GenC Handbook

	Prepared By / Last Updated By	Reviewed By	Approved By
Name	Cognizant Academy		
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Date			

Cognizant

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1.0 GenC - Introduction

Objective Based Learning (OBL) is the need of the hour and is being adapted for GenCs. GenCs will be given real time project experience through this program. GenCs hold a great responsibility in utilizing the training to the fullest and be successful during all the phases of the training meeting all the expectation criteria.

2.0 Roles and Responsibilities

Agile based project development is adapted for GENC. GenCs will be assigned with a project and they will have to complete the project execution in Agile Methodology with the guidance from the Trainer / Agile SME. This will be a teamwork and the team will comprise of five to six GenCs.

Below are the roles and responsibilities of the GenC:

- Attend the Agile training
- Exhibit team player skills during project execution
- Create, update and maintain the HLD (High Level Design) and UTC (Unit test case) documents
- Code and complete the project assigned as per the sprint planning
- Test and capture the test results/identified bugs
- Be compliant with the exit criteria
- Compliance with Code, Ethics and Conduct, as per Cognizant Policy

3.0 Project Artefacts

The below listed documents will be shared with the project team (GenC, SME and Trainer), at least one week prior to the Project execution kickoff and, an Orientation call will be scheduled to detail the expectations and the outcome of this program.

Request you to kindly go through these documents and reach out to the DL ***AcademyGenCSolPOD@cognizant.com*** for any queries/clarifications.

These artefacts are also present in this ***sourcefolder***

Document Name	Description	Naming Convention	Template
BRD	Business Requirement Document details the business solution for a project. It is used through the entire cycle of the project to ensure that the developed product meets the technical specifications, and achieves the desired results as depicted in the expectations.	BRD_Projectid_ProjectName.doc	BRD-120-Remedy_Acknowledgement.dc
Product Backlog	The product backlog is a prioritized features list, containing short descriptions of all functionalities desired in the product. The PB is initially created with the list of basic features and functionalities, which is then allowed to grow and change, as more is learned about the product.	Product_Backlog_Projectid_ProjectName.xlsx	Product Backlog-120-Remed
Sprint Backlog	The sprint backlog should be a list of tasks identified by the Agile SME along with the Scrum team (GenCs), to be completed in each sprint. During the sprint-planning meeting, the, Agile SME to prioritize the user stories from the product backlog, identify the tasks necessary to complete each user story and update the spring backlog accordingly.	Sprint_Backlog_Projectid_ProjectName.xlsx	01-Sprint_Backlog-(Project_Id)-(Project_I

4.0 Project Status and Evaluation Tracker

Evaluation plays a key role to know the success and outcome of any program and this applies to our GENCs too. The below tracker should be filled and maintained by the Trainer/SME to track the progress of the Projects and evaluate the GenC.

The table below explains the different evaluation templates and its significance.

Name	Template	Description	Path
Daily Progress Tracker	Gen C - Daily Project Progress Trac	To be filled by the Coach/Trainer on a daily basis by connecting with the Scrum Team to get their inputs and upload in the respective folder in the SharePoint.	DailyProgresstracker
Project Evaluation tracker	Academy Agile Project Evaluation R	To be filled by Agile and Tech SMEs. Trainers to ensure all the GENCs of respective cohorts are evaluated and the trackers are saved to the respective folder in the SharePoint. **"Scorecard-Scrum Evaluation" to be filled by Agile SME** **"Overall-Project-Evaluation" and "Scorecard-Tech Evaluation" to be filled by the Tech SME.**	*ProjectEvaluationTracker*

5.0 GIT Activities

New Project Creation in GIT

Topic	Details or Reference
New git project creation	https://docs.gitlab.com/ee/gitlab-basics/create-project.html
Add members	https://docs.gitlab.com/ee/user/project/members/
Create project in IDE	Java • Create Dynamic Web Project • Include .gitignore file from Practice Check in root folder • Add JAR files from Practice Check WEB-INF/lib .NET • Create Web Application • Include .gitignore file from Practice Check in root folder
Initialize git repository and push code	Refer: https://kbroman.org/github_tutorial/pages/init.html
Create new branch	https://docs.gitlab.com/ee/user/project/repository/web_editor.html#create-a-new-branch
Branch naming convention	Use all lower case with words separated by hyphen. Prefix the name with user role. For example, user story for customer to search products can be named as **customer-search-products-based-on-title**.

