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CGI CA—> CAREMAIL PROJECT

CGI AGILE SDLC

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1 CGI'S AGILE SDLC

1.1 PROJECT KICKOFF MEETING

A Kickoff Meeting introduced the team to each other and to the RFI, goals, and Key Dates.

1.2 SPRINTS

In Sprint 0, our Designer outlined product features from the RFI. These features became the Backlog of Items and were prioritized by the Product Manager. The Designer created User Stories in priority order for each feature.

1.3 SPRINT PLANNING

The first day of each sprint, team members selected the User Stories they committed to complete by Sprint end, and broke stories into tasks. They assigned themselves tasks and estimated the number of hours needed to complete each task. The Delivery Manager provided documentation to the Product Manager listing the User Stories the team had committed to completing.

1.4 DAILY SCRUMS

Scrums occurred every Sprint business day. Team members reported task progress along with any impediments.

1.5 SPRINT ACTIVITIES

The team worked on tasks and moved them across an electronic Jira Kanban Board as follows:

- Sprint Backlog: Task was not yet been started
- In Progress: Task was started but not yet completed
- Ready to Deploy to Testing Server: Code task was completed and waiting to be deployed to the testing server
- Ready for Testing: Code task was completed and on the server for testing. The Tester performed tests, and if an unexpected result was encountered, created a bug ticket which was added to the Sprint Backlog. The failed task was moved from "Ready for Testing" back to "In Progress." Once the bug was fixed, both the bug and task were moved into "Ready for Testing." The Tester reviewed the bug ticket and task and

completed testing if the bug was been fixed; otherwise the process was repeated until it was.

- Done: The task had been tested and approved by Product Manager

1.6 SPRINT REVIEW AND DEMO

At Sprint end, the Designer and appropriate Developer provided progress updates to the Product Manager. The Developer showed the completed work. The Product Manager provided feedback. Any changes within scope were documented and prioritized for future Sprints.

1.7 SPRINT RETROSPECTIVE

At the close of each Sprint, the team met to reflect on the Sprint. They discussed what went well, any issues encountered, and what actions could be taken to improve the upcoming Sprint. The review was documented so the team could measure improvements.

1.8 SPRINT RESULTS

Any tasks, bugs, or User Stories that had been moved to Done were removed from the Kanban by the Delivery Manager. Outstanding items were placed in the upcoming Sprint and documentation was provided to the Product Manager indicating previous Sprint commitments and results, as well as new Sprint commitments.