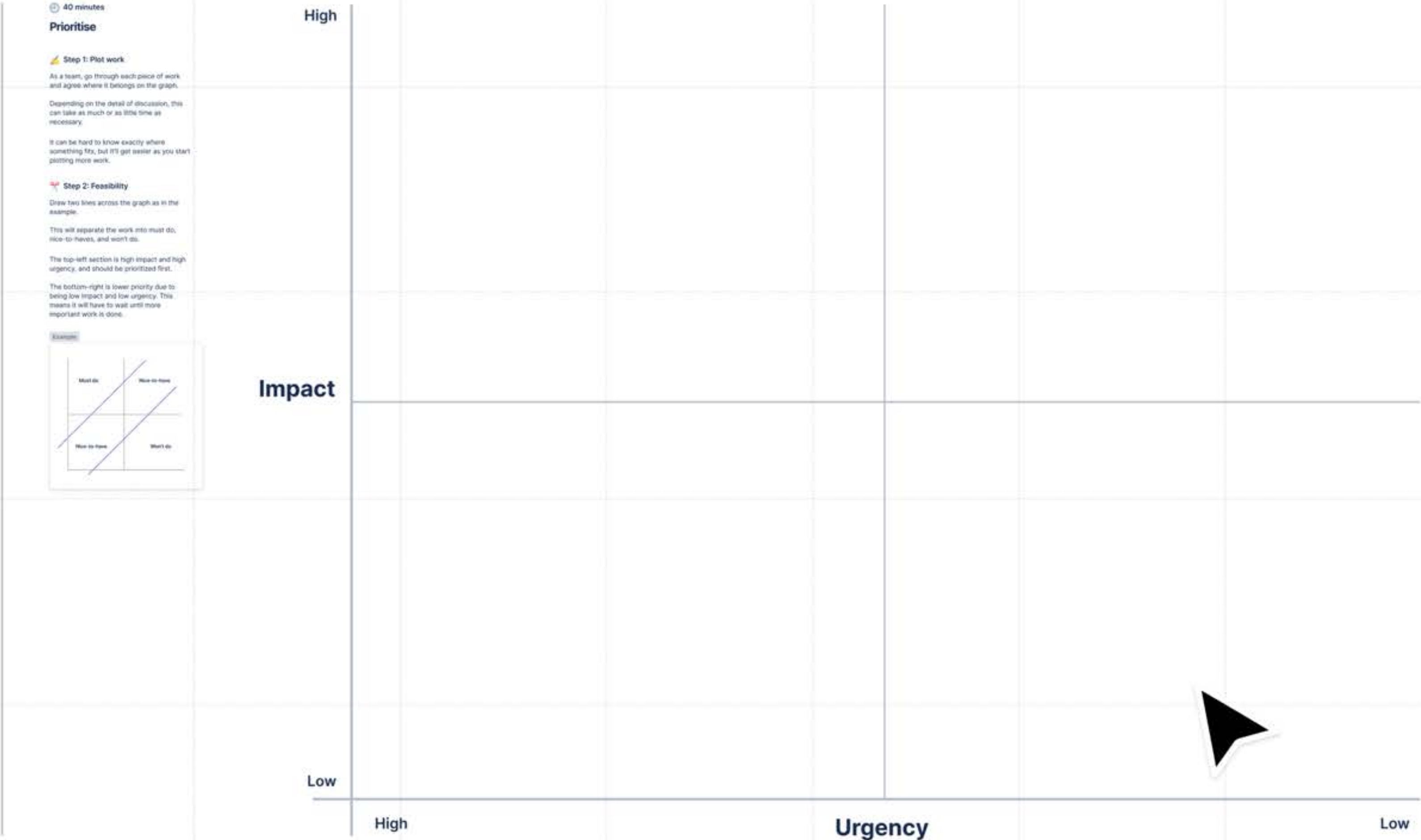
Step 1: Plot work
As a team, go through each piece of work and agree where it belongs on the graph.
Depending on the detail of discussion, this can take as much or as little time as necessary.

Step 2: Feasibility
Draw two lines across the graph as in the example.
This will separate the work into must do, nice-to-haves, and won't do.

The top-left section is high impact and high urgency, and should be prioritized first.

The bottom-right is lower priority due to being low impact and low urgency. This means it will have to wait until more important work is done.

Example:



Bottom toolbar with icons for: Navigation, Stickers, Text formatting (Aa), Shapes (purple circle), Lines, Tables, Comments, Attachments, and More options.

Zoom controls: +, 100%, -



Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



Share



Lock objectives

Sections

Images

Layer options

Stickers

Alignment

Text alignment

Zoom controls

Stamps

Line styling

Video editing

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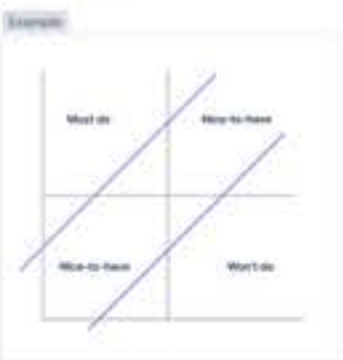
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High

Impact

Low

High

Urgency

Low

Jane Rotanson

Omar Daboe



Aa



+

100%

-

Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



Share



Sections

Images

Layer options

Stickers

Alignment

Text alignment

Zoom controls

Stamps

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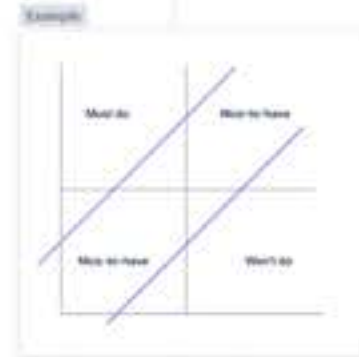
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Ice breakers

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High

Impact

Low

High

Urgency

Jane Rotanson

Omar Daboe

Lock objectives

Play button

Hand cursor

Yellow sticky notes

Aa

Circle

Line

Grid

Zoom in

Pin

Star

More options

+

100%

-

Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



Share



9
that needs
a horizon for when
it is by.
before the session
description of the
and dependencies,
of impacts.
on the customer or
of work, the
takeholder
or Smart Links from



Omar Daboe

40 minutes

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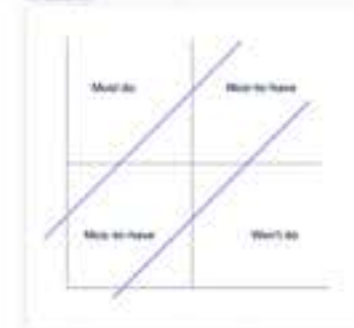
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Example



High

Impact

Low

High

Urgency

Lock objectives

Sections

Jane Rotanson



Aa



100%



Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



Share Lock More options



that needs a horizon for when it's by.
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 Description of the and dependencies, or impacts.
 on: the customer or of work, the stakeholder
 or Smart Links from

Jane Rotanson

40 minutes

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Example



Omar Daboe

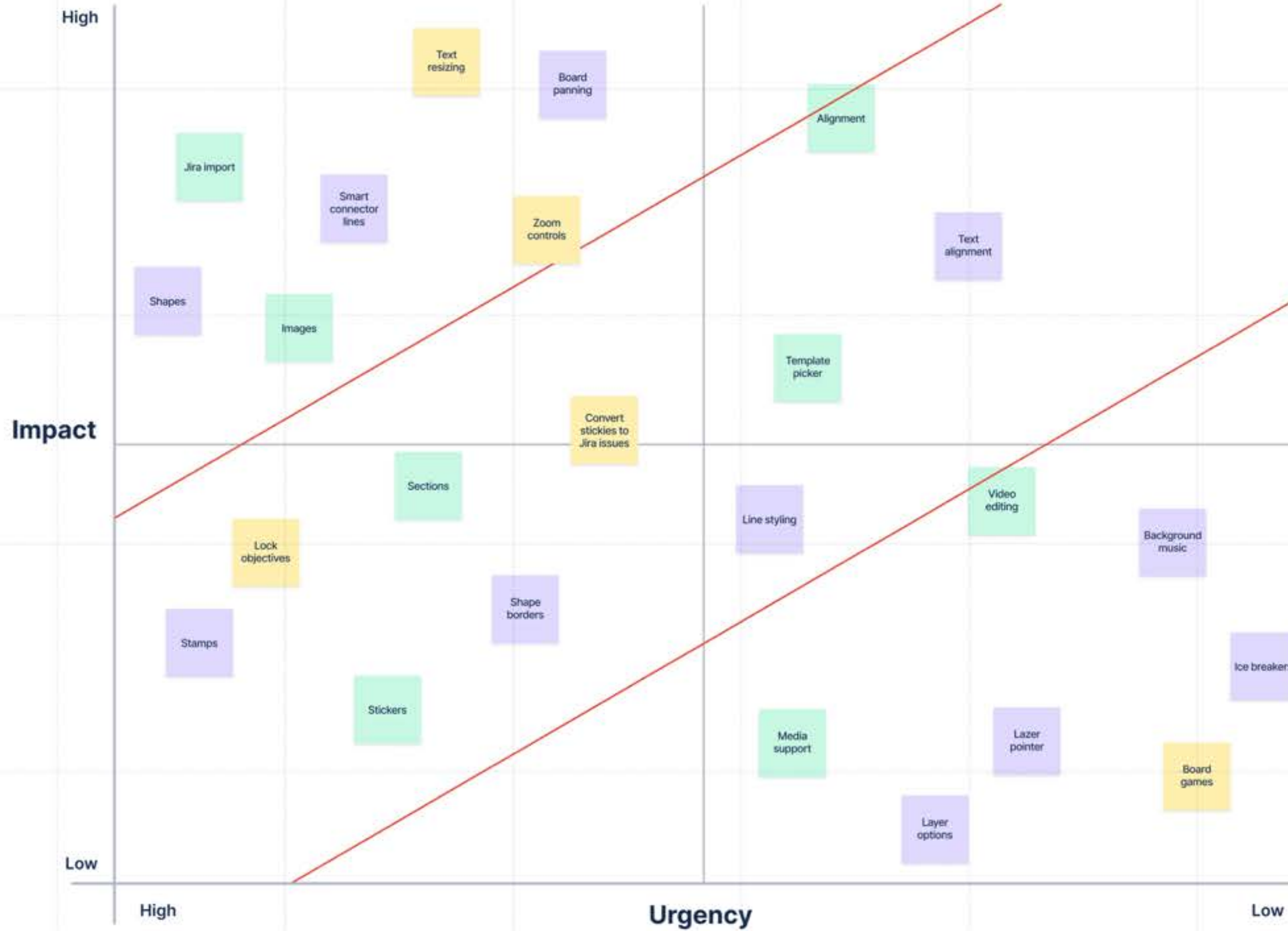
Navigation icons: Play, Hand, Stamps, Text (Aa), Shapes, Lines, Eraser, Lasso, Pin, Star, More options.

