

Deliverables Guide from Week 1 to Week 12						
Project Stage	Week	PM	BA	Developer	Tester	
Introduction Week	Week 0	1. Understand the project mandate 2. Ensure communication channel is created (Whatsapp) 3. Attend Kick-off meeting 4. Start Managing the team	1. Check and Undertsand the mandate. 2. Pay Attention to the features of the project 3. Understand the Project Aim and Obejective 4. Attend the kick-off meeting			
Initiation Stage	Week 1	1. Hold the risk meeting to identify & asses risk 2. Compile project stakeholder register 3. Create the communication plan for the project 4. Compile raid log and lessons learnt document 5. Create your teams Trello board and invite all team members.	1. Conduct Gap Analysis 2. Create a project scope document.			
	Week 2	1. Create Project Proposal. 2. Draft a Project Brief. 3. Create your project brief based on the project cost. 4. Ensure everyone is working on their deliverables. 5. Submit Project status report.	1. Prepare requirements gathering workshop agenda 2. Hold requirement workshop with the team (using personas). 3. Identify and document high level and low level requirements. 4. Start writing user stories and acceptance critieria. 5. Ensure to prioritize requirements (MoSCoW).			
Planning Stage	Week 3	1. Compile a competitive Analysis Document 2. Create work brakedown structure (WBS). 3. Update Trello board 4. Hold the weekly meeting with program manager. 5. Submit project status report (PSR) and RAID Log.	1. Draft user stories and acceptance criteria document. 2. Get Familiar with the trello board and move cards to show progress on deliverables.			
	Week 4	1. Create project high level plan on MS project. 2. Update Trello board. 3. Submit your Project status report (PSR). 4. Create business case document.	1. Update Trello board with signed-off documents. 2. Submit updated BA work plan 3. Conduct SWOT Analysis.			
Design Stage	Week 5	1. Create an Azure board and ensure everyone is added on Azure board 2. Update Trello board 3. Submit PSR 4. Send in Assessment for Week 5 5. Product Requirement Document	1. Create your Process Maps. 2. Submit updated Work Plan. 3. Work with Project Managers on the Product Requirement Document.			
	Week 6	1. Submit PSR (Week 1 to Week 6) and updated RAID Log. 2. Send end of design stage report 3. Send development stage plan document. 4. Revise the AGILE Scrum Guide 5. Send in Assessment for Week 6	1. Create Wireframes 2. Submit updated work plan 3. Revise the AGILE Scrum Guide			
Development Grooming & Planning	Week 7	1. Ensure a developer and tester are added to the team by sending an email to admin@almondcareers.com requesting for that. 2. Ensure all work items are addedd to Azure. 3. Ensure all documents from previous week deliverables are signed off. 4. Submit PSR and Send in assessment for week 7. 5. Update the trello board 6. Conduct a 45 min team activity with the entire team(Program Manager would guide the team on this)	1. Create a Business Model Canvas 2. Ensure Developer and Tester are well aligned 3. Work with Tester on creating Test plan based on acceptance criteria. 4. Ensure Tester hands in User Acceptance Test. document (UAT)	1. Join the project team 2. Send an intro e-mail on basecamp 3. Review Requirements Document, Process Maps and Wireframes. 4. Hold a welcome meeting with the team and study the Software Terms and Techniques document with them.	1. Join the project team 2. Send an intro e-mail on basecamp. 3. Understand scope document. 4. Work with the team on Test Plan and test case documentations. 5. Hold a welcome meeting with the team	
Sprint Development	Week 8	1. Ensure everyone is added on the Azure board 2. Ensure all requirements are added on the board 3. Join the Sprint Planning meeting 4. Update the Trello Board 5. Submit PSR 6. Ensures there are updates from the developer 7. Send in Assessment for Week 8	1. Work with Developer to validate requirements 2. Align all documents with the developer 4. Join the Sprint planning meeting 5. Support the development team 6. Update the Trello board 7. Conduct a 45 min team activity with the entire team (Program Manager would guide the team on this)	1. Understand the Scope document 2. Conclude design with BA (s) 3. Validate Process Maps 4. Validate User stories and acceptance critieria 5. Add everyone on the Azure board 6. Conduct Sprint planning meeting for sprint 1.	1. Validate test cases 2. Validate UAT document 3. Groom Team members on how to conduct UAT 4. Prepare test documents for Sprint 1.	
	Week 9	1. Update Trello Board 2. Submit PSR and RAID Log, ensure the Lessons Learnt Log is well updated.	1. Ensure UAT is conducted with the tester after the sprint 1 demo. 2. Send in updated BA Work Plan and Assessment for Week 9. 3. Prepare a team excercise on BA related topics (45 mis with the entire team)	1. Continue with tasks for Sprint 1 and send in daily updates. 2. Conduct Demo for Sprint 1 with the team	1. Test Sprint 1 functionalities	
	Week 10	1. Join the Sprint 2 Planning meeting 2. Update the Trello board 3. Submit PSR 4. Ensures there are updates from the developer 5. Prepare a team excercise on Scrum (45 mins questions and answers on related topics)	1. Support the development team 2. Update the Trello board 3. Send in Assessment for Week 10	1. Conduct Sprint 2 planning meeting 2. Continue with tasks for Sprint 2 and send in daily updates.	1. Prepare test documents for Sprint 2	
	Week 11	1. Update Trello Board 2. Submit PSR 3. Prepare End of the Project Report	1. Ensure UAT is conducted after the demo for sprint 2 2. Send in Assessment for Week 11	1. Continue with tasks for Sprint and send in daily updates. 2. Conduct Demo for Sprint 2 with the team.	1. Test Sprint 2 functionalities	
Closure	Week 12	1. Hand in your End of Project Report. 2. Ensure an End of Project Meeting is conducted with the program manager.	Conduct Final UAT.		Coordinate final UAT session.	