

# Team Member Onboarding

This is a central location for new members to go for information on our project, team, and things to know about as you onboard!

##Introductions [All Pay Overview - Introduction](#) [IT-LEADS](#) [AllPay Application Wiki](#) [Development Teams](#) [Stakeholders](#)

##Sharepoint [All Pay Sharepoint Site](#)

##ADO Workflows [Application Development Sprint Workflows](#) [Epic and Feature organization structure examples](#)

##Wiki - How we do our work [Agile Operations Wiki](#)

- Review Workflows

##Permissions Needed - Dev/Test/UAT/Prod App DB Repo's? Pipelines? OTHER?

##Development Tools

##All Pay Environment [Environment Versions & Release History](#)

##Engineer Specific [Developer Information](#) [CI CD Pipelines](#) [Feature Flags](#)

OWASP Top 10 Courses

1. [OWASP Web Top 10 2017](#) 60min - Older content
2. [LinkedIn Learning - OWASP Top 10](#) - Current content
3. [Pluralsight - OWASP Top 10 Web App Security Risks for ASP.net](#)

Data Engineer Specific [Analyze the [trans\_aop] Stored Procedure](NEED LINK) [Analyze RGPS data flow](NEED LINK)  
[Analyze RAPI data flow](NEED LINK)

## AllPay Stakeholders (as of May 10, 2023)

Name	Project Role	Team
Tina Miller	Executive Sponsor	Finance & Accounting
George Hines	Executive Sponsor	Technology & Innovation
Karla Kocina	Business Sponsor	Payroll
Meghan Kaufman	Business Sponsor	Compensation
Nelson Fender	Product Sponsor	Product Owner
Ross Sherman	Technology Sponsor	Digital Innovation Group
Andy Barnes	Technology Co-Sponsor	Digital Innovation Group

Role	Responsibility
<a href="#">Technical Project Manager</a>	Manages, forecasts, and reports on project activities. Administrates SDLC and scrum operations
<a href="#">Technical Business Analyst</a>	Organizes, and administers technical research and analysis to answer key questions in all phases of the project. Validates requirements before delivery and maintains high level support artifacts. Reports on performance metrics and KPI to validate value add of work delivered.

Role	Responsibility
<a href="#">Technical Designer (UI-UX)</a>	Defining design and user experience standards that provide direction to our application development front end framework. Writes design specifications provides supporting design artifacts for features and functionality stakeholder sign-off and development purposes
<a href="#">Software Development Manager</a>	Maintains and enforces SLDC operational standards. Supports the technical team in consulting and advising on the project. Organizes and plans resource needs. Investigates and remediates operational impediments within the SDLC.
<a href="#">Software Engineering Lead</a>	Organizes and leads technical operations. Oversees design planning, release management. Helps to shape, maintain and support SLDC standards. Leads the team administering the development and delivery sprint work.
<a href="#">Software Engineer</a>	Contributor to the technical design, development, and support of application systems. Follows SDLC standards and contributes to improving technology and development operations.
<a href="#">Quality Engineer</a>	Contributor to the quality of application systems. Designs and develops the program's test automation suite. Oversees test case development of features and stories. Follows SDLC standards and contributes to improving technology and development operations. Advocates and documents technical standards for quality assurance.

### ##Technical Project Manager

- In charge of establishing and managing scrum process
- Resolving impediments
- Understand the big development picture of each sprint
- Own the development & maintenance of the project schedule to a specific production completion date
- Manage project communications related to issues, risks, decisions and actions
- Promotes and enforces scrum practices and affirms responsibilities of each of the team members.
- Helps Dev lead in enforcing the operational aspects of SDLC workflow processes and procedures.
- Collaborates across teams to ensure project dependencies are managed and communicated.
- Assist BAs in cost analysis and forecasting vs actuals
- Monitors scope, quality and schedule of a project that has a distinct start and finish
- Oversees release management and tracks the pass/fail of work items in UAT.
- Submits CAB request and attends the review meetings to discuss the change request with the larger group.