+ 100% -

Team Fabric / Fabric team planning
Prioritisation Jan 30th 2023



Share



Jane Rotanson

Omar Daboe



Aa



100%



Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



Share



Jane Rotanson

Omar Daboe



Team Fabric / Fabric team planning

Prioritisation Jan 30th 2023



Share



MUST DO

Text
resizing

Board
panning

Jira import

Images

Shapes

Zoom
controls



Aa



100%



MUST DO

Normal text ▾ **B** ▾ ☰ ▾ ≡ ▾ 😊 + Create 6 Jira issues

Text
resizing

Board
panning

Jira import

Images

Shapes

Zoom
controls



Aa



100%



Team Fabric / Fabric team planning
Prioritisation Jan 30th 2023



Share

Create 6 Jira issues

Site

Product Fabric

Project

Team Fabric

Issue type

Epic

Summary

- Jira import
- Text resizing
- Board panning
- Shapes
- Images
- Zoom controls

Story Points

10

Show more fields

Create

MUST DO

Normal text

B

≡

≡

😊

+ Create 6 Jira issues

Text
resizing

Board
panning

Jira import

Images

Shapes

Zoom
controls



Aa



+
100%
-

Team Fabric / Fabric team planning
Prioritisation Jan 30th 2023



Share



CAN-40: Text resizing

View in Jira



1

CAN-40



Text resizing

In-progress ▾

Link issues

Link Confluence page



Description

Add a description ...

Web links

Fabric

Activity

Comments ▾



Add internal note / Reply to customer

Pro tip: press M Pro tip: press

Details

Assignee Sam Hall



Assign to me

Reporter Christina Riestevski



Labels None

Story Points 10

Priority Medium

Epic Name Text resizing

More fields ▾

Show more

Created 7 Aug 2019 5:43 PM



Aa



100%



Confluence whiteboards roadmap planning

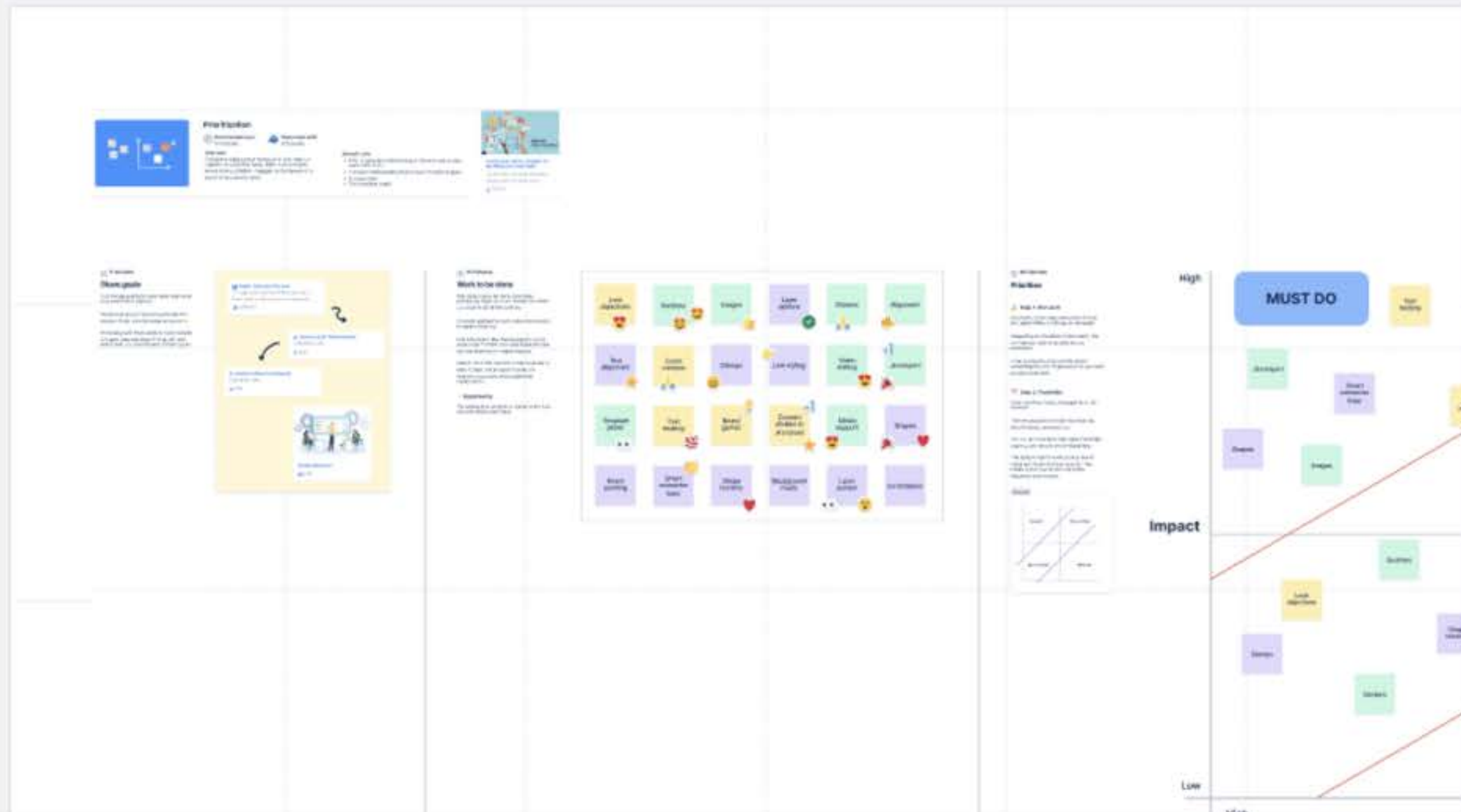


Created by Christina Ristevski

Last updated 4 hr ago • 3 min read • 👁 41 people viewed

i We ran a prioritisation play on the 30 Jan 2023 to help us decide which features we need to build next. We've identified 7 high impact features that we believe need to be delivered urgently (next 3 months). See our play blow.

✖ Prioritisation Jan 30th 2023



Team Fabric / Fabric team planning
Prioritisation Jan 30th 2023



Share



Prioritization

Recommended time: 30 minutes

Who can use it: Product managers, project managers, business analysts

What it is: A tool to help you understand the relative importance of different tasks and projects, and to prioritize them accordingly.

How to use it: 1. List all tasks and projects. 2. Rate each task/project on a scale of 1-5 based on its importance. 3. Sort tasks/projects by their score. 4. Focus on the highest priority tasks/projects first.

Share goals

Use this template to share your goals with your team. It includes a section for your goals, a section for your team's feedback, and a section for your team's action plan.

How to use it: 1. Fill in your goals. 2. Share the template with your team. 3. Collect feedback from your team. 4. Create an action plan based on the feedback.

Work to be done

Use this template to track the progress of your work. It includes a section for your tasks, a section for your progress, and a section for your completion date.

How to use it: 1. Fill in your tasks. 2. Track your progress. 3. Mark tasks as complete when they are finished.

Task list

Link objectives	Sections	Images	Layout options	Stickers	Alignment
Text alignment	Zoom controls	Stamps	Line styling	Shape editing	File import
Template picker	Text resizing	Smart games	Convert stickers to jpg issues	Media support	Shapes
Smart games	Smart connector lines	Shape borders	Background music	Layer picker	File borders

Prioritize

Step 1: Plan work

Step 2: Prioritize

Step 3: Execute

Step 4: Review

Step 5: Reflect



MUST DO

Link to Fabric team planning

Link to Fabric team planning

Link to Fabric team planning

Link to Fabric team planning

Omar Daboe

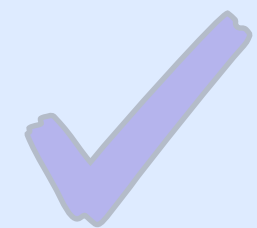
Jane Rotanson

Navigation bar with icons for: Play, Hand, Text (Aa), Shape (purple circle), Line (diagonal), Frame, Zoom in, Zoom out, Pin, Star, and More options.

Zoom controls: +, 100%, -

SUMMARY

ROADMAP PLANNING



Create a shared understanding to anchor your team



Use a relative prioritisation to surface priorities

SUMMARY

ROADMAP PLANNING



Create a shared understanding to anchor your team



Use a relative prioritisation to surface priorities

PLANNING A WORK STREAM



A WORK STREAM

A multi-week piece of work that can often be mapped to an epic in Jira.



QUESTION

How can we
keep the team
aligned on the
scope of a
project?

ANSWER

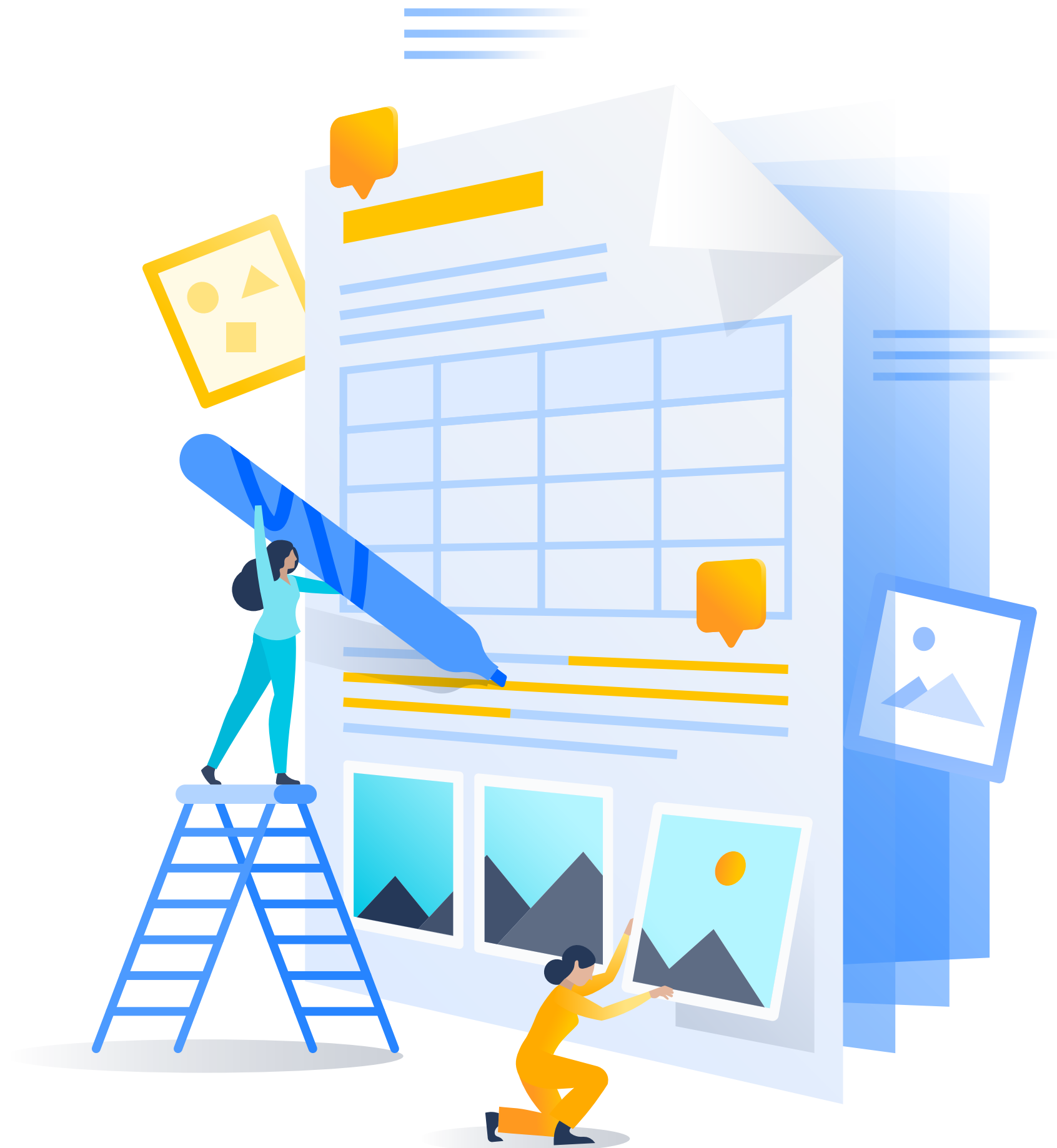
QUESTION

How can we
keep the team
aligned on the
scope of a
project?

