

# A<sup>3</sup> Platform Quick Start



Last Update: Sep 07, 2011

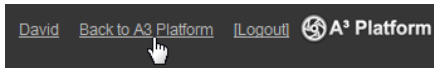
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## Record Customer Requirements

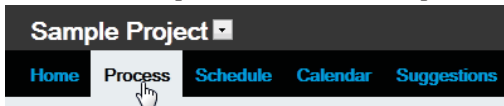


We usually begin a project by collecting requirements and expectations from end user(s) of the system we are going to develop. After that, we use A3 Platform to document and store these requirements. In this section, we will continue to login as David (project manager) and create several Requirements in A3 Platform.

1. Click **Back to A3 Platform** to exit the configuration screen.



2. At the top of the page, you can find a number of tabs - **Home, Process, Calendar...** They give you access to different core parts of A3 Platform. Open the **Process** tab.

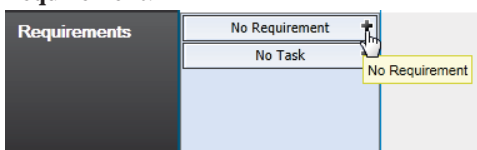


3. Each cell in the process matrix represents an intersection of discipline (e.g. Business Modeling), phase (e.g. 1.0) and iteration (e.g. I1). As a project manager, David has rights to add/update/delete extra rows and columns by clicking on **Configure Process** at the top left corner. (Note: we are not going to cover process configuration in this guide.) Now, click on the cell that intersects *Requirements, 1.0 and I1*.

	1.0			
	I1	I2	I3	Default
Discipline	01-Sep ~ 30-Sep	01-Oct ~ 31-Oct	01-Nov ~ 30-Nov	01-Sep ~ 30-Nov
Business Modeling				
Requirements	No Requirement + No Task +			
Analysis & Design				

You can see the empty bars labeled **No Requirement** and **No Task**. They show the number of Requirements and Tasks created and completed under this cell. We will talk in more detail later in this guide.

4. We want to create Requirements in the selected cell. Click on the plus button inside the bar **No Requirement**.



5. You are brought to the **Requirements** page where you can read, create and edit Requirements

6. Enter the **Name** of Requirement: *Support uploading video*.

\*Name:

Description:

7. Describe the Requirement in detail by entering the **Description** as shown below:

- support common video formats
- disallow uploading files that are not video (e.g. a text file)
- enforce user to provide caption and description
- entering of tag is optional

Description:

```
- support common video formats
- disallow uploading files that are not video (e.g. a text file)
- enforce user to provide caption and description
- entering of tag is optional
```

8. Click **Save**.

9. Let's create one more Requirement. Click **New Requirement** at the top left.

Summary Requirement

+ New Requirement + Create Similar Requirement \* Configure

Name:

10. Name the Requirement *Support commenting video*. Enter the following **Description**:

- allow anonymous commenting
- disallow the use of forbidden words

\* Name:

Description:

```
- allow anonymous commenting
- disallow the use of forbidden words
```

11. Click **Save**. Open the **Summary** tab. You can see the two Requirements listed there.

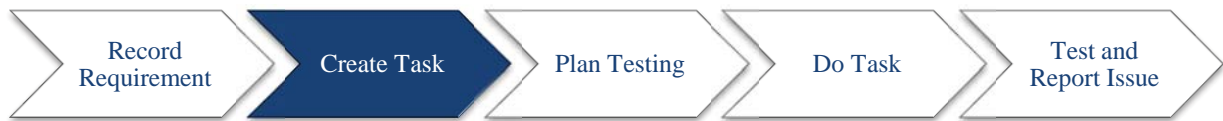
Location: 1.0 > I1 > Requirements

Summary Requirement

+ New Requirement \* Configure Table... Show Sub-Requirements

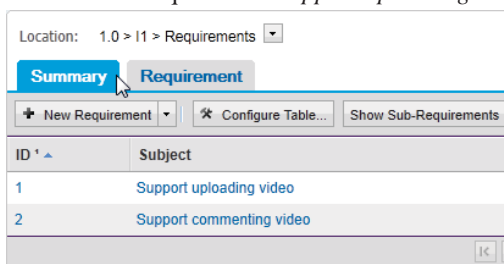
ID ^	Subject
1	Support uploading video
2	Support commenting video

## Realize Requirements through Tasks

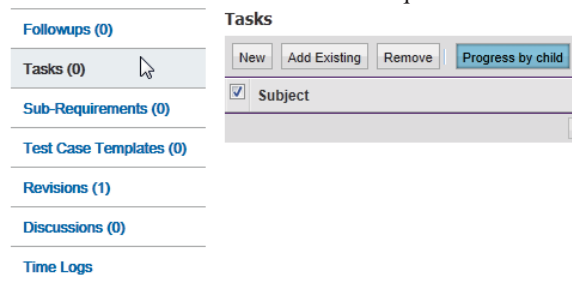


Once all the Requirements are collected and documented, we shall proceed to creating Tasks from the Requirements emerged. In the previous section we have created a Requirement to support video uploading. In this section, we are going to ask Justin (programmer) to design and code the upload function.

