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General Process Documentation

General Process Documentation contains:

- Roles and Responsibilities
- Risk Management

Roles and Responsibilities

We do rotation of roles for each sprint.

Sprint 1 Roles

	Role	Person	Responsibility
1	Scrum Master	Rainer	<ul style="list-style-type: none">• Facilitate teamwork, help remove impediments, and promote agile principles• Plan meetings and ceremonies• Jira reporting
2	Product Owner	Angus	<ul style="list-style-type: none">• Represent interests of the client and maximise value• Maintain product backlog• Client liaison: Handles communication with the client
3	Quality Manager	Akhmetzhan	<ul style="list-style-type: none">• Make sure confluence is up-to-date.• Check the consistency of code.• Ensuring high quality commenting and documentation.
4	Deployment Lead	Eric	<ul style="list-style-type: none">• Documentation of how the product runs• Leads the Dev-Ops team• Integrate the frontend and backend
5	Architecture Lead	Chenling	<ul style="list-style-type: none">• Design components, patterns and interfaces• Make decisions regarding architecture and design of software
6	Front-End Testing Lead	Peiwen	<ul style="list-style-type: none">• Create testing strategy for front-end• Make sure the display of the project (GUI) meets the requirement
7	Back-End Testing Lead	Yu	<ul style="list-style-type: none">• Create testing strategy for back-end• Make sure the database works correctly
8	UI Design Lead	Christina	<ul style="list-style-type: none">• Create consistent style and theme for the product• Design the UI, ensuring high-quality visual appearance and usability
9	Front-End Lead	Yuhon	<ul style="list-style-type: none">• Coordinate the front-end team• Deliver the updates of sub-team
10	Back-End Lead	Lu	<ul style="list-style-type: none">• Coordinate the back-end team• Deliver the updates of sub-team

Risk Management

Risk ID	Risk Description	Consequence	Probability	Severity	Impact	Mitigation Strategy

Communication Plan

Communication	Method	Frequency	Goal	Owner	Audience
Stand-Up Meeting	Zoom	Weekly	<ul style="list-style-type: none"> Ensure accountability, that is, all team members are making meaningful contributions Give all sub-team members updates about state of other teams Ensure JIRA and Confluence spaces are up-to-date 	Scrum Master	Internal Team + Supervisor
Supervisor Meeting	Zoom	Weekly	<ul style="list-style-type: none"> Ensure team is producing necessary artefacts and performing at sufficient velocity to achieve a strong project outcome Cross-check team expectations with supervisor expectations 	Scrum Master	Internal Team + Supervisor
Sprint Planning	Zoom	Once Every 3 Weeks	<ul style="list-style-type: none"> Task breakdown of user story epics into actionable points Story point estimation for each subtask, and initial allocation of responsibility 	Scrum Master	Internal Team
Sprint Retrospective	Zoom	Once Every 3 Weeks	<ul style="list-style-type: none"> Reflection and review of strengths and weaknesses of sprint Discussion of actionable points to work on for next sprint, and how to action them 	Scrum Master	Internal Team
Sprint Review	Zoom	Once Every 3 Weeks	<ul style="list-style-type: none"> Formal client and supervisor review of sprint artefacts Feedback and discussion regarding team project outcomes compared to client expectations 	Communication Manager	Internal Team + Supervisor + Client
Client Correspondence	Email	Once Every 2 Weeks	<ul style="list-style-type: none"> Ensure client is kept up-to-date about any progressions the team is making If necessary, arrange meetings and discussions 	Communication Manager	Communication Manager + Supervisor + Client