ANSWER

One-pagers!





One-pagers

are documents that serve as a work stream's source of truth for what is being built, by who & how.

“

One-pagers help create
alignment between functions
from day one

ABHI KISHORE, CONFLUENCE WHITEBOARDS ARCHITECT

Feature: Collaboration Robustness

Created by Christina Ristevski, with a template

Last updated: just a moment ago

• 3 min read

• 2 people viewed

• No updates

Tweet	"Brainstorming with my team feels so buttery smooth 🍌"
Epic	<div><div></div> CNS-3623: Increase Collab Robustness (EAP) <div>TO DO</div></div>
Atlas ticket	<div><div></div> Collaboration Robustness <div>ON TRACK - 1.0</div></div>
Figma	<div><div></div> Collab</div>
Kickoff date	Feb 1, 2022
Team	<div><div>• Feature lead: @Alex Spence</div><div>• PM: @Christina Ristevski</div><div>• Designer: @Daniel Simmonds</div></div>
Network of teams	<div><div><div></div> Network of Teams play - Collaboration Robustness</div><div></div></div>

The user problem

As we increase the amount of users with access to whiteboards we want to ensure we keep our high level of performance & reliability. We need to ensure our collaboration infrastructure can reliably scale as we increase the number of users & performance remains buttery smooth.

Fit with strategy

A core pillar of our product is ensuring we deliver a strong, reliable & performant user experience. Therefore it is critical our collaboration infrastructure is robust & continues to perform at it's high level.

What we know so far

- Current performance sits at 60 FPS
- We plan to onboard a large amount of users in the coming months
- We can expect a significantly larger load on our infrastructure

Success

We will rely upon metrics instead of analytics for measuring the success of this epic.

In particular, this epic will be considered successful if:

- Our reliability SLOs are unaffected in the face of large change sets.
- Our SLOs are unaffected, with a large number of concurrent documents being worked on

The feature



The feature

High level user story	Requirements	Why?	Estimate (dev weeks)
Release 1 - Requirements			
Our infrastructure can handle processing large updates.	Snapshot generation is not run within the same pool as our API.	As we onboard more users we expect to see significantly more load.	2
Release 2 - Requirements			
Our team is able to make changes to the our wire format to introduce new features.	Our wire format is transitioned to using message pack instead of a custom binary encoding.	Message-pack is a replacement for our binary encoding - we want to transition to it before we get more usage to limit the risk of migration.	3
Release 3 - Requirements			
Users documents are protected from corruption due to networking issues.	Validate sequential clocks for client updates.	This will make our backend more resilient to connection issues.	2
Feature Total			7 weeks (4 weeks / 2 devs)

Confluence

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Christina Ristevski / Feature: Collaboration Robustness

1 Jira link

Share

Metrics & Logging

As part of this work, we will introduce additional instrumentation to ensure we have visibility over the feature. This includes:

A dashboard for lambda metrics

Metrics and charts for various new limits

Decisions

Spence will begin as FL until Kanishk returns from leave

Feb 9, 2022

Open questions and assumptions

Does this stream conflict with existing feature work?

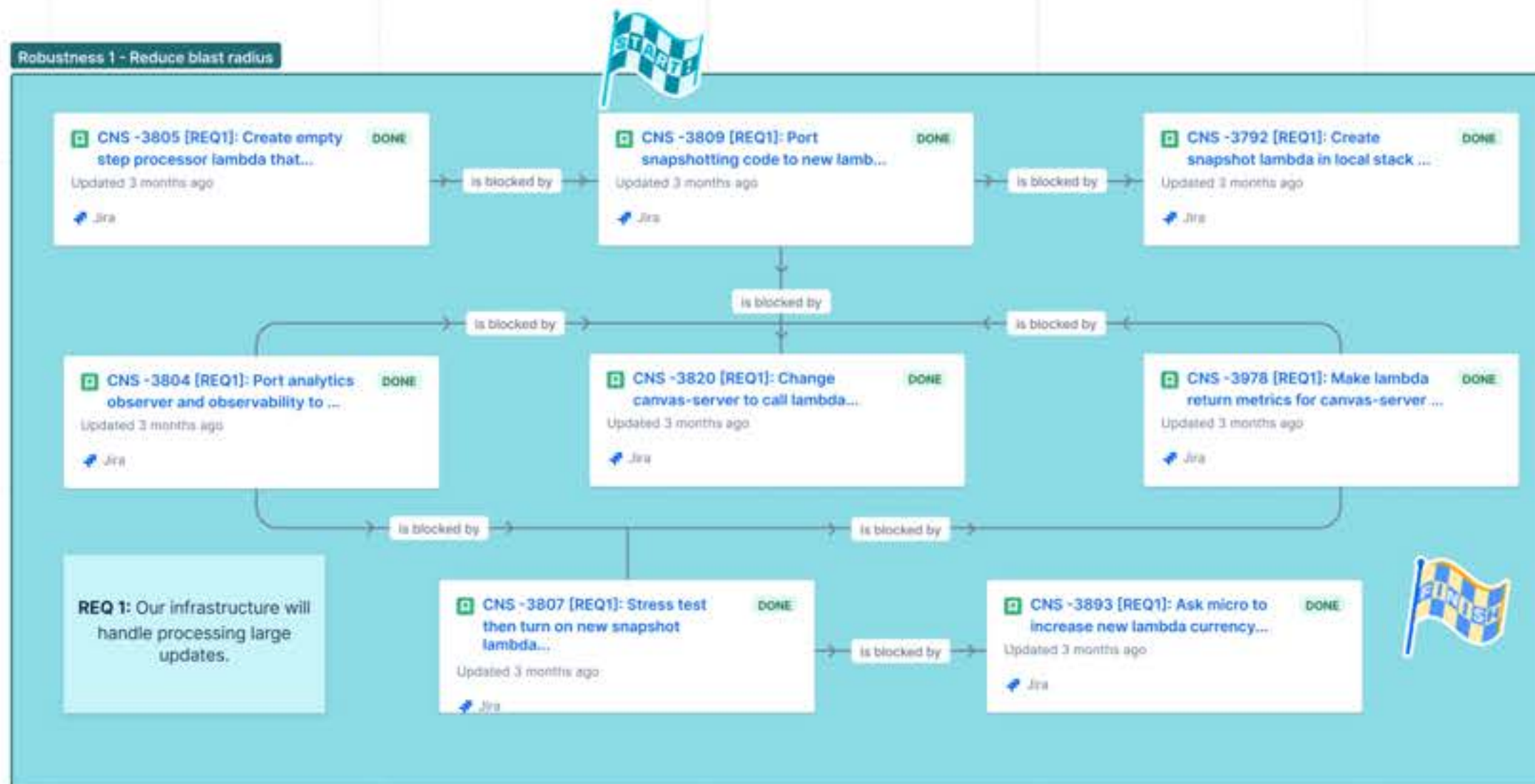
Analyst support needed for dashboards?

Actions

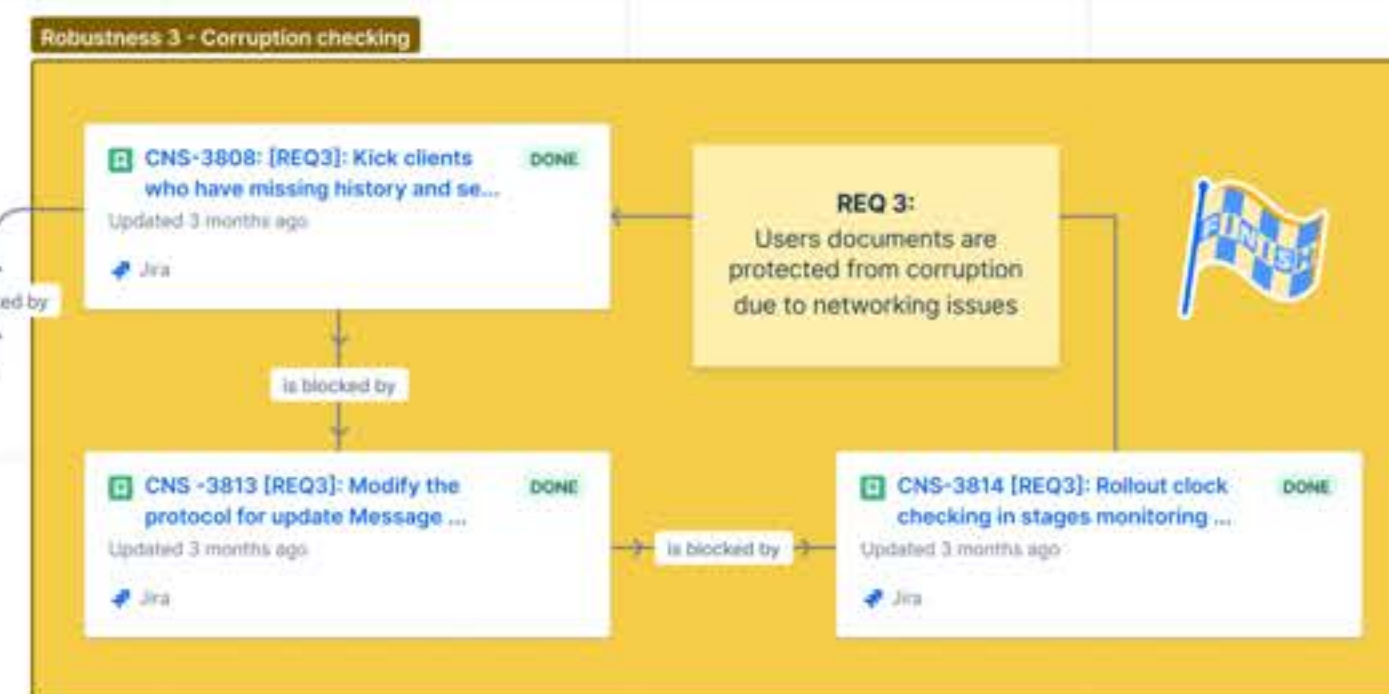
Break down work in whiteboard

Team Fabric / Fabric team planning
Task breakdown: Collaboration Robustness

Share +3



Jane Rotanson



Omar Daboe

Navigation bar with icons: play, hand, text (Aa), shape, line, folder, link, pin, star, and more options.

Zoom controls: +, 100%, -

Team Fabric / Fabric team planning

Task breakdown: Collaboration Robustness



Share



Robustness 1 - Reduce blast radius

Jane Rotanson

Omar Daboe

REQ 1: Our infrastructure will handle processing large updates.



Aa



100%





Share

Robustness 1 - Reduce blast radius

Import from Jira

REQ 1

BASIC

JQL

Site: Team Robust

Project: Canvas

<input checked="" type="checkbox"/>	Key	Summary	Assignee	Status
<input checked="" type="checkbox"/>	CAN-39	[REQ 1] Ask micros to increase new L...	Katy Mcalley	BACKLOG
<input checked="" type="checkbox"/>	CAN-38	[REQ 1] Stress test then turn on new s...	Zlatica Chalpuka	BACKLOG
<input checked="" type="checkbox"/>	CAN-37	[REQ 1] Change canvas-server to call ...	Jenny Calvin	BACKLOG
<input checked="" type="checkbox"/>	CAN-36	[REQ 1] Port analytics observer and ob...	Mark Sominon	BACKLOG
<input checked="" type="checkbox"/>	CAN-35	[REQ 1] Make lambda return metrics fr...	Amanpreet Debartolo...	BACKLOG
<input checked="" type="checkbox"/>	CAN-31	[REQ 1] Create empty step process la...	Monika Sui	BACKLOG
<input checked="" type="checkbox"/>	CAN-32	[REQ 1] Create snapshot lamba in loca...	Vivian Wu	BACKLOG
<input checked="" type="checkbox"/>	CAN-34	[REQ 1] Ask micros to increase profici...	Ramond Heilan	BACKLOG

< 1 >

Import 8 issues

Omar Daboe

Jane Rotanson

REQ 1: Our infrastructure will handle processing large updates.