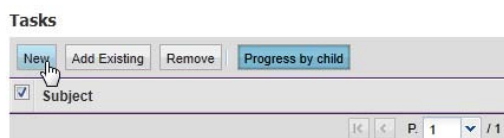
1. Click on the Requirement *Support uploading video* under the **Summary** tab to open it.



2. We want to derive Tasks from this Requirement. Click on **Tasks** below the Requirement to create Tasks.



3. Click **New**.

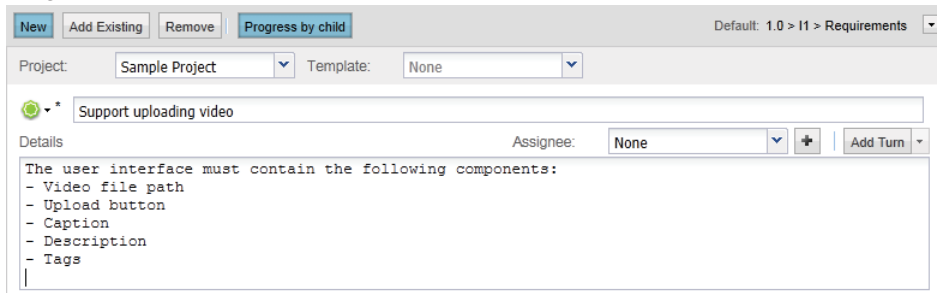


4. Enter the **Name** of the Task: *Support uploading video*.
5. The support of video upload function involves several parts. First, we need to design the user interface. Then, a programmer will implement the user interface and the function. In A3 Platform, a part of work is said to be a 'turn'. Enter the following **Details** first:

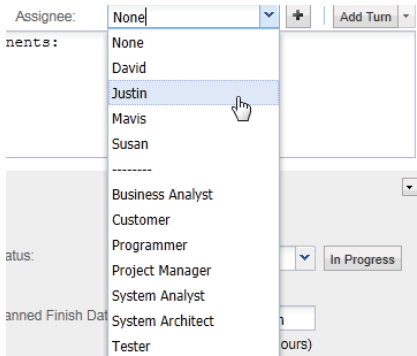
*The user interface must contain the following components:*

- Video file path
- Upload button
- Caption
- Description

- Tags

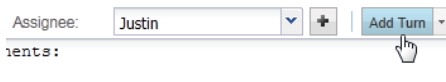


- Justin, the programmer, is responsible for completing this Task. Select *Justin* to be the **Assignee**.



**Note** To assign a Task to multiple people, click on the + and select the people to assign.

- When the user interface design is ready, the task should be passed to Mavis for implementing the function. Add a new turn for this part of work. Click **Add Turn** next to **Assignee**.

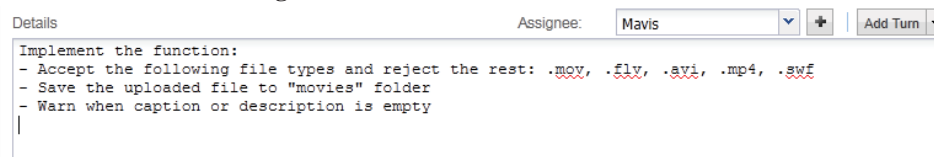


- Enter the details in the new **Details** field presented:

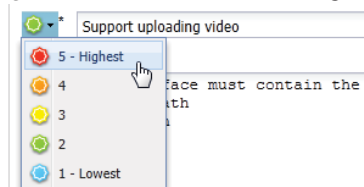
*Implement the function.*

- Accept the following file types and reject the rest: *.mov, .flv, .avi, .mp4, .swf*
- Save the uploaded file to "movies" folder
- Warn when caption or description is empty

- Select Mavis to be the **Assignee**.



- This Task is an important one. We want to complete it as soon as possible. Hence, set the priority from 2 (green) to 5 (red). Click on the green icon next to the name of the Task and select the red one.



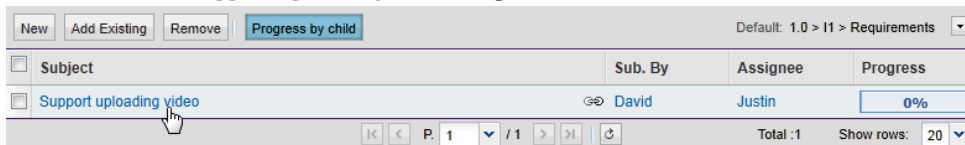
- Click **Save**. Up to now, we have one Task created under the Requirement of video upload function and the Task involves two turns - designing user interface and implementing the function.

## Write Test Cases

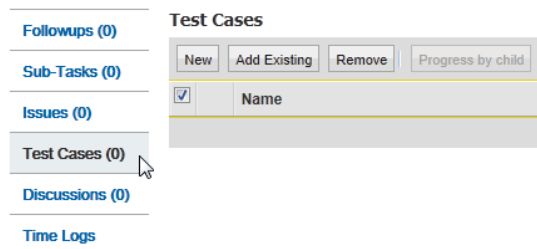


To make sure that the implemented system meets the customer’s expectation, it is important to test it before release. The best way for quality assurance is to create Test Cases around Tasks, and to perform the Test Cases once the Task is done. In this section, we will go through the steps to create Test Cases.

