PRODUCT PROGRESS PRESENTATION: PRODUCT REVIEW

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AGENDA

INTRODUCTION

PROJECT OUTLINE

COMPLETED AND CURRENTLY IN
DEVELOPMENT DELIVERABLES

NEXT STEP

FEEDBACK & ENGAGEMENT

INTRODUCTION

INTRODUCTION TO PM PROCESSES CREATION PROJECT

- **Project Overview:** This project involves creating a comprehensive set of Project Management (PM) frameworks, including guidelines, forms, templates, and Standard Operating Procedures (SOPs). The framework will cover the entire project lifecycle, from identification and prioritization all the way through to project closure and archival in a centralized Project Library.

- **Goal:** Provide a set of guidelines, SOPs, checklists, templates, and flow diagrams to standardize future software projects.

- **Status:** Project is in development with major design work completed and ongoing document creation.

PROJECT OUTLINE

PROJECT OUTLINE

✓ First tier

SOPs, checklists, templates, diagrams & other documents creation:

color code: Completed **InProgress** NotStarted

- **PM SOPs, checklists, templates and guidelines**
- **Process SOPs, checklists, templates and guidelines**
- **Additional Documentation and flow description (flow diagrams)**
- **Implementation within the business and follow up review.**

❖ These are the main fours sections of the Deliverables:

❖ The first part will cover documentations in the PM aspect,

❖ The second part will cover documentation in the Process development aspect,

❖ Third part is for additional documents and diagrams,

❖ Fourth part is for Implementation documents

PROJECT OUTLINE (CONT'D)

✓ second tier

❖ This ties helps break down the work to be for each section in tier 1.

❖ Key sections found in this tier are PM SOPs, Process SOPs, Checklists, Templates, Guidelines, etc.

❖ After this tier, is where we start seeing what document will be created in each section.

COMPLETED AND CURRENTLY IN DEVELOPMENT
DELIVERABLES(TIER 3)

COMPLETED DELIVERABLES

color code: Completed InProgress NotStarted

PM SOPs, checklists, templates and guidelines

1. Standard Operating Procedures (SOPs)

- ▶ Project Initiation SOP
- ▶ Planning Phase SOP
- ▶ Execution Phase SOP
- ▶ Monitoring and Controlling SOP
- ▶ Project Closure SOP
- ▶ DevSecOps SOP
- ▶ Cloud-Native Implementation SOP
- ▶ AI/ML Integration SOP

2. Checklists

- ▶ Project Kickoff Checklist
- ▶ Stakeholder Engagement Checklist
- ▶ Risk Assessment Checklist
- ▶ Quality Assurance Checklist
- ▶ Project Closure Checklist
- ▶ DevSecOps Implementation Checklist
- Cloud Readiness Checklist

▶ **3. Templates (includes Forms)**

IN DEVELOPMENT DELIVERABLES

SOPs, checklists, templates, diagrams & other documents creation:

color code: Completed InProgress NotStarted

▸ PM SOPs, checklists, templates and guidelines

Process SOPs, checklists, templates and guidelines

1. Standard Operating Procedures (SOPs)

Software Development Lifecycle (SDLC) SOP
Requirements Gathering SOP
DevSecOps SOP
Cloud-Native Development SOP
AI/ML Model Integration SOP
Testing and Quality Assurance SOP
Change Management SOP
Incident Management SOP
Continuous Integration/Continuous Deployment (CI/CD) SOP

▸ 2. Checklists
▸ 3. Templates (includes Forms)
▸ 4. Guidelines

Additional Documentation and flow description (flow diagrams)
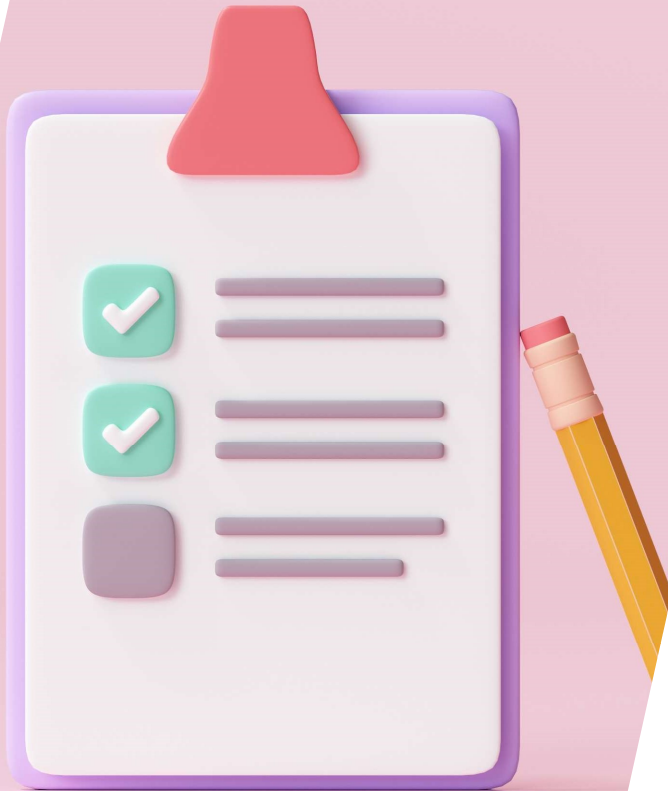
▸ 1. Additional Documentation
▸ 2. Diagrams

NEXT STEP

WHAT'S NEXT?

•**Next Steps**: Continue developing remaining SOPs and checklists, finalize templates, and prepare for stakeholder review.

FEEDBACK & ENGAGEMENT

✓ **FEEDBACK?**

✓ **ENHANCEMENTS?** IS THERE ANY SUGGESTIONS OF ENHANCEMENTS FOR ONGOING SOPS, NEW SUGGESTIONS, AND POTENTIAL AREAS FOR IMPROVEMENT.

✓ **QUESTIONS?**

THANK YOU