

MARSBASE[®]



MARSBASE Project Management



Summary

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2. Reports
3. Communication
4. Organization
5. Services



Introduction

What is this?

- ✦ This document contains a summary of the tasks and responsibilities of a Project Manager.

Whom is this for?

- ✦ Each development has someone who takes care of the project management duties, either a dedicated Project Manager or a Developer.
- ✦ This document applies to everyone doing the project management tasks.

What's this for?

- ✦ Until now, the project management duties had no guidelines nor methodology so we managed projects differently every time, following our instincts and experience.
- ✦ With this document, we want to standardise the project management duties so we don't have to think every time, in every project, what to do, what to communicate or how to do it.
- ✦ The goal of this document is to make things easier for everyone, avoid misunderstandings and summarise the minimum we have to do in every project to ensure its success from a communication and organisation point of view.

Reports

- ◆ Every Monday, the Developer, or the Project Manager (if there is one), will send a report to the client, preferably through Basecamp or Slack.
- ◆ If it's sent over email, all the people involved in the project have to be CCed, plus Xavi and Jordi.
- ◆ We will send this report by default. If there is a project in which sending the report is not needed, it will be explicitly specified.
- ◆ This report is not only for the client, but also for the MarsBased team, so everyone can be in the same page and we can have a reference of how the project is going. Also, thanks to this report, we can notice if we need to pay extra attention to anything and if there are issues such as delays, not enough budget, etc.
- ◆ We have created a template with all the required sections and information: [Report template](#).

Communication

- ✦ Every week, the Project Manager or Developer will organise a follow-up video call with the client. If possible, it needs to be always scheduled at the same day and time of the week and should be done with video enabled.
- ✦ These video calls should never take more than 15 or 30 minutes, and as it happens with the weekly reports, we will do them by default, except stated otherwise.
- ✦ The rest of the communication will be conducted through Basecamp or Slack, and we will arrange other video calls whenever they are needed.
- ✦ Finally, remember that most of the communication between the team and the client needs to be in Slack public channels (never in private ones).

Communication

◆ Weekly Meeting agenda:

- ▶ Explain what we will do this week. Ask feedback about the tasks (in order to see if everything is clear and we understood them properly).
- ▶ Ask about each blocking issue.
- ▶ If there has been any visual or functional progress since last week, showcase it and ask for feedback.
- ▶ Discuss any deadline or budget issue. If there is any delay or budget issue, let the MB management team know in advance (just in case Xavi or Jordi want to participate).

Organization

- ◆ The task management tool (either Github or Trello or something else) needs to be updated at least once per week, on Friday.
- ◆ We will always try to plan two-weeks sprints. If it's not possible because the client doesn't know what we'll do, we will skip this guideline.
- ◆ All the credentials, environments and sensitive stuff have to be added to 1Password, and kept updated.
- ◆ Also, the project README will contain the setup instructions and it needs to be always up to date. If it's too long, create a /doc folder with the documentation and link it.
- ◆ In every project, we will use the same README, issue and PR templates. We have created a project template with all the templates.

Services

- ✦ MarsBased has accumulated more experience and knowledge than any single person could achieve. For that reason, when one of these topics arise, it's better to ask the team beforehand. We want our clients to receive the full “MarsBased package”, and not just a developer's time and knowledge.

Services

Deploys

- ◆ Docker & Docker compose
- ◆ Kubernetes
- ◆ Heroku
- ◆ On-premises installation
- ◆ AWS
- ◆ EC2, ELB, Cloudfront, ECS, ECR, Api, S3, mTurk
- ◆ Digital Ocean / Google Cloud

Cache systems

- ◆ Varnish
- ◆ Cloudfront
- ◆ Cloudflare

Services

Email management

- ◆ Mandrill (including email templates)
- ◆ Mailgun
- ◆ Mailchimp
- ◆ Sendy

Graphic libraries

- ◆ Echarts
- ◆ D3 using C3

CMS / Ecommerce

- ◆ Locomotive CMS
- ◆ Shopify

Services

SEO

- ◆ Meta Tags
- ◆ ARIA (Accessible Rich Internet Applications)
- ◆ Semantic Markup (section, article, nav...)
- ◆ Heatmaps / Funnels
- ◆ Google Analytics Events
- ◆ A/B Testing and remarketing tools

Monitoring

- ◆ New Relic
- ◆ Prometheus
- ◆ WebPageTest.org

Services

BBDD

- ✦ MySQL / Maria DB
- ✦ Mongo DB
- ✦ PostgreSQL
- ✦ PostGIS (geolocation)
- ✦ SQL Server

Services

- ✦ Login with Facebook / Google / Twitter (OAUTH2)
- ✦ Google Maps, Here.com, Open Street Map (Leaflet)
- ✦ Redsys, Stripe, Paypal (Braintree), MangoPay
- ✦ Twillio
- ✦ Push Notifications (Pusher)

Services

Other tools and services

✦ Elastic Search / SOLR

✦ Active Directory

✦ Single Sign On

✦ TFS

✦ Wordpress 🙄

✦ Chrome extensions

✦ Web Scrapping

✦ Middleman / Jekyll

MB'

THANKS!