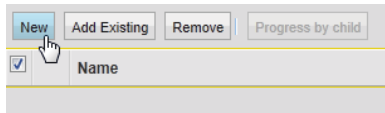
1. Click on the Task *Support uploading video* to open it.



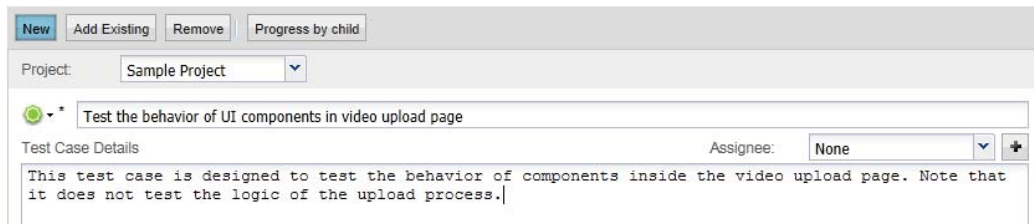
2. As we want to create Test Case from this Task, click on **Test Cases** below the Task to create Test Cases there.



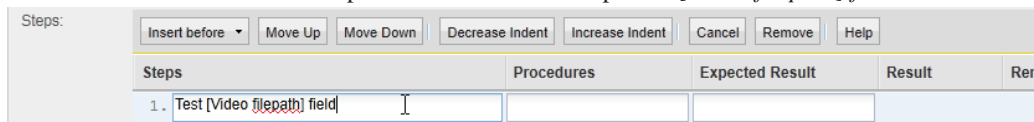
3. Click **New** on the right hand side.



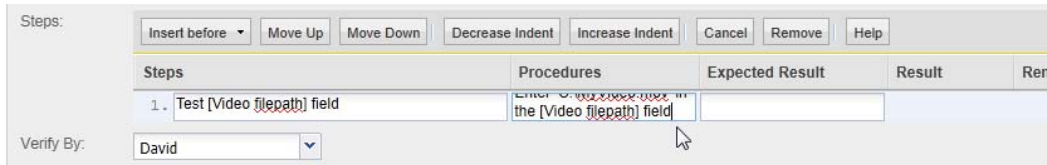
4. Enter the **Name** of the Test Case: *Test the behavior of UI components in video upload page.*
5. Enter the **Details**: *This test case is designed to test the behavior of components inside the video upload page. Note that it does not test the logic of the upload process.*



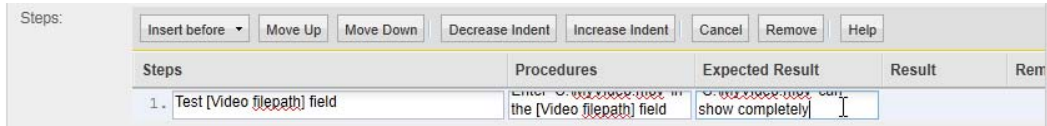
6. At the center of the form you can find the **Steps** section. That is where you define the steps of this Test Case. Click on the text box of step 1 and enter the first step: *Test [Video filepath] field.*



- Press **Tab** to move on to the **Procedures** column. Enter the **Procedures:** *Enter 'C:\MyVideo.mov' in the [Video filepath] field.*

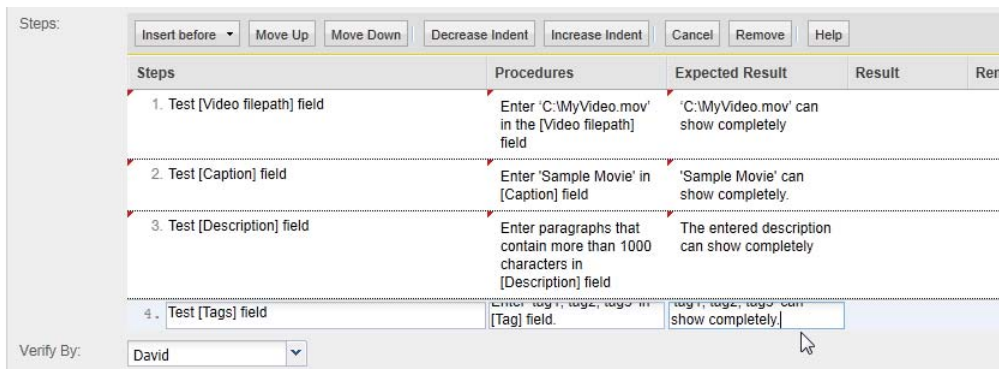


- Press **Tab** again to move on to the **Expected Result** column. Enter: *'C:\MyVideo.mov' can show completely.*