Aa



100%



Robustness 1 - Reduce blast radius

CNS -3805 [REQ1]: Create empty step processor lambda that...

DONE

Updated 3 months ago

Jira

CNS -3809 [REQ1]: Port snapshotting code to new lamb...

DONE

Updated 3 months ago

Jira

CNS -3792 [REQ1]: Create snapshot lambda in local stack ...

DONE

Updated 3 months ago

Jira

Jane Rotanson

Omar Daboe

CNS -3804 [REQ1]: Port analytics observer and observability to ...

DONE

Updated 3 months ago

Jira

CNS -3820 [REQ1]: Change canvas-server to call lambda...

DONE

Updated 3 months ago

Jira

CNS -3978 [REQ1]: Make lambda return metrics for canvas-server ...

DONE

Updated 3 months ago

Jira

REQ 1: Our infrastructure will handle processing large updates.

CNS -3807 [REQ1]: Stress test then turn on new snapshot lambda...

DONE

Updated 3 months ago

Jira

CNS -3893 [REQ1]: Ask micro to increase new lambda currency...

DONE

Updated 3 months ago

Jira



Aa



100%



Team Fabric / Fabric team planning
Task breakdown: Collaboration Robustness

Share

Robustness 1 - Reduce blast radius

CNS -3805 [REQ1]: Create empty step processor lambda that...

DONE

Updated 3 months ago

Jira

Select to create a link between issues

Link issues

CNS -3809 [REQ1]: Port snapshotting code to new lamb...

DONE

Updated 3 months ago

Jira

CNS -3804 [REQ1]: Port analytics observer and observability to ...

DONE

Updated 3 months ago

Jira

CNS -3820 [REQ1]: Change canvas-server to call lambda...

DONE

Updated 3 months ago

Jira

CNS -37...

Updated 3 months ago

Jira

CAN-26 [REQ1] Create snapshots la..

Select link type

CAN-27 [REQ1] Create empty step...

Link

CNS -39...

Updated 3 months ago

Jira

CNS -3893 [REQ1]: Ask micro to increase new lambda currency...

DONE

Updated 3 months ago

Jira

CNS -3807 [REQ1]: Stress test then turn on new snapshot lambda...

DONE

Updated 3 months ago

Jira

Omar Daboe

REQ 1: Our infrastructure will handle processing large updates.

Jane Rotanson

Team Fabric / Fabric team planning

Task breakdown: Collaboration Robustness

Robustness 1 - Reduce blast radius

CNS -3805 [REQ1]: Create empty step processor lambda that...

DONE

Updated 3 months ago

Jira

Link issues

CNS -3809 [REQ1]: Port snapshotting code to new lamb...

DONE

Updated 3 months ago

Jira

CNS -3808 [REQ1]: Create snapshots la...

Updated 3 months ago

Jira

CNS -3804 [REQ1]: Port analytics observer and observability to ...

DONE

Updated 3 months ago

Jira

CNS -3820 [REQ1]: Change canvas-server to call lambda...

DONE

Updated 3 months ago

Jira

CNS -3809 [REQ1]: Change canvas-server to call lambda...

Updated 3 months ago

Jira

Omar Daboe

REQ 1: Our infrastructure will handle processing large updates.

CNS -3807 [REQ1]: Stress test then turn on new snapshot lambda...

DONE

Updated 3 months ago

Jira

CNS -3893 [REQ1]: Increase new lambda...

Updated 3 months ago

Jira

Link issues in Jira

Adding links will change the relationship between issues in Jira.

CAN-26 [REQ1] Create snapshots la...

Select link type

is blocked by

blocks

is cloned by

clones

is duplicated by

duplicates

is caused by

causes

relates to



Aa



Jane Rotanson

100%

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Task breakdown: Collaboration Robustness

Share

Robustness 1 - Reduce blast radius

CNS -3805 [REQ1]: Create empty step processor lambda that... DONE
Updated 3 months ago
Jira

Link issues

CNS -3809 [REQ1]: Port snapshotting code to new lamb... DONE
Updated 3 months ago
Jira

CNS -3808 [REQ1]: Port snapshotting code to new lamb... DONE
Updated 3 months ago
Jira

CNS -3804 [REQ1]: Port analytics observer and observability to ... DONE
Updated 3 months ago
Jira

CNS -3820 [REQ1]: Change canvas-server to call lambda... DONE
Updated 3 months ago
Jira

CNS -3809 [REQ1]: Port snapshotting code to new lamb... DONE
Updated 3 months ago
Jira

Omar Daboe

REQ 1: Our infrastructure will handle processing large updates.

CNS -3807 [REQ1]: Stress test then turn on new snapshot lambda... DONE
Updated 3 months ago
Jira

CNS -3893 [REQ1]: Ask micro to increase new lambda currency... DONE
Updated 3 months ago
Jira

Link issues in Jira

Adding links will change the relationship between issues in Jira.

- CAN-26 [REQ1] Create snapshots la...**
- is blocked by
- CAN-27 [REQ1] Create empty step...**

Link

Jane Rotanson

Team Fabric / Fabric team planning

Task breakdown: Collaboration Robustness

Robustness 1 - Reduce blast radius

 **CNS -3805 [REQ1]: Create empty step processor lambda that...**

Updated 3 months ago

 Jira



Edit links

is blocked by

 **CNS -3809 [REQ1]: Port snapshotting code to new lamb...**

Updated 3 months ago

 Jira

DONE

 **CNS -3804 [REQ1]: Port analytics observer and observability to ...**

Updated 3 months ago

 Jira

DONE

 **CNS -3820 [REQ1]: Change canvas-server to call lambda...**

Updated 3 months ago

 Jira

DONE

Team Fabric / Fabric team planning

Task breakdown: Collaboration Robustness



Share

Robustness 1 - Reduce blast radius

CNS -3805 [REQ1]: Create empty step processor lambda that...

Updated 3 months ago



CNS -3804 [REQ1]: Port ana observer and observability to...

Updated 3 months ago



REQ 1: Our infrastructure will handle processing large updates.

CAN-26: [REQ1] Create snapshot lambda in local stack

View in Jira

CAN-26

[REQ1] Create snapshot lambda in local stack

Link issues

Link Confluence page

Description

For our new lambda, create necessary local stack resources to run lambda locally

Linked issues

is blocked by

CAN-27 [REQ1] Create empty step processes...

BACKLOG

Activity



Add internal note / Reply to customer

Pro tip: press M Pro tip: press

In-progress

Details

More fields

Show more

Created 7 Aug 2019 5:43 PM

Last updated 4 hours ago

Create local stack ...

DONE

Make lambda canvas-server ...

DONE

Jane Rotanson

Ask micro to da currency...

DONE



Aa



100%



Team Fabric / Fabric team planning

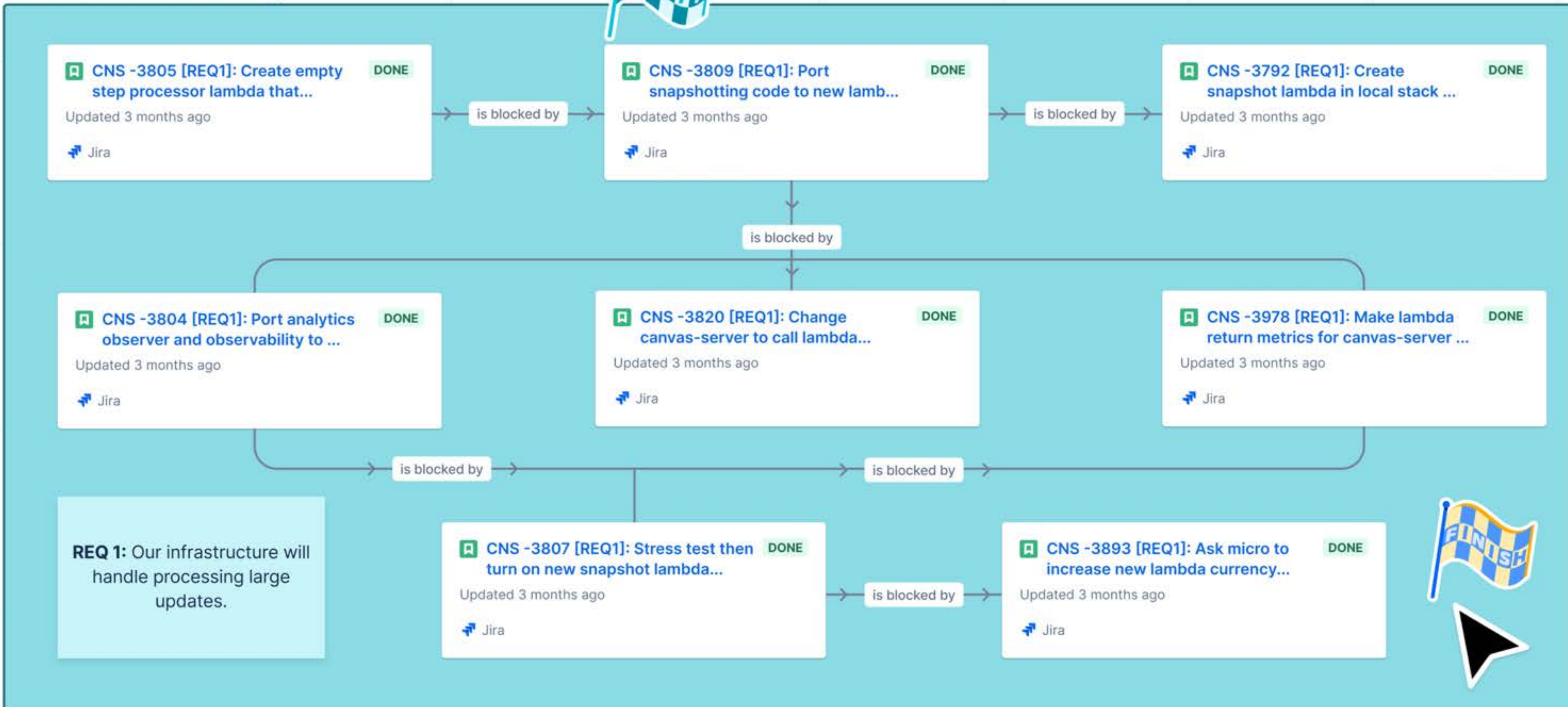
Task breakdown: Collaboration Robustness



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Robustness 1 - Reduce blast radius



