

项目管理 快速入门 产品文档





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快速入门

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本文档主要介绍如何快速使用 CODING 项目管理中的经典模式。

前提条件

使用 CODING 项目管理的前提是,您的腾讯云账号需要开通 CODING DevOps 服务。

初始化教学项目

1. 进入 CODING 页面,单击页面左边的



项目按钮,单击项目列表内右上角的创建项目按钮。

- 2. 选择从教学项目开始。
- 3. 单击经典项目管理教学项目。
- 4. 填写项目名称与标识,完成创建。

下文将以一个虚拟商城——飞鸟市集作为举例场景,说明团队如何使用经典项目管理模式进行协作。

创建需求

要想在竞争红海的电商领域立足,离不开详尽的潜在用户群体调研。通常情况下,产品经理会根据市场痛点或用户 反馈形成产品的需求文档。此时,在**需求**功能页就可以进行需求创建,支持上传附件或引入外部资源(墨刀原 型),任何时候的灵感闪现都可以方便地融入团队协同中。需求详情页右侧菜单还支持调整需求优先级、需求类型 与截止日期。若对该需求的工作时间有所要求,还可以填写预估工时与项目进度。



Plan Itera	ation All Is	Create Requirement					1 follower(s) -	A	
		Title *					Thorower(s) -	Assignee	specified
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	✓ Title	Description						Not add	ed to iterat
#13	Q [Sample req	Write H B e	ш >	⊞ }≡	⊻ @	1	Templat		
#9	Q Invite memb	Preview I 🖂		=	#	0	е	Priority *	
#5	Q Invite memb	Enter a description here (markdown s	upported)					Туре	
#84	Q Customer S							Require	ment Type
#83	Q Customer se							Deadline Unspeci	fied
#82	Q Location de	Attachments 1 1 Upload Attachment	t Others	s -				Label	
#81	Q Customer se	No attachment added		esign Draft				+ Start-Da	te
#80	Q Customer se		Moc	kingBot				Unspeci	
#79	O Mobile app								d working hours
#75	Q Q3 User Co	Create Cancel O Contin	ue Creation					Not estir	mated
#74	Q User portrait	analysis of invited members		🕒 ме	Not Started	8	Unspec	Steven	_
#12	Q [Sample requ	irement] – in the member management mo	dule	O Me	Not Started	0	admilk	Steven	Example

协调开发计划

需求调研结束后通常是需求池评审会,在对收集的需求进行统一讨论与评审后,项目 Leader 批准开发计划,自此衍 生出的开发排期计划都可以使用**迭代**作为承载单元。



Plan Iteration All Issues Requirement	Task Defect	
Status Not Started, In - Assignee All - Iteration Ti Progress	me Start Date - To End Date - Search Iter	ations Q
Reference ID Iteration Name		Stort Time
#93 gogogo	Create Iteration	
#3 Example	Iteration Name *	
	Make it online	
	Assignee	
	Unspecified •	
	Start Time	End Time
	Unspecified -	Unspecified
	Iteration Goal	
	Enter an iteration goal.	
	Create Create and Plan Cancel	

该功能可以将较为大型的计划(包括但不限于开发计划)拆分成具体的事项(如需求、任务)并落实至具体的责任 人,产品经理前期编写的各项需求也可以无缝融入迭代计划中。



ssue Type	All Status Type Not started, In Progress Assignee All + Filte Title	Priority	or Descriptior	۹		
	Title	Priority				
13		ritolity	Status	Handler	Founder	Iteration
	Q [Sample requirement] – Register as a team member by $@ 0/1$	🔂 Cri	in Development	admilk	Steven	Example
9	Q Invite members to the team by email	🔷 High	In Development	Steven	Steven	Example
7	O [Example defect] – After entering the correct username and pa	🙆 High	In Progress	Steven	Steven	Example
5	Q Invite members	🙆 High	Not Started	Steven	Steven	Example
95	== demand t=	<mark>0</mark> Me	Not Started	Unspec	Steven	Example
94	E Customer service window design task	<mark>0</mark> Me	Not Started	Unspec	Steven	
89	O The product tab page is occasionally lost in the applet	<mark>0</mark> Me	In Progress	Steven	Steven	Example
87	Entry scheme interface development	<mark>0</mark> Me	Not Started	Unspec	Steven	
85	Entry scheme use discussion	<mark>0</mark> Me	Not Started	Unspec	Steven	
84	Q Customer Service Response Portal Development	<mark>0</mark> Me	Not Started	Unspec	Steven	gogogo
83	Q Customer service response entrance design	<mark>0</mark> Me	Not Started	Unspec	Steven	Example
82	Q Location design of customer service response entrance	<mark>0</mark> Ме	Not Started	Unspec	steven	Example

需求可以分解为子需求或子任务,还支持关联缺陷和测试用例、设置执行本需求所需要的其他资源为前置事项、查 看是否受其他事项进度影响造成阻塞关系、将其他需求或任务引用为本事项的资源,或查看本事项已被其他哪些资 源引用。