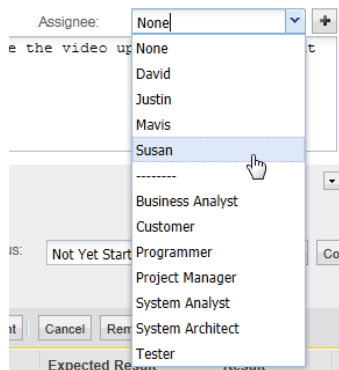


- Press **Enter** to complete step 1 and move to step 2. Repeat the previous steps to add step 2, 3 and 4:

	Steps	Procedures	Expected Result
2	Test [Caption] field	Enter 'Sample Movie' in [Caption] field.	'Sample Movie' can show completely.
3	Test [Description] field	Enter paragraphs that contain more than 1000 characters in [Description] field.	The entered description can show completely.
4	Test [Tags] field	Enter 'tag1, tag2, tag3' in [Tag] field.	'tag1, tag2, tag3' can show completely.



- Remember Susan? The tester. Select *Susan* to be the assignee of this Test Case.



- Click **Save**.
- David has finished his tasks. Let's logout. Click [**Logout**] at the top right of A<sup>3</sup> Platform.



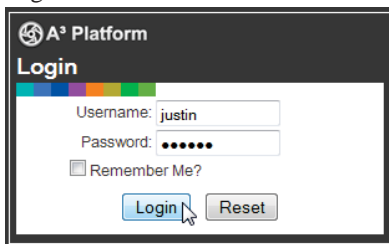
## Do Tasks



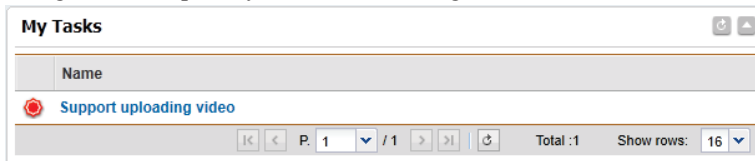
David, the project manager, has created and assigned Tasks to Justin, the programmer. It's time for Justin to begin his work.

## Study Tasks

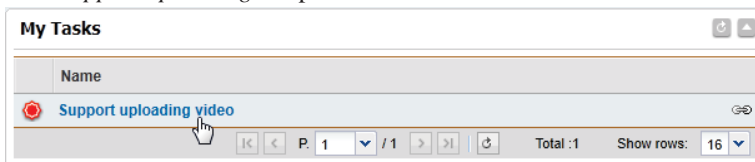
1. Login A3 Platform as *Justin*.



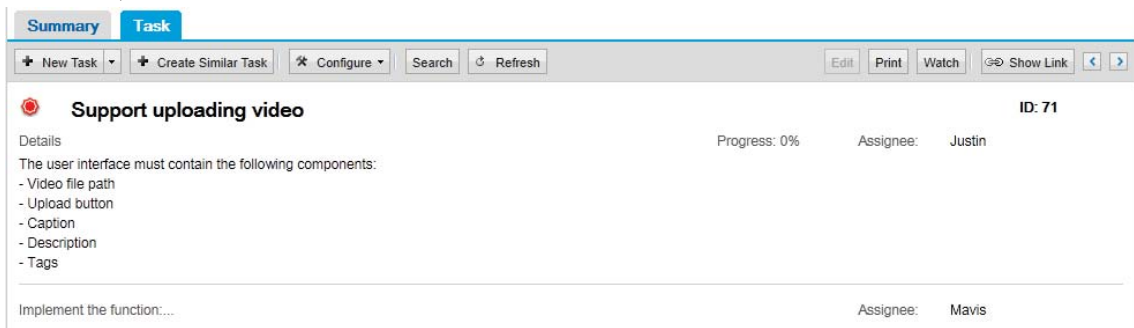
2. Close the welcome message. You should be at the **Home** page. In it, you can see in the **My Tasks** pane that an urgent Tasks (priority = 5) has been assigned to Justin.



3. We usually take care of the more urgent Tasks first (if there is more than one assigned Task). Click on the Task *Support uploading* to open it.



4. Study the Task and start working on it. Notice that only the part specifically for Justin is shown. Meanwhile, that for Mavis is hidden.

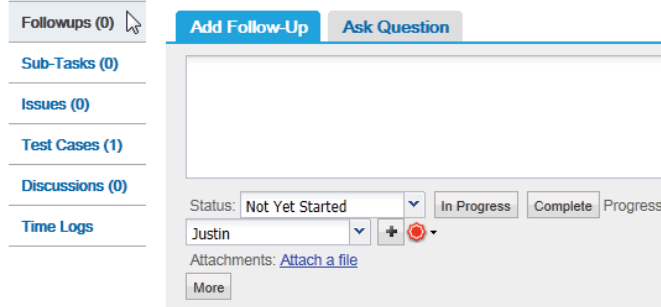




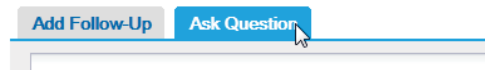
## Communicate with Teammates

Team members can add feedbacks or comments to a Task, to report progress and/or to reply another’s feedback. We call such feedback a “follow-up”. In this section, Justin is going to ask David a question about the Task assigned by making a “follow-up”.