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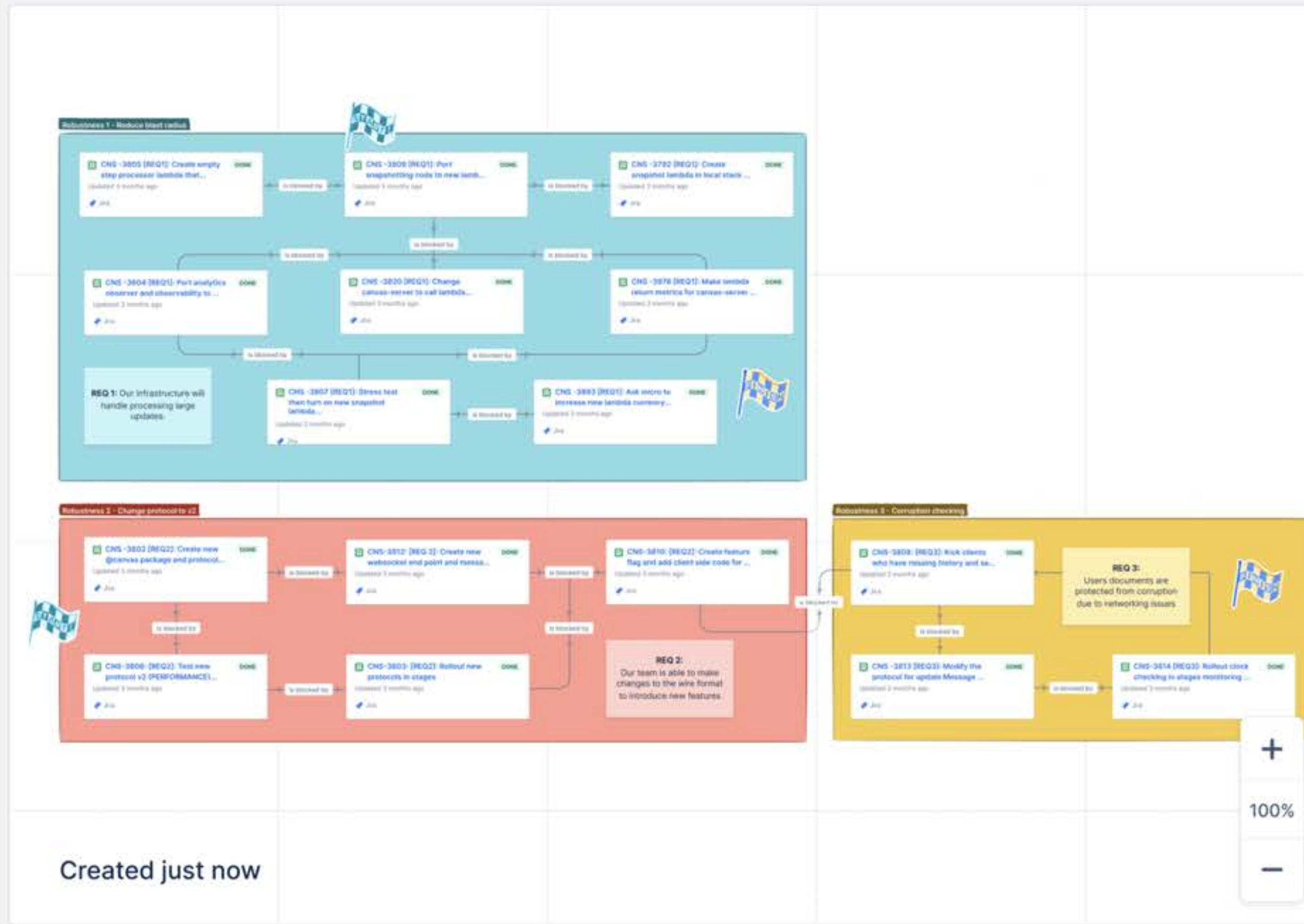
Aa



✅ Actions:

- ☐ Breakdown work in whiteboard

✖ Task breakdown: Collaboration Robustness



SUMMARY

WORK STREAM PLANNING



Align functions by starting with a one-pager



Map out work in a free form surface before moving to a structured tool

SUMMARY

WORK STREAM PLANNING



Align functions by starting with a one-pager

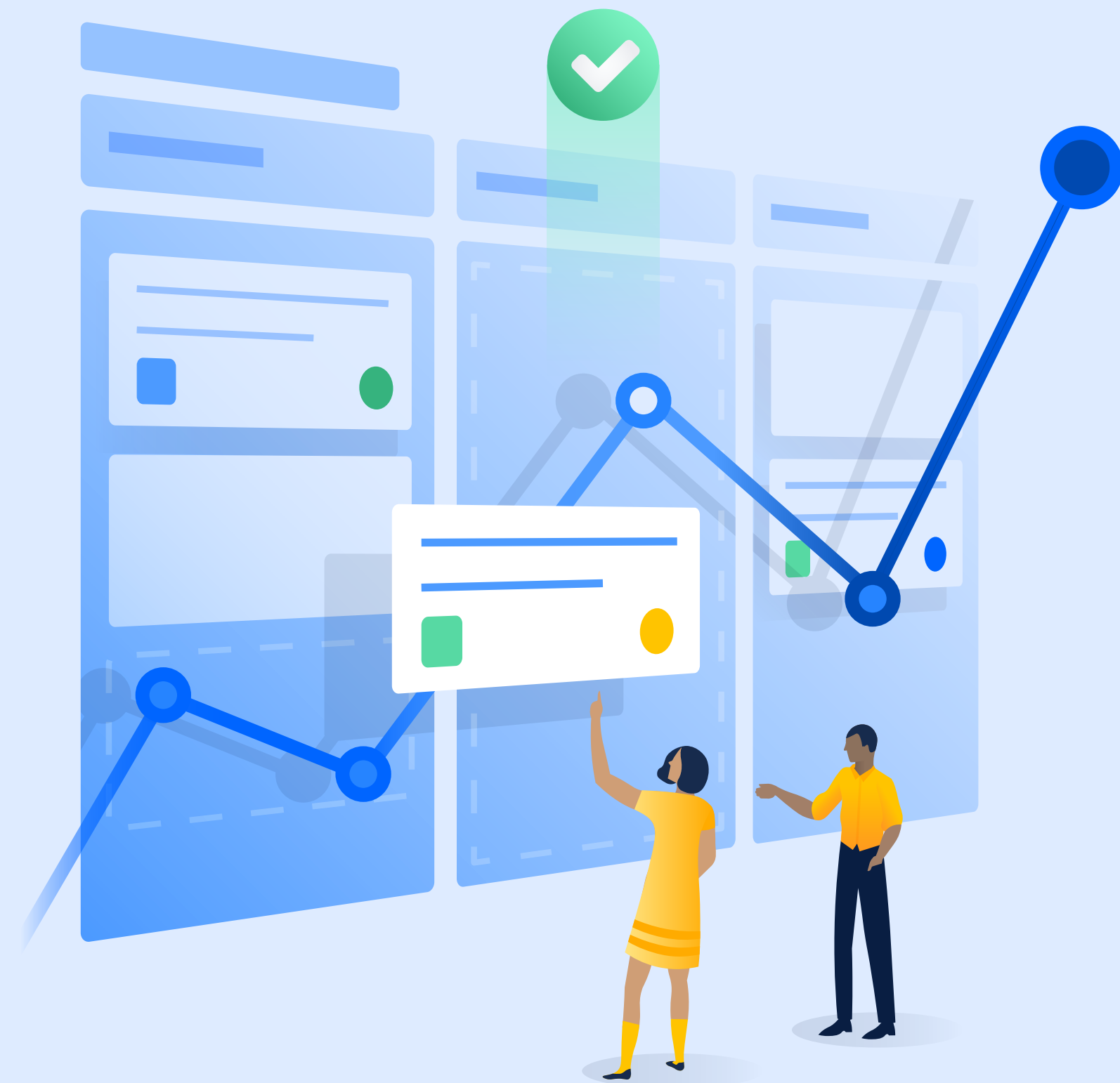


Map out work in a free form surface before moving to a structured tool

PLANNING A SPRINT



A SPRINT



A one-week time period where we set out to complete a certain amount of work.

Team Fabric / Fabric team planning
Sprint planning 29th Jan 2023



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Join our Cloud HD Video Meeting

Zoom

Announcements

Dan is going on holiday from March 22-29th

Public holiday on Monday. woohoo!

Clarissa is joining the team from the 17th of May!

New guidelines for project pages

Fabric & Content Types - Combined one-pager guidelines

We've recently decided to use combined one-pagers to provide one source of truth for describing the...

Confluence

Jane Rotanson

Omar Daboe

Design Review



Check out new marketing visuals!



Needs dev effort estimate

Goal & Roadmap Review

Goals

Fabric team OKR proposal

This page details a proposal OKR's for each team in Fabric, it includes a list of responsibilities for the tea...

Confluence

Increase CSAT of whiteboards TO DO

Our monthly CSAT survey is coming up!