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[Sample requirement] - Register as a team member by visiting the invite link

Edit Description	▲ Upload Attachment	Q Break Down Requirement	📰 Break Down Task	O Associate to De

By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and pase. The username is allowed to be the same as the existing member username. If the username already exists, a prompt ne If the invitation link has expired, after accessing the link, it will prompt "Invitation link has expired". Invitation link invalidation conditions:

- 1. It has been more than 24 hours since the invitation link was generated;
- 2. Or the invitee has successfully registered through this link.
- 3. An illegal user name was used for registration.
- 4. Unable to deliver to the invitee's mailbox.

Sub-tasks +	
= #95 demand	
Defect +	
• #89 The product tab page is occasionally lost in the applet	
Reference Resources +	
9 #5 Invite members	

分配开发任务





在一个迭代计划中,通过创建事项或接受他人的事项指派进行协作,团队成员能够各司其职。譬如**客服入口**的上线 需求,就可以分解为开发任务和测试任务,待开发完成后,还能够继续分解为推广任务并交由运营部门开展功能点 营销活动。

∓ All O	pen - 🙁		Ø	Z Edit Description 1 Upload Attachment 9 Brea
lssue Typ	e All * Status Type Not started, In Progress * Assignee All * + Filt	er - Title	or Descri	4. Unable to deliver to the invitee's mailbox.
D	板题	优先级	状态	Sub-requirements +
#13 #	Q [Sample requirement] – Register as a team member by @0/1	🕜 Cri	In Progre	♀ Enter a title to create a requirement quickly.
#9	Q Invite members to the team by email	🙆 High	In Progre	a Associate to existing requirements
‡7	 [Example defect] – After entering the correct username and pa 	🙆 High	In Progre	Sub-tasks +
#5	Q Invite members	🙆 High	Not Start	#95 demand
#95	E demand t:	<mark>0</mark> Me	Not Start	Enter a title to
#94	Customer service window design task	<mark>0</mark> Me	Not Start	a Associate to existing tasks
#89	O The product tab page is occasionally lost in the applet	O Me	In Progre	Defect +
#87	Entry scheme interface development	O Me	Not Start	0 #89 The product tab page is occasionally lost in
#85	Entry scheme use discussion	O Me	Not Start	Reference Resources +
#84	Q Customer Service Response Portal Development	<mark>0</mark> Me	Not Start	Referenced By
#83	Q Customer service response entrance design	<mark>0</mark> Me	Not Start	2 #5 Invite members
#82	Q Location design of customer service response entrance	<mark>O</mark> Me	Not Start	Action Log Worklog
#81	Q Customer service response entrance development style scaffol	O Me	Not Start	
#80	O Customer service entrance planning and page design	C Mo	Not Start	All Only logs Only comments

执行计划

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待各项计划制订完成并分发至具体的执行人后,团队内成员都可以在团队首页的**工作台 > 我的事项**中清晰看到待完成的事项、由本人发起的合并请求或待检视的合并请求、持续集成中的构建任务、待确认的持续部署发布单。



Uvrkbench	Workb	ench Issues Merge Requests Build Jobs Wait Confir	mations		
Projects	All Issue	es 10 Task 1 Requirement 4 Defect 5 Epic 0 Issue 0 Risk 0 Iteration 2	Search /	All Issues Lowercase	Q
Programs					
L Knowledge beta	ID	Title	Status	Priority	De
Dashboard	#10 -*	O test bug	Pending	Medium	
= Issues	#5	Ocomplete the interface for registering users through mobile ph	Not Started	😑 Medium	
	#1	O After entering the correct username and password on the login	In Progress	😑 Medium	
OKR OKR	#89	O The product tab page is occasionally lost in the applet	In Progress	😑 Medium	
S. Workload	#79	Mobile app development	Not Started	😑 Medium	
L Efficiency beta	#11	E Add a pop-up window to invite members by mail and complete	In Progress	😑 Medium	J
Open Resources	#9	Q Invite members to the team by email	In Development	🛆 High	J
All artifacts	#8	 Example defect] – The product price font in the product detail 	Pending Verification	😑 Medium	
Cloud Studio	#7	 Example defect] – After entering the correct username and pa 	In Progress	🔷 High	J
CD Console	> #5	Q Invite members	Not Started	🔷 High	A

开发任务还支持直接引用代码仓库中的合并请求记录,详情请参见引用资源和上传附件。关联完成后在开发任务中,就可以看到代码的提交记录与编写情况。

← helping-test - Browse 0	
11 #76	Associate Project Resources Add External Link
fix: issue #491	Switch Project: [Demo 👻
Merge Allowed merge the branch mr/master/i	Q [Sample requirement] – In the member management
Overview 4 Submission Record 7	12 Q
	Q Requirement
✓ Description	🗉 Task
	途 Defect
V Associate Resource 1 + Add R	
#88 Joint debugging test	△ Iteration
	✤ Epic
The merge request branch doe	11 Merge Request
The merge request can be automatic	⊘ Code Version