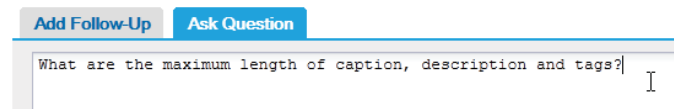
1. We are reading the Task *Support uploading video*. Click on **Followups** below the Task.



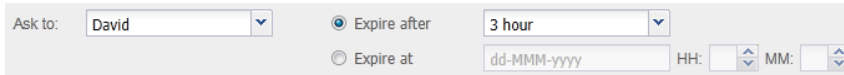
2. Click on the **Ask Questions** tab.



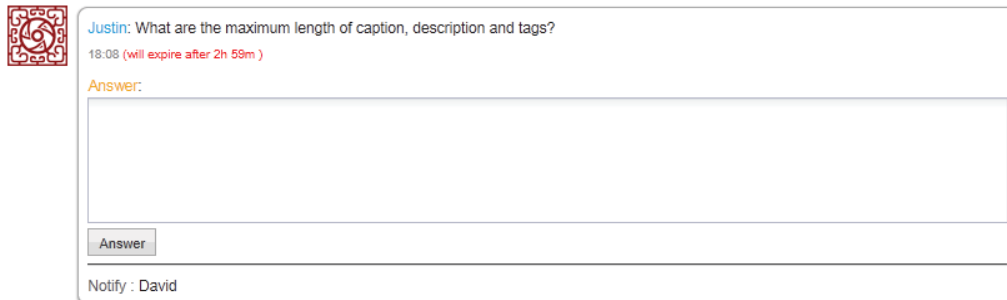
3. The text area under the **Ask Question** tab is where we enter the content to post. Enter: *What are the maximum length of caption, description and tags?*



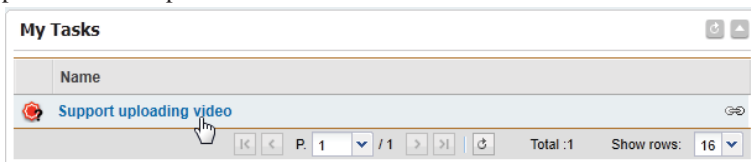
4. Select *David* to be the person to ask.



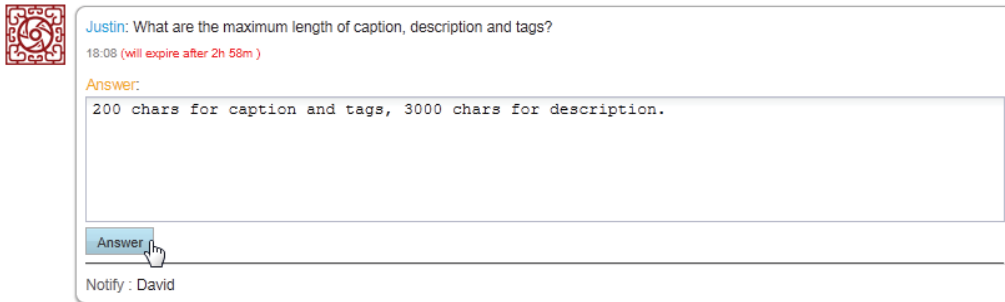
5. Click **Ask** at the bottom right corner. A follow-up is made.



6. Logout A3 Platform.
7. Login as *David*. In the **Home** page, we can see the Task *Support uploading video* appear in **My Tasks** pane. Click to open it.



- Let's give Justin an answer. Add a follow-up with content: *200 chars for caption and tags, 3000 chars for description*. Click **Answer**.

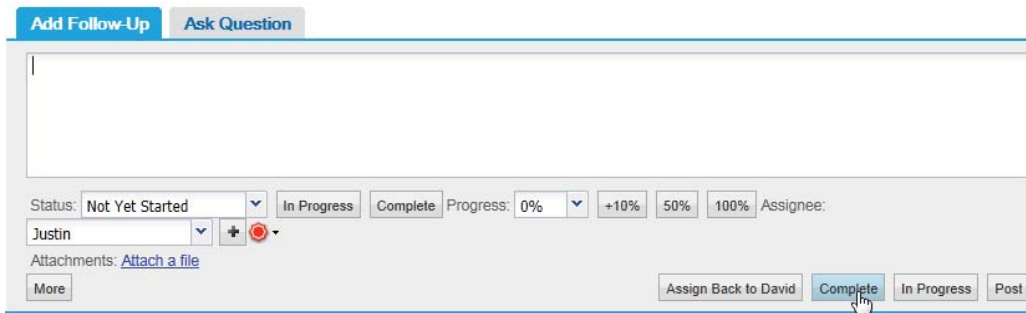


- Logout A3 Platform.
- Login as Justin again. Open the Task *Support uploading video* from **Home** page.

