**Confluence Page Structure :**

**Title : CLM Automation**

**Discovery**

**Estimation**

**Design**

**Test Cases**

**Requests Raised**

**Servers Details**

**Production Rollout**

1. Discovery
2. Discovery Form
3. Any other details that are not covered in above form
4. Get it signed off from requester with consolidate requirements in email
5. Supportive Emails
6. Estimation – Send plan with start and end dates with below activities and attach that email here
7. Analysis
8. Design
9. Coding
10. Testing
11. Demo
12. Design

**Construction**

1. Specify design pattern if existing is being used
2. In case of new , prepare design diagram
3. In case of ISG approvals, SBD document is required
4. Have SBD ID with its status
5. Supportive emails

**Review**

1. Get design internally reviewed
2. Westpac SME review may be required depends on case
3. Supportive emails (like review sign off may be from Westpac SME)
4. Test Cases Preparation

**Constuction**

1. Test Cases covering functional and boundary conditions

**Review**

1. Get test cases internally reviewed
2. Get it signed off from requester
3. Supportive emails (like sign off from requester)
4. Coding

**Construction**

1. Consider test cases as inputs for your coding
2. Follow existing pattern if any and use reusable components if any
3. Try to generalize your code as far as possible
4. Try to use copilot as accelerator to your coding and validate suggested code by copilot before use.
5. Use exiting copilot prompts if its suitable
6. Whatever new prompts that you are using try to document it at common Copilot prompts page
7. Whenever possible test your code locally before giving for review
8. Follow best practices and coding standards (EDO Chef standards)

**Review**

1. Self Review – do the self review against review checklist (TO DO for Review Checklist)
2. Get the code internally reviewed
3. Testing
4. Test all test cases and record execution results. Please note results should be screenshots and attach here.

**Review**

1. Get the testing also be reviewed internally
2. Demo
3. Have a demo with requester and record findings/suggestions
4. Get these finding and suggestions signed off from requester and attach email here
5. Have a recurring demo again till it is signed off from requester and attach email here
6. Testing Sign off

Follow up with requester for getting testing sign off per environment and attach here

1. Documentation

**Construction**

Create User Manual and Run Book for handover

**Review**

Get documents internally reviewed

1. Production Rollout
2. Get approval from SOM to have production rollout for your requirement and attach here
3. Prepare production dry run checklist 2 weeks before release date
4. Get checklist signed off from L2 / L3 and attach here
5. Update project trackers with status of activities that you are working on
6. Update cards in Jira tracker as and when you receive any additional work