在事项详情页右侧菜单中,可以登记工时,通过填写事项预估工时和使用工时(已经工作的时间),能够自动形成 完整的工时记录,有助于迭代完成后的复盘与效率分析。



#14 [Sample task]-Add batch sending invitation email interior	Record Time		 1 follo 	wer	
🛃 Edit Description 🔄 Upload Attachment 🛛 😂 Block Relationship	Unlogged Time	2 hr remaining			
 describe: Check the legitimacy of the invitation email address; generate and store invitation links; Send invitation emails and save email sending logs. Mail delivery success rate. E-mail style design draft review. 	Spent Time 0 hr Record Cancel	Remaining Time 2 hr			
Reference Resources + Referenced Resources #73 Due to the change of product name, the email URL needs to be	e changed again				
#72 Investigate whether each mail interface provider meets the proj	ect compliance requirements				
Action Log Worklog					
	O worklog				
Record	time to track time spent in issu + Record Time	es			

在完成每天的开发后,除了将状态变更为**已完成**,还可以填写开发进度百分比,整体迭代的进度将会随着各个事项 的进度推进情况而增长。



2 #5 Invite members						● 1 follower(s) -
Edit Description	[▲] Upload Attachment	Service Break Down Requirement	E Break Down Task	O Associate to Defect		
are flexible in scope a Using epics is usually • Create epics to o	action or feature that can nd can be flexibly adjuste a two-step process: rganize functions or feature is into smaller-grained rec	be broken down into many sm ed based on customer feedbac ures with long development cy quirements and tasks and sche	k and team developme	nt cadence.	tiple iterations t	o fully deliver. Agile e
Referenced Resources	to the team by small					in Progr
	s to the team by email	r management module, you car	send invitation emails	in batches		Not Star
	-	team member by visiting the in		in batches		In Progre
, ,	ly comments		If sub-issues	are included, the current	progress canno	it be modified.
 + Steven cre 	eated Epic 2020-07-22	16:37		are included, the current progress = SUM (Direct si		

测试环节

开发任务的闭环关键离不开全面的测试环节。虽然开发人员的自测通常可以解决大部分常见问题,但仅仅依靠个人 自觉是不够的。测试有助于尽早暴露开发过程中的基础执行逻辑问题与可能的缺失项。CODING 内置的代码扫描、 制品扫描等自动化测试工具,可以帮助测试人员发现 Bug 后,快速在迭代中新建缺陷并与需求或任务相关联。



Plan	Iteration All Is	Create Defect 1 follower(s)	Assignee
Ţ All C	Open 👻 🔦	Title *	Unspecified
Status T	ype Not started,In Prog	Bugs report	h
ID	Title	Defect Description	Iteration Not added to iterat
#7	O [Example defection]	Write H B & " ↔ ☑ @ ·' Templat	Associate to Requirement
#89	O The product tal	Preview I E # 0 e	Not associated to r
#8	Example defection	Enter a description here (markdown supported)	Defect Type Defect Type Priority
		Attachments Dipload Attachment	Medium Deadline Unspecified Module Module
		Create Cancel Continue Creation	Label +

修复缺陷的过程中同样支持登记工时与填写进度百分比。除了在事项中进行测试任务的分配与填写,测试人员还可 以前往**测试管理 > 用例管理**编写测试用例。



在测试管理 > 测试计划的编辑选项中,能够设置测试所属迭代。

项目上线

基础开发任务完成后,通过 CODING 的持续集成/持续部署等服务,能让代码的有效性快速被验证。

扩展阅读

持续集成——快速开始

持续部署——示例项目实践

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各项迭代计划结束后,进入任意迭代,在概览与统计中可以查看该迭代周期的状态趋势与工时燃尽图,管理者能够 随时掌握团队在该计划下的工作进度。



← Example - Is	sues Test Plar	Overview and Statistics	• 1 Follower In Pro
Iteration Info	Ø	Status Trend ©	
Iteration Status Iteration 2020/12/16 Duration Progress Estimated Time Assignee	5 – 2021/01/12 35.22% 23 hr 1 Steven	 Demand + 25 20 15 	
Reference ID Issue Statistics	#3	5	
Summary Details Co	mpleted / Total		
Total Requirements	0/9	03/01	06/01
Total Tasks	3/7		
Total Defects	0/3	Time Burndown Chart	
Iteration Goal Iteration goal is empty		5	
		0 12/15 12/20	

自定义团队工作流

事项的完成状态与流程状态并非仅有默认选项,可在**项目设置 > 项目协同 > 事项类型**中,各事项末端的工作流内自定义各事项的工作流,详情请参见自定义工作流。