## Done!

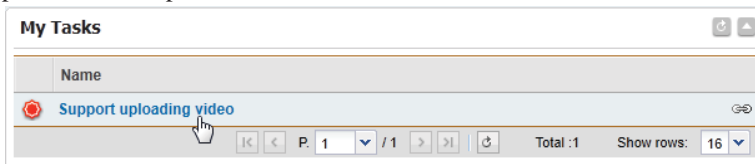
Once a Task is done, the assignee should set the progress of the Task to **100%** and progress to **Completed** to indicate its completeness. A quick way to accomplish this is to click the **Complete** button directly.

- Click on Complete at the bottom right of the **Add Follow-Up** tab.



This adds a follow-up message. Since David has setup two turns for this Task, Justin's completion will result in passing the Task to Mavis, the assignee of the next turn.

- Logout A3 Platform.
- Login as Mavis. In the **Home** page, we can see the Task *Support uploading video* appear in **My Tasks** pane. Click to open it.

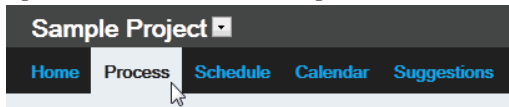


- Mavis then studies the details written by David and start implementing the function. Let's assume that Mavis has now finished implementing the function. Click **Complete** in the **Add Follow-Up** tab to finish up the Task. At this moment, the Task is entirely completed as both turns have been completed.

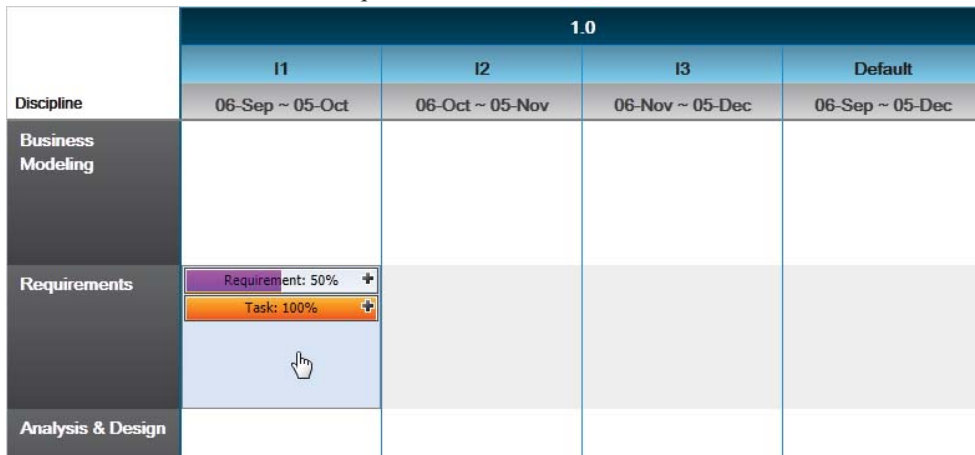
## Show me the Progress of the Development

To ensure prompt delivery, it is important for a project manager to have a clear picture on development progress periodically and see if things get done on schedule.

1. Logout A3 Platform.
2. Login as David, the project manager.
3. Open the **Process** tab at the top of A3 Platform.



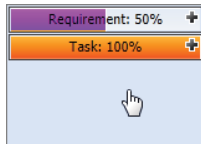
4. Click on the cell that intersects *Requirements*, 1.0 and I1.



The screenshot shows a Gantt chart grid. The columns are labeled '1.0' at the top, with sub-columns 'I1', 'I2', 'I3', and 'Default'. The rows are labeled 'Discipline' with sub-rows 'Business Modeling', 'Requirements', and 'Analysis & Design'. The 'Requirements' row under the 'I1' column shows a progress bar for 'Requirement: 50%' (purple) and 'Task: 100%' (orange). A mouse cursor is pointing at the 'Task: 100%' bar.

	1.0			
	I1	I2	I3	Default
Discipline	06-Sep ~ 05-Oct	06-Oct ~ 05-Nov	06-Nov ~ 05-Dec	06-Sep ~ 05-Dec
Business Modeling				
Requirements	Requirement: 50% Task: 100%			
Analysis & Design				

5. In the cell, the progress bar of the Task is displayed at 100%, which means the task is complete

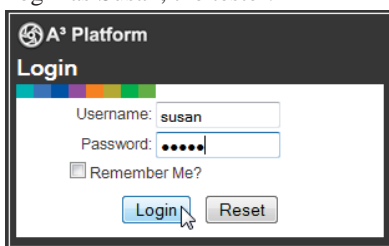


## Test and Report Issues (Bugs)

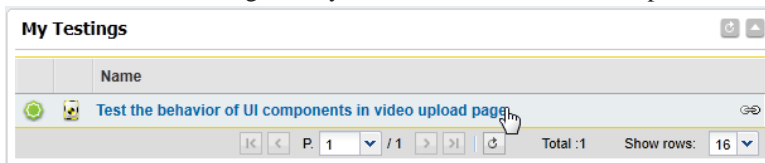


To make sure Task is done as expected, testing is needed. Earlier in this guide we have created a Test Case to test the Task for developing user interface for the video upload function. The Task is now completed. It's time to test it. During testing, any issue/bug found should result in the creation of Issue.