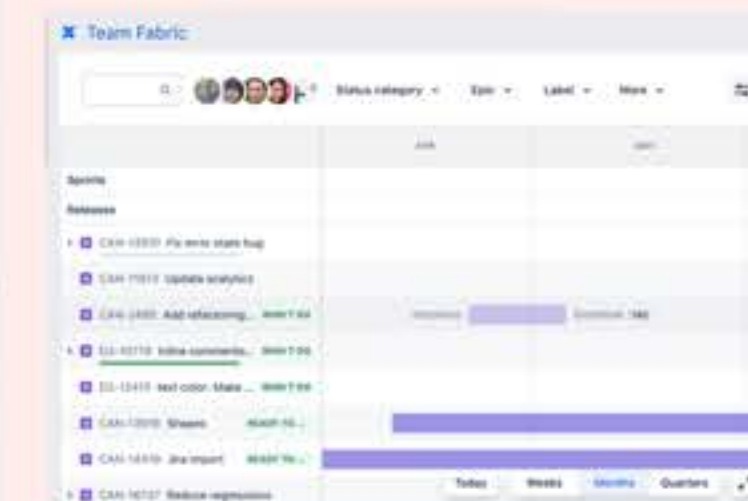
Jira

Increase MAU of whiteboards TO DO

A page dedicated to strategies to increase MAU

Jira

Roadmap



Gather final feedback and comments

R3 review with leadership team coming up



Aa



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-

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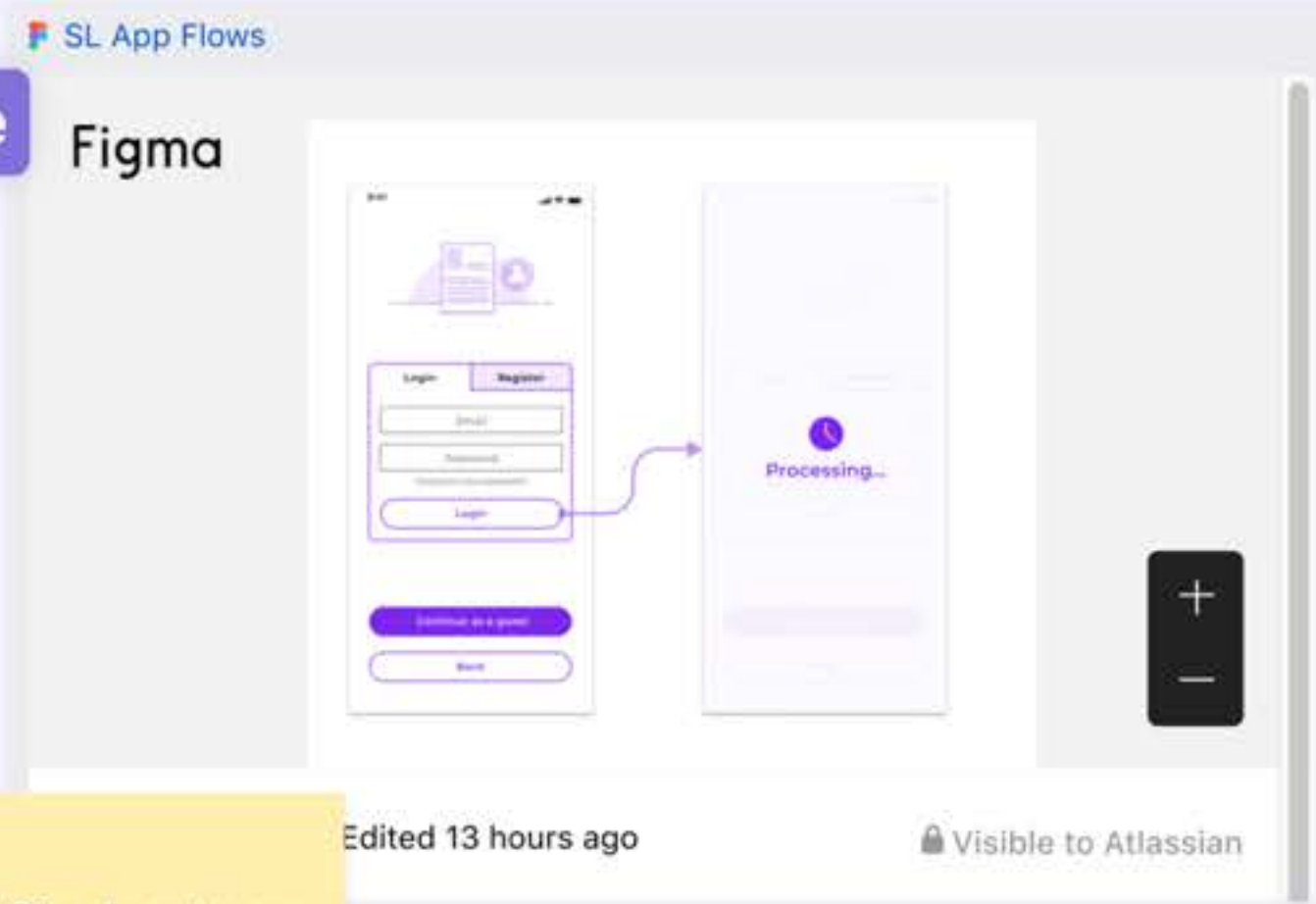


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Design Review

Omar Daboe

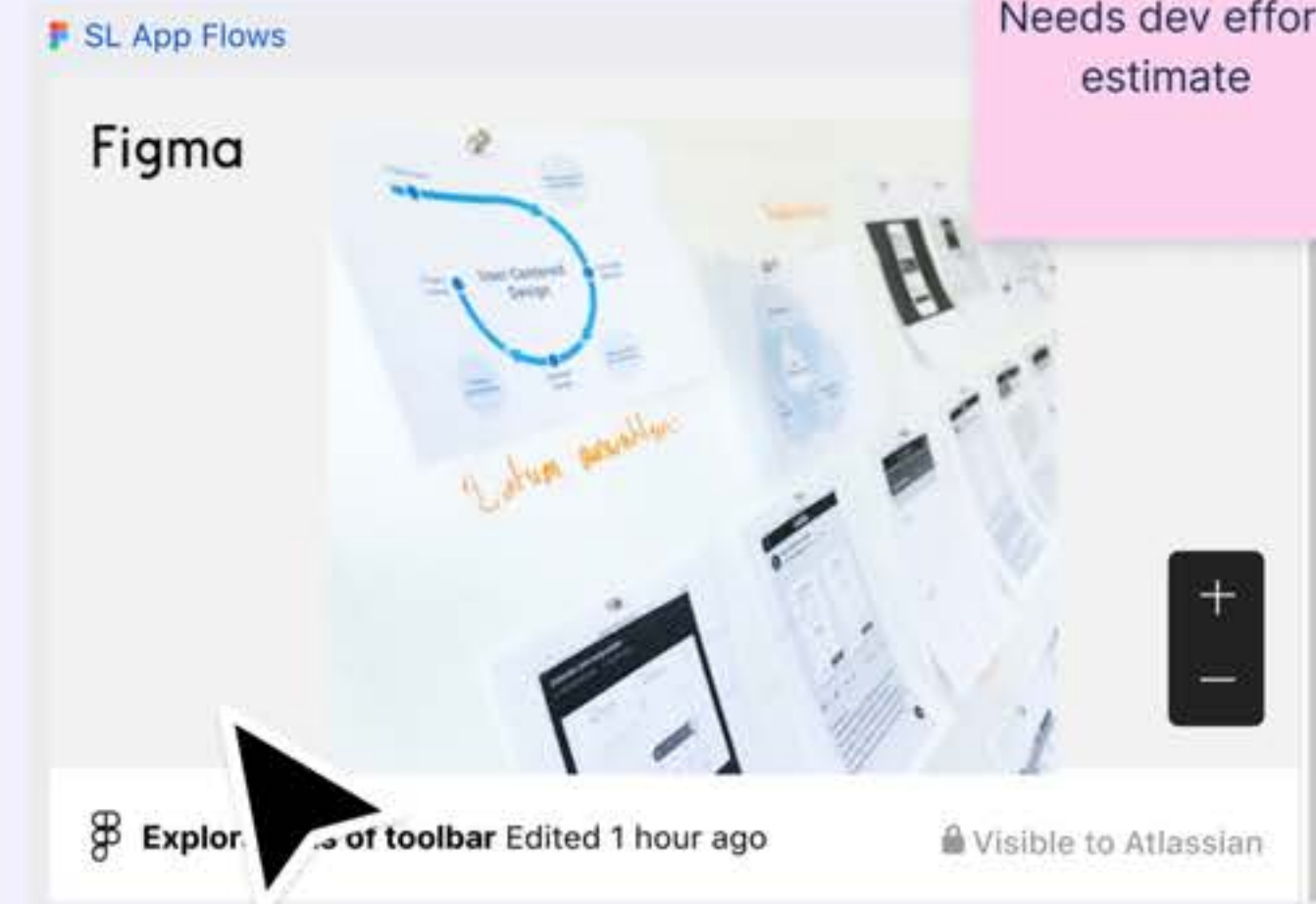


Check out new marketing visuals!

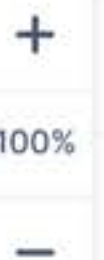


Needs dev effort estimate

Jane Rotanson



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Increase CSAT of whiteboards

TO DO

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Jira



Increase MAU of whiteboards

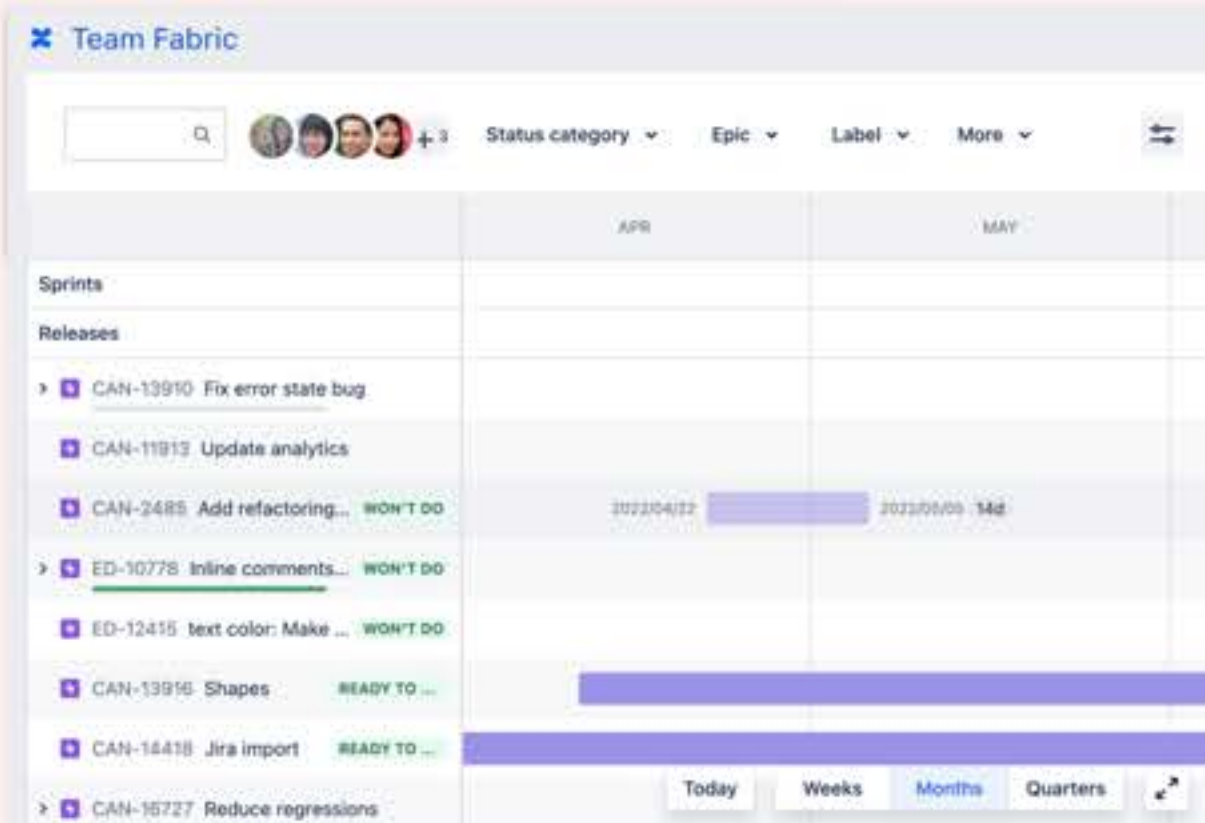
TO DO

A page dedicated to strategies to increase MAU

Jira



Roadmap



Gather final feedback and comments

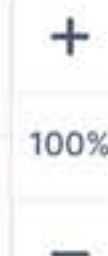
R3 review with leadership team coming up



Omar Daboe



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Sprint planning 29th Jan 2023



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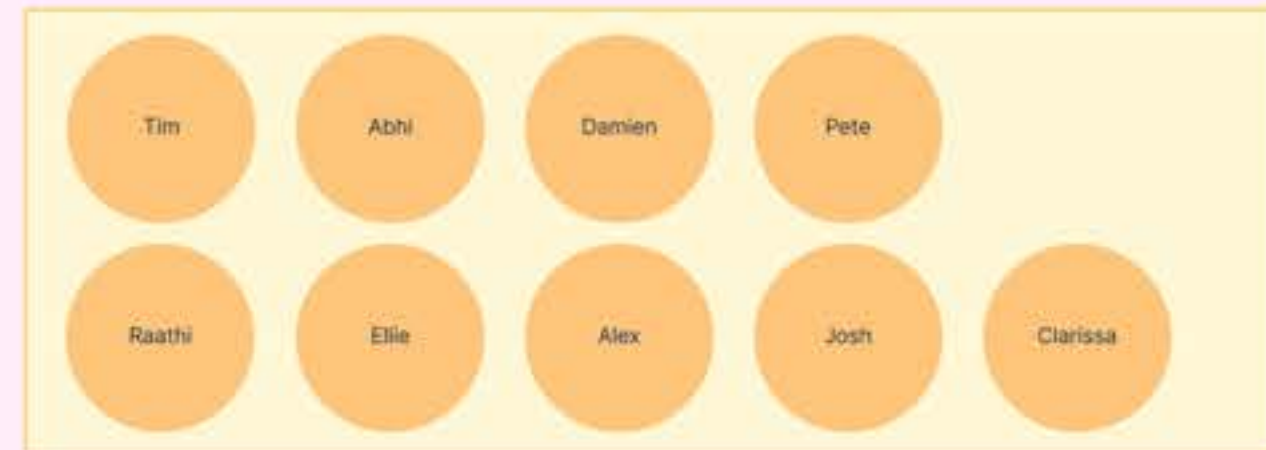


