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| **CITZ IMB MODERN APPLICATION PLAYBOOK CHECKLIST** | | |
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| **Product:** |  |  |
| **Owner:** |  |  |
| **Date:** |  |  |
| **Notes:** |  |  |
| **Guidance:** | *Where followed briefly describe measures that where undertaken to adhere to the intent of the “play”, otherwise state why the step was not followed.* | |
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| **Play 1: Ideate solutions that meet the needs of business** | | |
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| Step 1: | Promote innovation from within |  |
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| Step 2: | Engage your stakeholders |  |
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| Step 3: | Present your proposal |  |
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| **Play 2: Successfully navigate the Project intake Process** | | |
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| Step 1: | Obtain Business Unit endorsement |  |
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| Step 2: | Follow the Ministry IM-IT project intake process |  |
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| Step 3: | Determine Project Resourcing |  |
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| Step 4: | Provide regular updates |  |
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| **Play 3: Getting Started to Develop Your Solution** | | |
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| Step 1: | Go Agile, don’t repeat the old ways |  |
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| Step 2: | Augment your team with experience |  |
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| Step 3: | Meet early and follow up often |  |
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| Step 4: | Project inception |  |
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| Step 5: | Prepare to Sprint |  |
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| **Play 4: Develop your Product** | | |
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| Step 1: | Meet with your team |  |
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| Step 2: | Design /describe your Solution (conceptual architecture) |  |
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| Step 3: | Adopt the 12 factor approach |  |
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| Step 4: | Understand ‘cloud native architecture’ |  |
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| Step 5: | Setup your environment (technical infrastructure) |  |
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| Step 6: | Identify your development workflow |  |
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| Step 7: | Set up, document & implement your tooling |  |
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| Step 8: | Start coding, testing and commit to your source code management system |  |
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| Step 9: | Submit for Code Reviews |  |
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| Step 10: | Complete user Acceptance testing and remediate defects |  |
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| Step 11: | Deploy, promote through your environments |  |
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| Step 12: | Demonstrate your product frequently, obtain user feedback |  |
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| Step 13: | Monitor and measure the development process |  |
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| **Play 5: Transition to Ops** | | |
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| Step 1: | Review your operations MOU |  |
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| Step 2: | Complete knowledge transfer |  |
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| Step 3: | Validate Ops processes |  |
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| **Play 6: Continuous Product Improvement** | | |
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| Step 1: | Kanban drives the developers |  |
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| Step 2: | Incorporate Feedback |  |
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| Step 3: | Prioritize bugs and new feature requests |  |
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| Step 4: | Ongoing Code/Build/Deploy/Release Management |  |
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| Step 5: | Iteratively improve your processes |  |
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| Step 6: | Skills retention requires a plan |  |
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| Step 7: | Communicate your success |  |
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| **Play 7: Sustainment Lifecycle** | | |
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| Step 1: | Maintain Happy User |  |
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| Step 2: | Maintain product funding |  |
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| Step 3: | Maintain vendor/partner relationships |  |
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| Step 4: | Continuously improve your overall lifecycle |  |
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| Step 5: | Maintain product integrity & quality |  |
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