1. Logout A3 Platform.
2. Login as Susan, the tester.



3. Close the welcome message. You should be at the **Home** page. You can see in the **My Testings** pane that a Test Case has been assigned to you. Click on the test case to open it.



4. Scroll down the page. Under the **Follow-Up** section we have a table with several steps defined. We shall follow the steps to perform the testing.

Steps	Procedures	Expected Result	Result	Remark
1. Test [Video filepath] field	Enter 'C:\MyVideo.mov' in the [Video filepath] field	'C:\MyVideo.mov' can show completely		
2. Test [Caption] field	Enter 'Sample Movie' in [Caption] field	'Sample Movie' can show completely.		
3. Test [Description] field	Enter paragraphs that contain more than 1000 characters in [Description] field	The entered description can show completely		
4. Test [Tags] field	Enter 'tag1, tag2, tag3' in [Tag] field.	'tag1, tag2, tag3' can show completely.		

Status: Not Yet Started | In Progress | Complete | Progress: 0% | +10% | 50% | 100% | Assignee: Susan

Attachments: [Attach a file](#) | More

Assign Back to David | Complete | In Progress | Post

5. Let's assume that we are now performing the testing. The first step is passed. Set the result of step 1 to **Success**.

Steps	Procedures	Expected Result	Result	Remark
1. Test [Video filepath] field	Enter 'C:\MyVideo.mov' in the [Video filepath] field	'C:\MyVideo.mov' can show completely	Success	
2. Test [Caption] field	Enter 'Sample Movie' in [Caption] field	'Sample Movie' can show completely.		

6. Step 2 is passed, too. Set the result to **Success**.
7. Unfortunately, step 3 failed. Select **Failure** for the result of step 3.

3. Test [Description] field	Enter paragraphs that contain more than 1000 characters in [Description] field	The entered description can show completely	<input type="text"/> <input type="button" value="Success"/> <input type="button" value="Failure"/> <input type="button" value="Partial Success"/>
4. Test [Tags] field	Enter 'tag1, tag2, tag3' in [Tag] field	'tag1, tag2, tag3' can show completely	

8. Describe the problem by entering the remark: *Missing scrollbar*.

Result	Remark
Success	
Success	
Failure	Missing scrollbar

9. We have to pause the testing due to the failure of step 3. Post the test result by clicking **Post**. A follow-up is made.

 Susan:  
18:48

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Steps :

1. Test [Video filepath] field -> Success
2. Test [Caption] field -> Success
3. Test [Description] field -> Failure (Missing scrollbar)

10. We need to request Justin, the programmer to fix the problem found. Click **Issues** on the left.

**Followups (1)**

**Tasks (0)**

**Issues (0)** 

**Discussions (0)**

**Time Logs**


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**Issues**

<input checked="" type="checkbox"/>	Subject
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11. Click **New Issue**.
12. Enter the **Name** of the issue: *Missing scrollbar for [Description] field*.
13. Enter the **Details**: *Unable to show description completely due to the absent of horizontal and vertical scrollbar.*

Project:  Template:

 \* Missing scrollbar for [Description] field

Details Assignee:

Unable to show description completely due to the absent of horizontal and vertical scrollbar.

14. Enter the **Steps**: *Enter a paragraph that contains over 1000 characters in [Description] field. Observe the result.*

15. Enter the **Suggested Solution**: *Support horizontal and vertical scrollbar.*

Steps:	Enter a paragraph that contains over 1000 characters in [Description] field. Observe the result.
Suggested Solution:	Support horizontal and vertical scrollbar.

16. Set *Justin* to be the assignee.

The screenshot shows a software interface with an 'Assignee' dropdown menu. The dropdown is open, displaying a list of names: None, David, Justin, Susan, and a separator line. Below the separator line are several roles: Business Analyst, Customer, Programmer, Project Manager, System Analyst, System Architect, and Tester. A mouse cursor is pointing at 'Justin'. To the left of the dropdown, the text 'ent of horizontal' is visible. To the right, the text 'lbar.' is visible. Below the dropdown, there are two input fields, both containing the text 'None'.

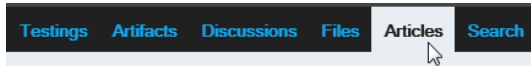
17. Click **Save**.

## Write a Product Manual

The Article feature helps you write user's manual/guide to teach users how to use your system. Let's have a try.

### Create an Article

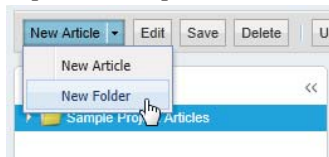
1. Open the **Articles** tab.