Capacity Planning

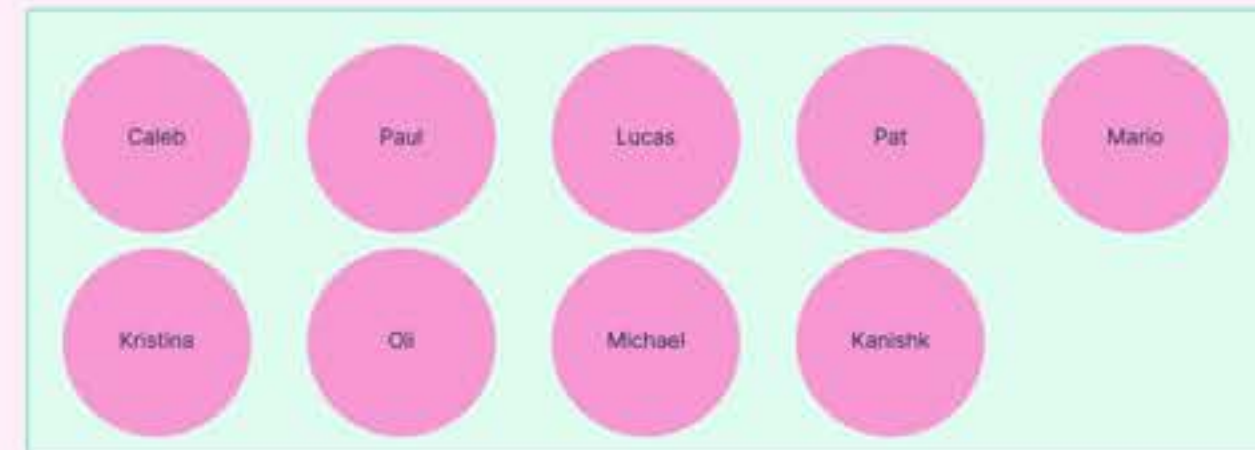
Constraints:

- We have a current velocity of 4% per engineer
- We need 1 person assigned to be on call each week

Team buttery



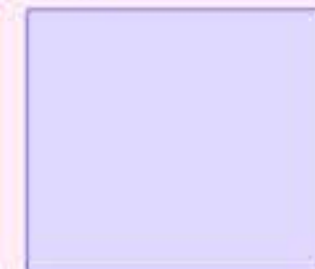
Team smooth



On call support



Away



Shapes



Metrics & Alerting



Connector lines



Performance Improvements



Omar Daboe

Jane Rotanson



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100%



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Sprint planning 29th Jan 2023



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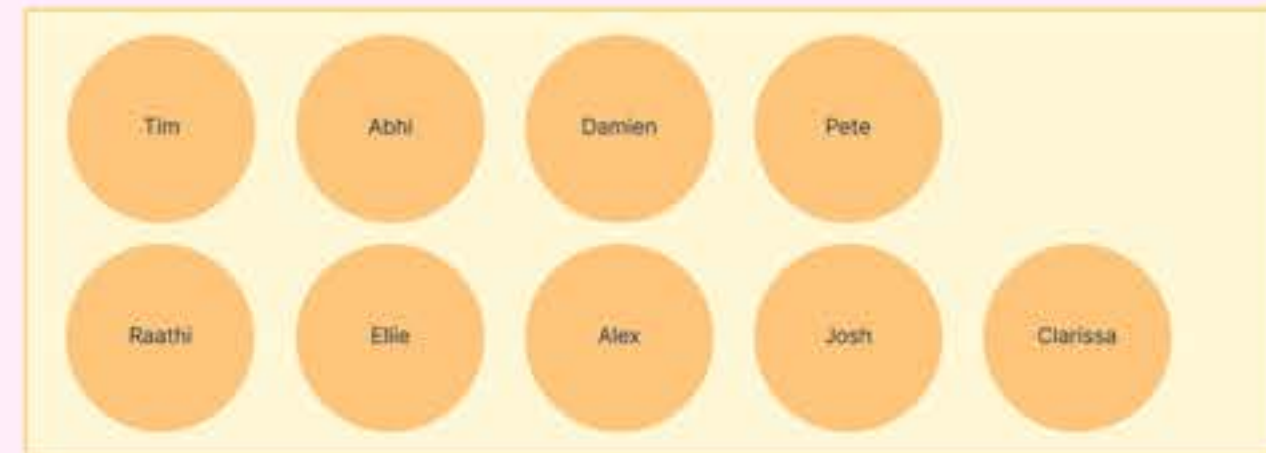


Capacity Planning

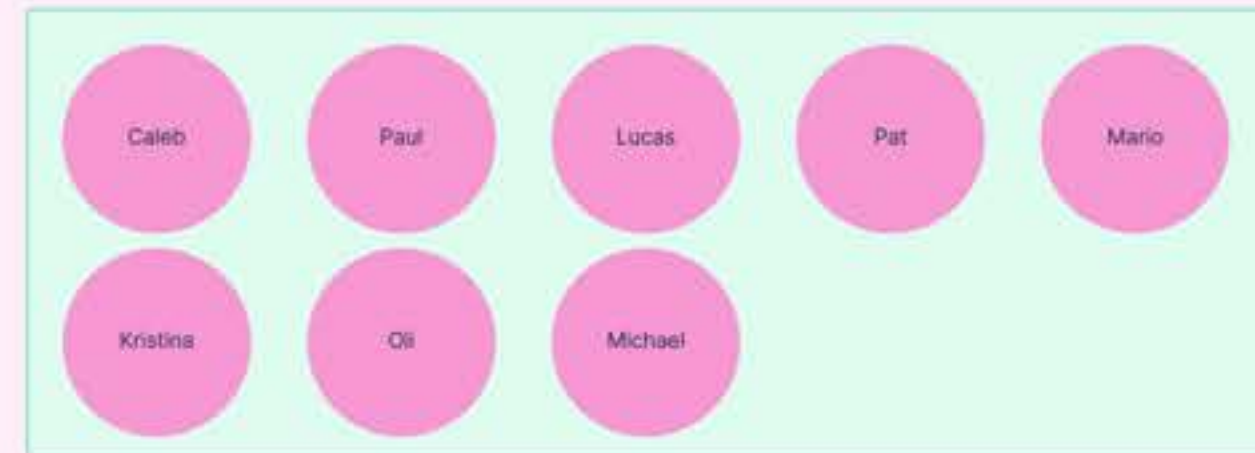
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Away



Shapes



Metrics & Alerting



Connector lines



Performance Improvements



Omar Daboe

Jane Rotanson



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Sprint planning 29th Jan 2023



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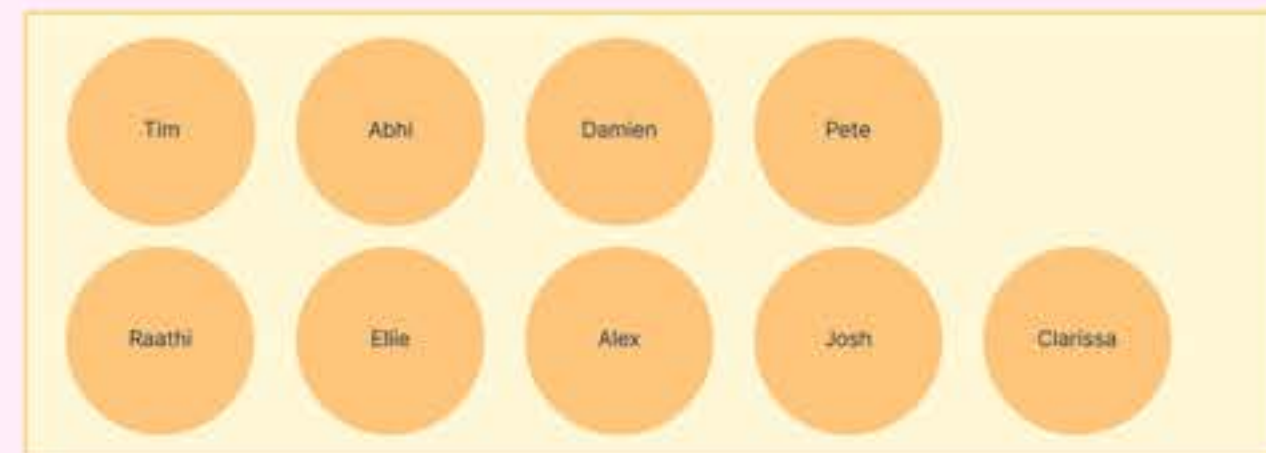


Capacity Planning

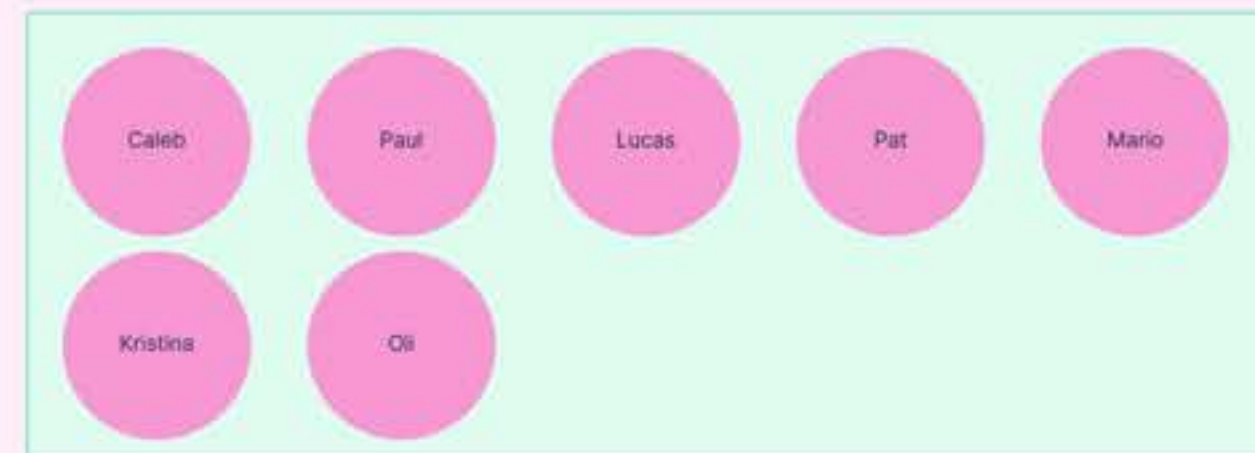
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Away



Shapes



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Connector lines



Performance Improvements



Omar Daboe

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Team Fabric / Fabric team planning