### ##Technical Business Analyst

- Creating, maintaining and updating data dictionaries and Data flow diagrams
- Technical review and analysis of current system designs
- Working with business and product owners on feature requests and requirements gathering that involve technical analysis and requirements review.
- Work with business and product owners to get sign-off on requirements and acceptance criteria as documented in the user stories and/or requirements documents.
- User Stories
  - Ensure they have the proper level of technical detail that the engineer would require to establish a clear understanding of the work in terms of scope and complexity with the following supporting information
    - Data Dictionary
    - Data Flow Diagram
    - References to existing technical information relevant to the story
    - References to existing user stories done in the past that relate to the work
- BA Work Items
  - Establish BA work items that support research, analysis, requirements gathering, story writing for stories and product roadmap initiatives targeted for future commitment in the backlog.
- Bug Analysis and Reporting
  - Bug intake and analysis to make sure repro steps are indicated along with any support materials will help troubleshoot the issue

### ##Technical Designer (UI-UX)

### ##Software Development Manager

- Responsible for SDLC and software development team operations
- Oversees staffing, resource allocation, and personnel management
- Supports TPM and Tech Lead on facilitating and administering development operations
- Helps lead and support engineering design sessions

## ##Software Engineering Lead

- Helps to enforce the technical aspects of SDLC workflow processes and procedures.
- Keeping the quality of deliveries and working closely with the engineering manager and TPM to ensure the team runs smoothly.
- Helps enforce architectural and design standards by guiding the team to making confident and well-informed decisions.
- Controlling, identifying, and prioritizing technical debt.
- Help delegate tasks appropriately and ensure the team is working on the right tasks at the right time
- Ensures code review healthiness to promote best practices, code quality, and reduces bugs.
- Collaborates across teams to ensure cross team software development dependencies are managed and communicated.
- Attends planning meetings with the business team to help scope and provide initial estimation of proposed work.
- Promotes software development best practices through documentation, and regular team communication.
- Responsible for technical release management and facilitating the releases into production.

## ##Software Engineer

- Software development assigned in the sprint.
- Calling out any blockers or risks during the execution of their work to the rest of the team.
- Code reviews and providing constructive feedback to fellow peers with suggestions or revisions to promote coding best practices.
- Updating ADO work items to help inform the team of how work is unfolding.
- Updating work hour estimations and time remaining in the assigned work items to help track available capacity.
- Continually finding areas for improvement on our team development operations and writing proposals for future consideration

## ##Quality Engineer

- Defines, updates, and maintains documented QA standards and operational workflows related to touch points of the SLDC.
- Reporting issue and bugs with a high degree of retro steps or steps taken to help troubleshoot the issues discovered
- Partnering with other team members in testing large or complex features that require SMEs to validate work beyond the knowledge and scope of the QA
- Helping to advocate and enforce QA standards that all team members have agreed to.
- Owning and maintaining the technology modal for QA automation.
- Create, update, and maintain relevant test cases both manual and automated.
- Sharing and empowering other team members in the ways of testing and quality best practices.
- Playing a role in the release management process especially in TEST, UAT, and PROD Releases.
- Continually finding areas for improvement on our team development operations and writing proposals for future consideration

## "Cashflow" - (Macros, Workbooks, & HotFix)

## "Rainmaker" (AllPay Application Team)

## "ETL DW Team" - (ETL & Data Warehouse)

##Rick - aggregated this team into Rainmaker page. Objections? This team is focused on ETL

Team - ETL

Name	Role	Allocation	Status
@	TPM		
@<7AD6D45F-D61E-6E38-B8C1-9C01B51EAA03>	Data Engineer	100%	FTE
@	Data Engineer	100%	Contractor Samay
@	BA	100%	Contractor Samay
@<13A77A75-3A56-690E-ADA9-B1B99733B0A2>	Quality Engineer	100%	Contractor Samay
@<7E1D3AB2-CF6D-6E5D-B96B-5F04C74BE295>	Engineering Manager	50%	Cell: 360-953-0243

This team is focused on the AllPay application

Team - Rainmaker

Name	Role	Allocation	Status	Emergency Contact
@	TPM	Product Support		---
@<7E1D3AB2-CF6D-6E5D-B96B-5F04C74BE295>	Engineering Manager	100%	FTE	Cell: 360-953-0243
@	Staff Engineer (Tech Lead)	100%	FTE	Cell: 541-409-4121
@<44AC2982-1BFB-6C84-972F-A5956DFE0264>	Software Engineer	100%	FTE	---
@	Software Engineer	100%	FTE	---
@<34AF71F5-7437-634A-A23C-84567CE709B5>	Software Engineer	100%	FTE	---
@<7AD6D45F-D61E-6E38-B8C1-9C01B51EAA03>	Data Engineer	100%	FTE	---
@	Data Engineer	100%	FTE	---
@	Quality Engineer	100%	FTE	---
@<75F82B8D-1376-6289-BAF3-0643CB89E33C>	Technical Business Analyst	100%	FTE	---
@<1752BCB4-48D0-6598-B642-94704460300A>	LEADS Manager	25%	FTE	CELL: 503-720-6040

This team is focused on the All Pay Reporting

Team - HRIS

Name	Role	Allocation	Status
@	TPM	Product Support	
@<1D713C98-D298-61B8-914D-9D7FF5FA9D6D>	HRIS Analyst		