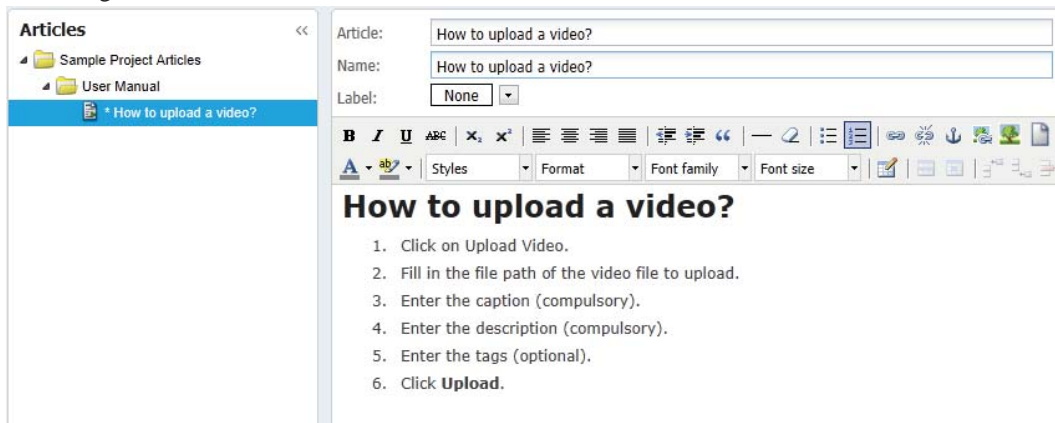
2. The left hand side of the page shows the articles as well as their structure. Select the root node *Sample Project Articles*.



3. Expand the drop down menu of **New Article** and select **New Folder** from the drop down menu.



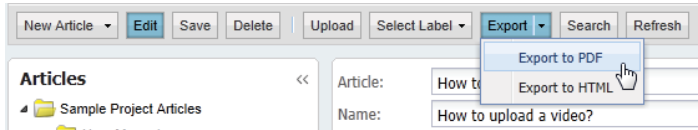
4. In the **New Folder** dialog box, enter *User Manual* as folder name and click **OK** to confirm.
5. Click **New Article**.
6. In the **New Article** dialog box, enter *How to upload a video?* as article name and click **OK** to confirm.
7. This creates a blank article. Enter some text in it. You can make use of the toolbar on top of the article for formatting.



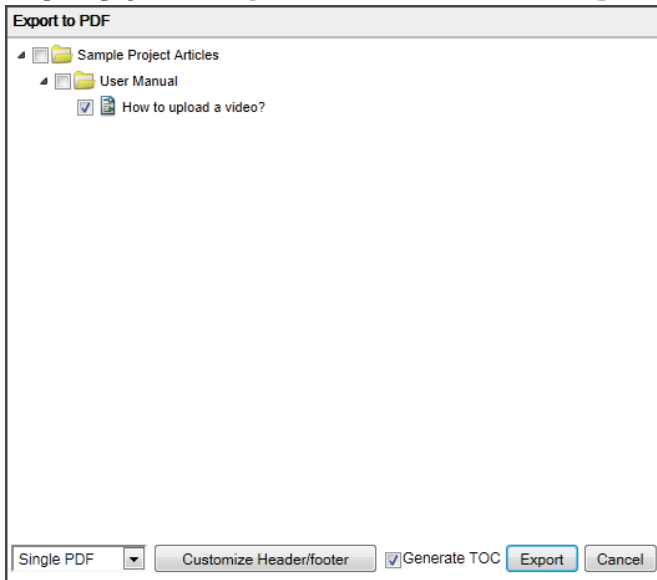
8. Click **Save**.

## Export an Article to PDF

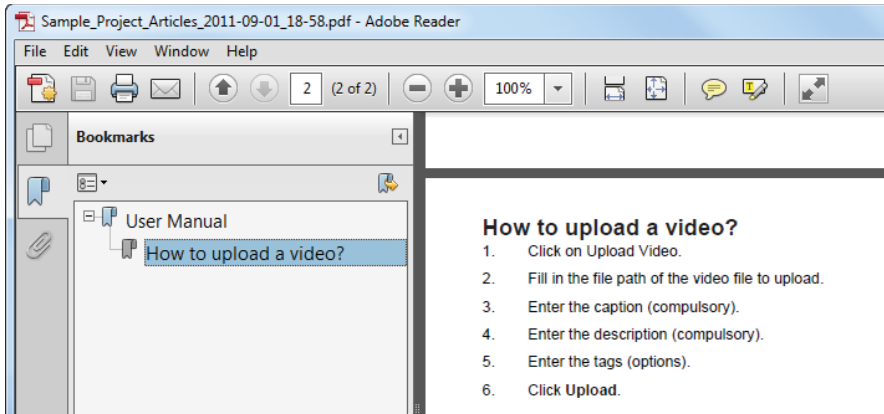
1. Expand the drop down menu of **Export** and select **Export to PDF** from the drop down menu.



2. Keep the page *How to upload a video?* selected in the **Export to PDF** window. Click **Export**.



3. Save the PDF file to somewhere in your machine. Open it and take a look.



### How to upload a video?

1. Click on Upload Video.
2. Fill in the file path of the video file to upload.
3. Enter the caption (compulsory).
4. Enter the description (compulsory).
5. Enter the tags (options).
6. Click Upload.