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Capacity Planning

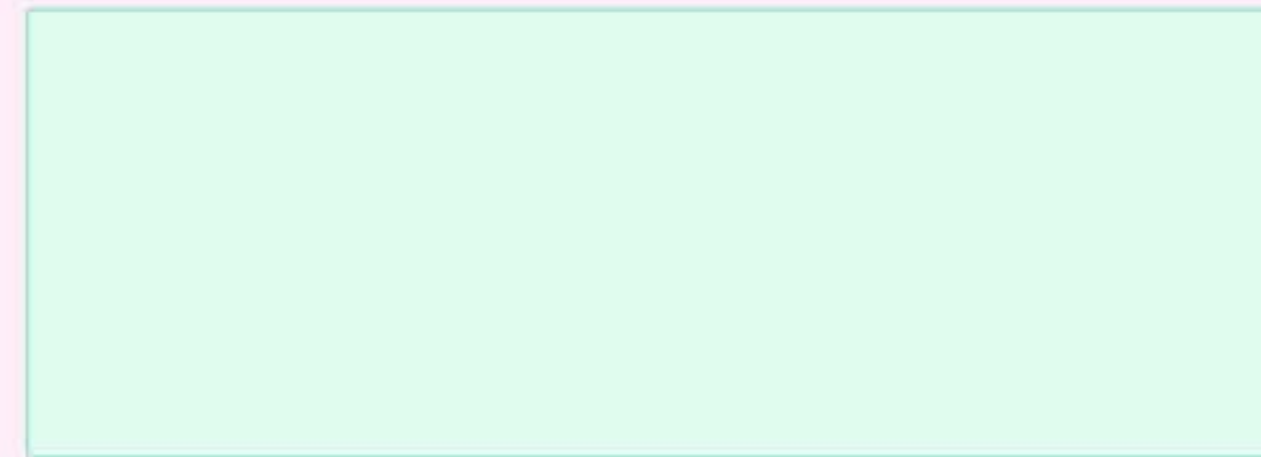
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Team buttery



Team smooth



Jane Rotanson

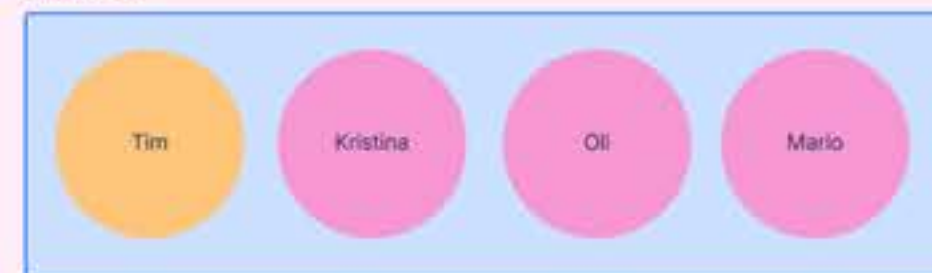
On call support



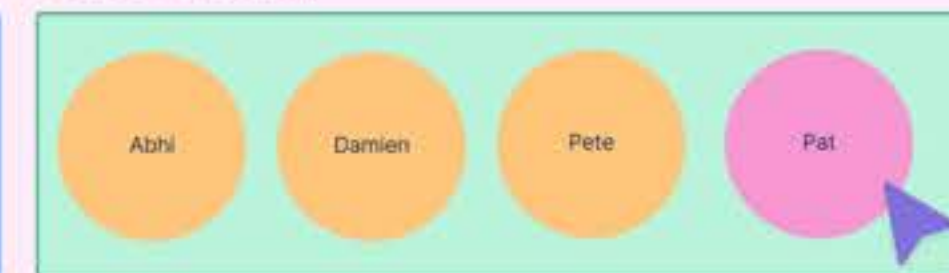
Away



Shapes

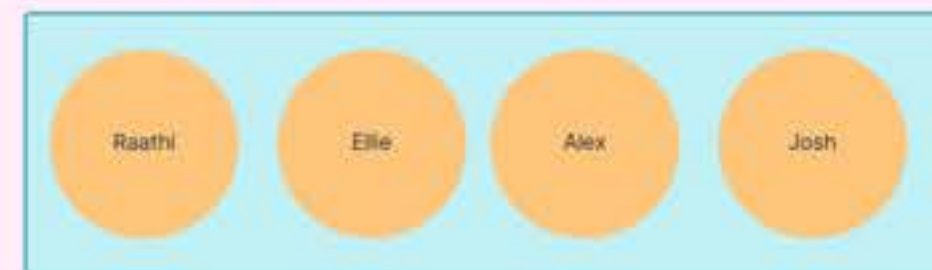


Metrics & Alerting

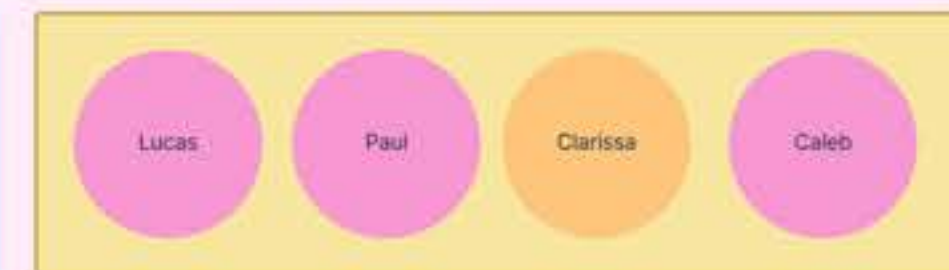


Omar Daboe

Connector lines



Performance Improvements



Aa



100%



Team Fabric / Fabric team planning

Sprint planning 29th Jan 2023



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Eng Dashboard Review



Omar Daboe

Jane Rotanson



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Sprint planning 29th Jan 2023



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Omar Daboe

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Join

Announcements

Den is going on holiday from March 22-29th

Public Holiday on Monday

Connect is joining the team from the US at next

New guidelines for project pages

Fabric & Connect Types - Created over 500 guidelines

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Connect is joining the team from the US at next

New guidelines for project pages

Fabric & Connect Types - Created over 500 guidelines

Capacity Planning

Constraints:

- We have a current velocity of 40 per engineer
- We need 7 people assigned to be on call each week

Team battery

Team smooth

On call support

Away

Shapes

Metrics & Alerting

Connector lines

Performance Improvements

Eng Dashboard Review

Cycle time

Graph showing cycle time over time

Default - Feature

Design Review

Figma

Check out new marketing visuals

Exploration of feature 2 and 3

Review dev effort estimate

Goal & Roadmap Review

Goals

Roadmap

Customer feedback and comments

Q3 review with leadership team coming up

Jane Rotanson



Aa



SUMMARY

SPRINT PLANNING

- ✓ Visually centralise key pieces of information
- ✓ Use a free form surface for flexible planning

SUMMARY

SPRINT PLANNING



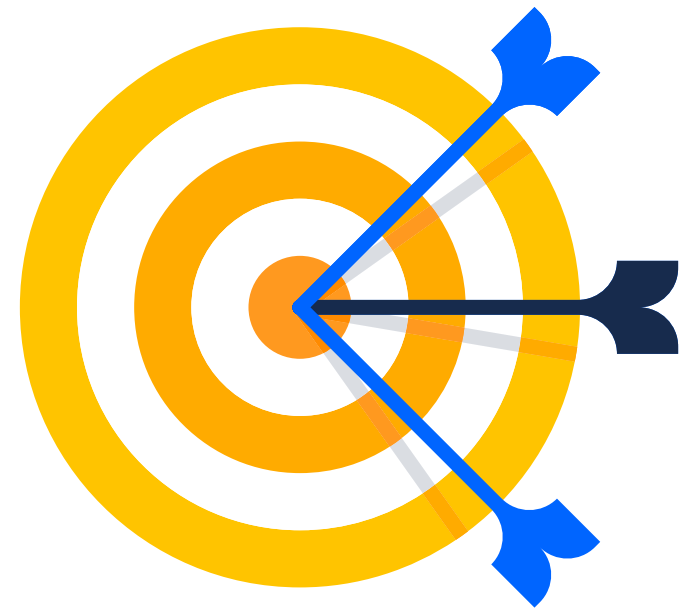
Visually centralise key pieces of information



Use a free form surface for flexible planning

KEY TAKEAWAYS

BENEFITS



GOAL ORIENTED



ACCOUNTABLE

PRINCIPLES



Create a **shared**
understanding



Identify your
top priority
tasks

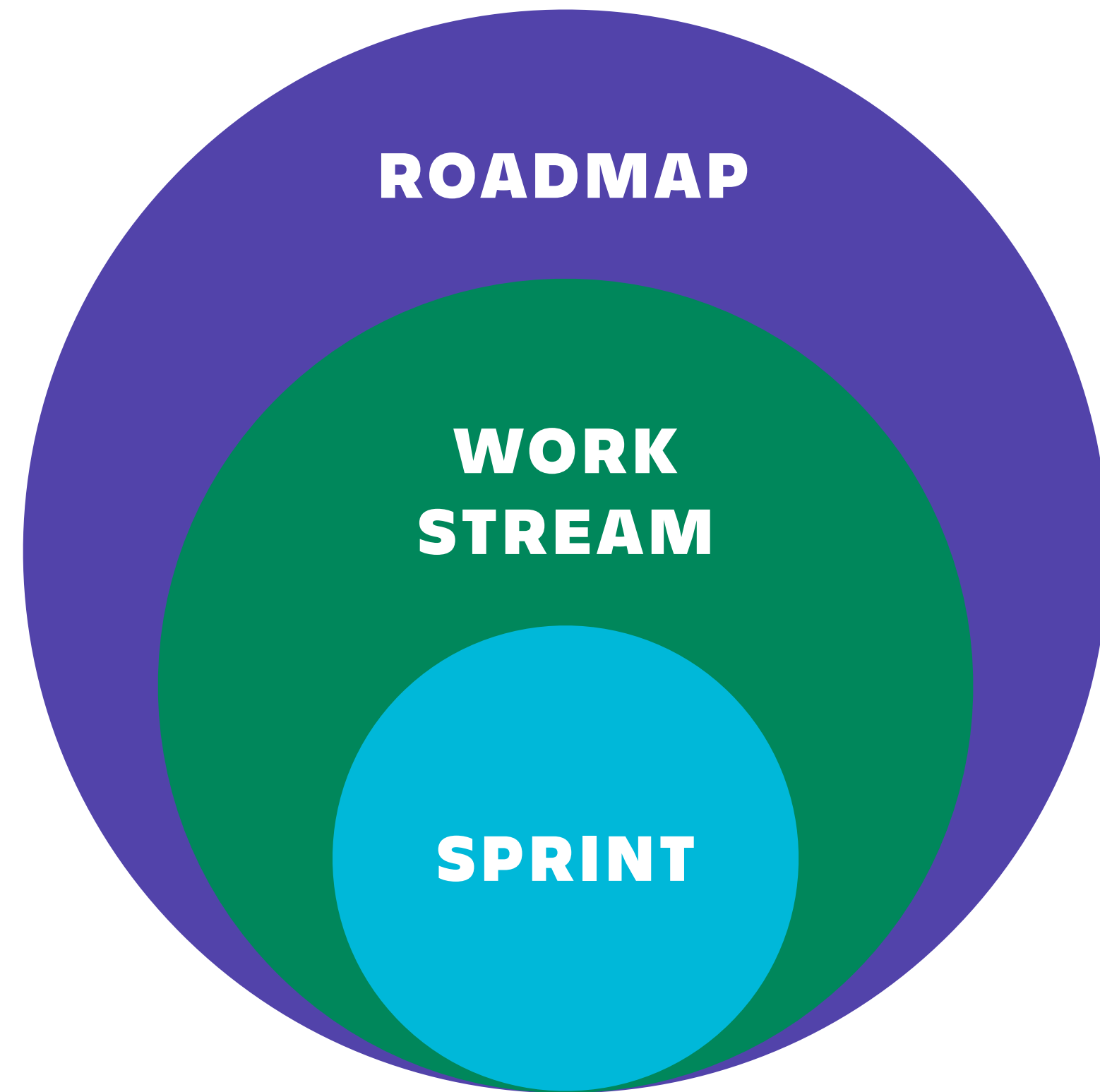


Assign **roles** and
timelines



Make it
interactive &
fun

PLANNING IN PRACTICE



Consider a free form surface
for flexible planning



100

Whiteboards

atlassian.com/whiteboards





Thank you!