Switch to a branch	git checkout [BRANCH_NAME]
Get latest version of SPRINT branch	git checkout SPRINT1 git pull origin SPRINT1
Merge feature branch to sprint branch	1. Push code to feature branch: git push origin [FEATURE-BRANCH-NAME] 2. Switch to sprint branch: git checkout SPRINT1 3. Merge Branch: git merge [FEATURE-BRANCH-NAME] 4. If there are conflicts, modify the conflicted files by editing them 5. Test if all features are working 6. Push the code: git add . git commit –m "[FEATURE]" git push origin SPRINT1

Sprint Activities - GIT

Described below, are the list of tasks that will be performed by the Project Team in each sprint.

Sprint 0

- One team member creates project in git
- Assign team members, trainer and SME with Developer role in the new git project
- One team member creates project in IDE and push

Sprint 1 and 2

- **Start of Sprint**
  - Create 'SPRINT1' or 'SPRINT2' branch from master branch
  - Each team member create feature branches from sprint branch
  - Each team member clones the project
  - Switches to the respective feature branch and start coding

- **Daily**
  - Push code to feature branch on a daily basis

- **After coding and unit testing of a feature**
  - Push code to feature branch
  - Switch to sprint branch
  - Pull latest version of sprint branch from remote repository (as remote repository might contain features implemented by other team members)
  - Merge sprint branch with feature branch (Refer Appendix A for more details)

- Stage (git add), Commit and Push code to sprint branch

- **End of Sprint**
  - Merge sprint branch to master
  - Deploy application in trainer PC from master branch and show the demo

6.0 Support Contact Details

GenC Coach – Leads

Sl No	Associate ID	Associate Name	Location
1	240567	Jinsu	Bangalore
2	231712	Soma Sundaar	Chennai
3	327505	Srinivasan Sivaraman	Chennai
4	425031	Manoj Pragadeeswar M	Coimbatore
5	318057	Praveen	Hyderabad
6	329827	Sarmistha Manna	Kolkata
7	383936	Prakhar Jain	Pune

GenC Coaches

Sl No	Associate ID	Associate Name	Location
1	557639	Sarah Antony	Bangalore
2	489286	Kiranmayee A	Chennai
3	465222	Nandakumar G	Chennai
4	440334	Kaviya Gunaseelan	Chennai
5	242764	Raazim Krishnan	Chennai
6	344562	Dinesh Kumar	Chennai
7	448227	Jasper Samson Prakash	Chennai
8	719466	Hemalatha	Chennai
9	590640	Lakshmi Priya	Coimbatore
10	297280	Satyam Doneti	Hyderabad
11	256421	Sunanda Kakara	Hyderabad
12	588489	Sreedeep Roy	Kolkata
13	451415	Vaishnavi Pendse	Pune

GIT Support Team

Sl No	Associate ID	Associate Name	Location
1	239914	Seshadri Ramasubramanian	All
2	125546	Chandrasekaran Janardhanan	All

Project Governance Team

Sl No	Associate ID	Associate Name	Location
1	167749	Rohini Krishnan	All
2	158153	Leema Rose	All
3	168852	Tasneem Banu	Bangalore
4	289610	Manonmani Guruswamy	Chennai
5	220034	Keerthi Thendral T	Chennai
6	154159	Bhuvaneswari Harishkumar	Coimbatore
7	168852	Tasneem Banu	Hyderabad
8	220034	Keerthi Thendral T	Kolkata
9	220034	Keerthi Thendral T	Pune

Disclaimer

Do NOT CIRCULATE ANY INFORMATION OUTSIDE OF COGNIZANT NETWORK, since we have a Zero Tolerance Policy. Kindly ***adhere to 100% Compliance*** at all times!