#WIKI - TOC

Section	Descriptions
LEADS Overview	
Engineering Operations	
Agile Operations	

###Overview Sections

Section	Description
Roles and Responsibilities	
Rubicon Team	
Rainmaker Team	
Tribeca Team	

Role	Responsibility
Program Manager	TBD
Technical Project Manager	Manages, forecasts, and reports on project activities. Administrates SDLC and Agile/Scrum Operations
Engineering Manager	Maintains and enforces SDLC operational standards. Supports the technical team in consulting and advising on the project. Organizes and plans resource needs. Investigates and remediate operational impediments within the SDLC. Manages the technical roadmap. Defines and enforces standard operating procedures.
Enterprise Architect	Oversees the system design requirements across all development projects that align with our Operational Values and EA Strategic Goals.
Staff Engineer (Tech Lead)	Organizes and leads technical operations. Oversees design planning and release management. Helps to shape, maintain and support SDLC standards. Leads the team administering the development and delivery sprint work.
Software Engineer	Contributor to the technical design, development, and support of application systems. Follows SDLC standards and contributes to improving technology and development operations.
Quality Engineer	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 Business Analyst	Organizes and administers technical research and analysis to answer key questions in all project phases. Validates requirements before delivery and maintains high-level support artifacts. Reports on performance metrics and KPI to validate value add of work delivered.
Technical Designer (UI-UX)	Defining design and user experience standards that provide direction to our application development front-end framework. Writes design specifications and provides supporting design artifacts for features and functionality stakeholder sign-off and development purposes

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##Technical Project Manager

- In charge of establishing and managing the 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 the 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 the scope, quality, and schedule of a project that has a distinct start and finishes
- Oversees release management and tracks the pass/fail of work items in UAT.
- Submits [CAB requests](#) and attends the review meetings to discuss the change request with the larger group.
- Creating and cataloging technical debt work items as high-level placeholders for future refinement by the team.

Engineering Manager

- Supports and consults with Business Teams and Product Owners as a technical advisor
- Request intake consultation related to high-level feasibility and technical considerations.
- Responsible for [SDLC](#) and software development team operations
- Oversees staffing, resource allocation, and personnel management
- Supports TPM and Staff Engineer in facilitating and administering development operations.
- Investigates and remediate operational impediments within the [SDLC](#). Manages the technical roadmap. Defines and enforces standard operating procedures.
- Helps lead and facilitate engineering team strategic meetings
  - Processes and Procedures
  - Technical roadmap proposal reviews
  - etc...
- Reviewing Epics and Features with Business and Product Owners to ensure the clarity of the requirement and direction of what is being requested.

Enterprise Architect

- Plans, designs, and documents systems architecture requirements.
- Reviews and approves proposals introducing new systems and application design concepts and standards.
- Educates the team on enterprise architecture standards and best practices
- Oversees the strategic planning and general architecture requirements of our global UI components.
- Attends architecture governance meetings and represents the [LEADS Operational Values](#).

Staff Engineer

- 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 make 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 and 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 an 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.
- Creating and cataloging technical debt work items as high-level placeholders for future refinement by the team.

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 provide 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 unfolds.
- 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 SDLC.
- Reporting issues 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

Technical Business Analyst

- Creating, maintaining, and updating data dictionaries and Data flow diagrams.
- Working with business and product owners on feature requests and requirements gathering that involves 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.
- Assisting with reviews and analysis of current and future system designs.
- Reviewing Epics and Features with Business and Product Owners to ensure the clarity of the requirement and direction of what is being requested.
- User Stories Creation
  - Ensures User Stories have the proper level of business context and requirements detail 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
- Technical Analysis Work
  - Creating Technical Analysis work items that support research, analysis, requirements gathering, story writing for stories, and product roadmap initiatives targeted for future commitment in the backlog.
- Incident Analysis and Reporting
  - Bug intake and analysis to make sure retro steps are indicated along with any support materials will help troubleshoot the issue

Technical Designer (UI-UX)

Name	Role	Allocation Status	Emergency Contact
@<2A24D7CC-64A0-635C-9439-16DFBEFA990B>	Technical PM	100%	CELL: 520-606-5251
@<1752BCB4-48D0-6598-B642-94704460300A>	Engineering Manager (Interim)	50%	CELL: 503--720-6040
@	Technical BA	100%	CELL: 703-963-4385
@	Software Engineer	100%	---
@<35B54D02-2D15-6ABE-9D10-94A2094BB487>	Software Engineer	100%	---
@<0F45EF6B-C28F-6642-81A1-4C1CEAE555A4>	Software Engineer	100%	---

Name	Role	Allocation	Status	Emergency Contact
@<60818BD3-44B5-6441-9478-143C05997A7E>	Technical Designer (UI-UX)	100%		---
@<8C11A2E0-2C24-6598-9ECD-90A92508B8CE>	VBA / Data Specialist	50%		---

Project Assignments

Project	Name Designation
Lithia Process Portal	DENALI, SAHARA, ESCALADE, CAMARO
Lifetime Oil and Filter	TAHOE
Pfaff Hub	PFAFF
Annual Operating Plan	TBD

Name	Role	Allocation	Status	Emergency Contact
@	TPM	Product Support	---	
@<7E1D3AB2-CF6D-6E5D-B96B-5F04C74BE295>	Engineering Manager	100%	---	Cell: 360-953-0243
@	Staff Engineer (Tech Lead)	100%		Cell: 541-409-4121
@<7AD6D45F-D61E-6E38-B8C1-9C01B51EAA03>	Data Engineer	100%		Cell: 404 444 2168
@	Data Engineer	100%		---
@<44AC2982-1BFB-6C84-972F-A5956DFE0264>	Software Engineer	100%		---
@	Software Engineer	100%		---
@<34AF71F5-7437-634A-A23C-84567CE709B5>	Software Engineer	100%	---	
@	Quality Engineer	100%		---
@<75F82B8D-1376-6289-BAF3-0643CB89E33C>	Technical Business Analyst	100%	---	---

Project Assignments

Project	Designation
AllPay	ALLPAY, ETL, TUNDRA
Schedule Audit Review	MONTEGO
Month-End Review Process (MERP)	TBD

Name	Role	Allocation	Status	Emergency Contact
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