Company - Methodology :
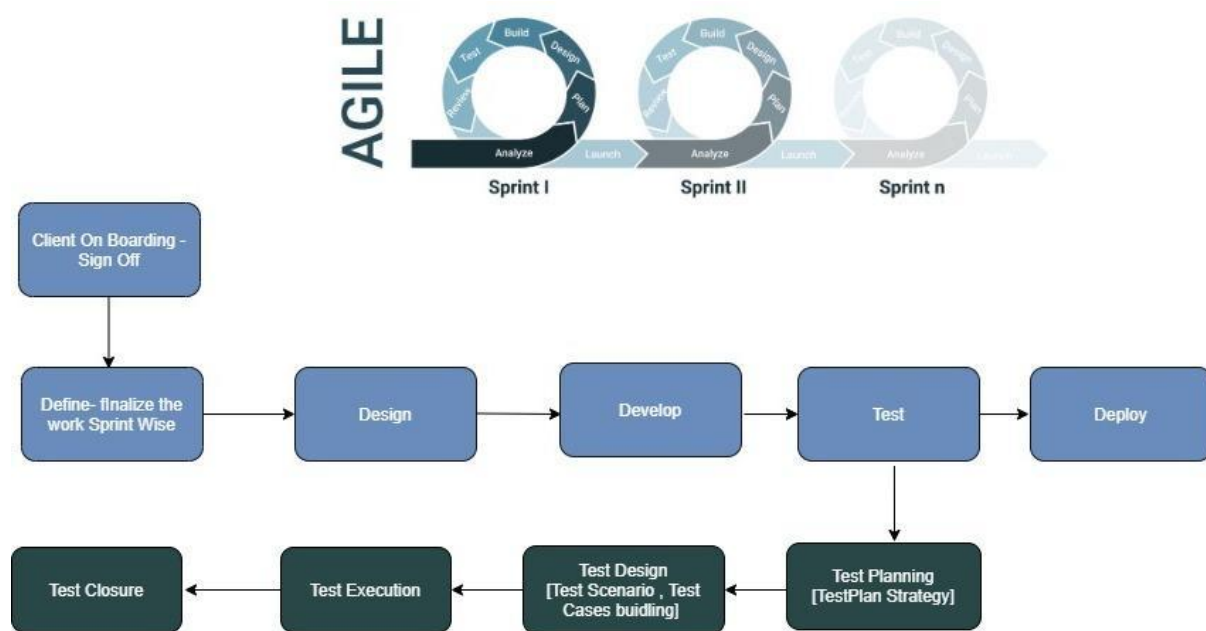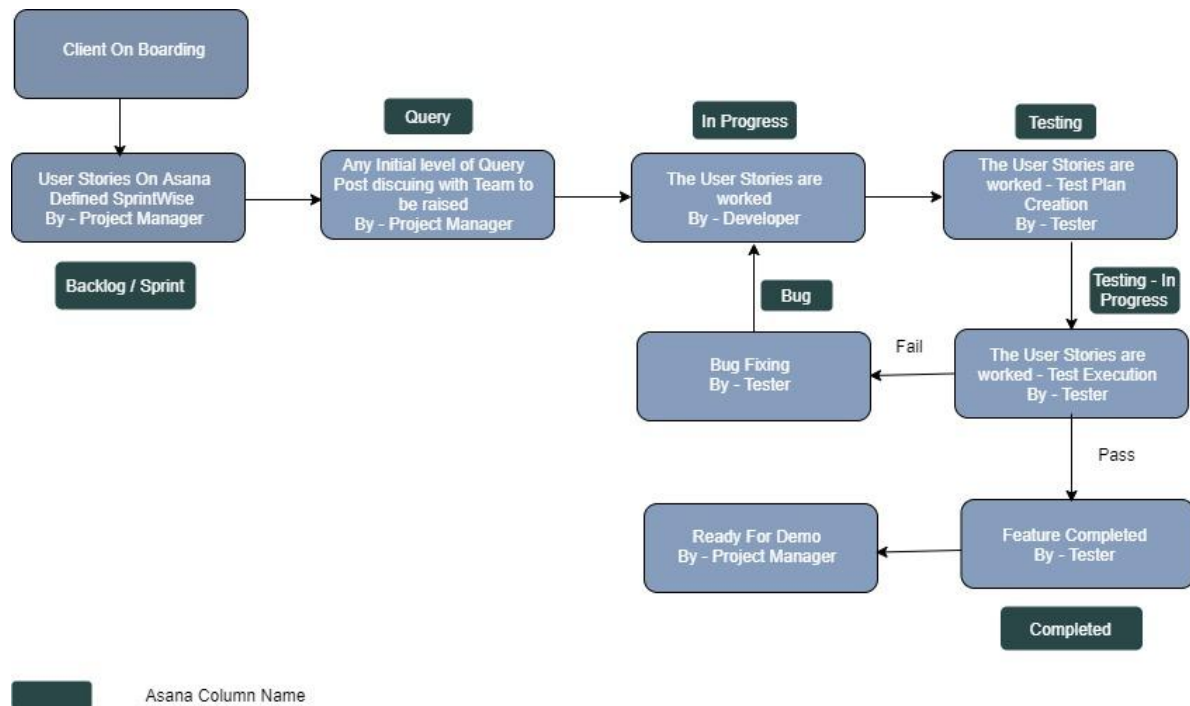
The Company follows the Agile Methodology – Scrum. The Projects are classified as a small and large project as per the budget and the human efforts. We use Asana as our project Management tool and the Project Naming Convention is **Name of the Project _ Start Date_Due_ Date**

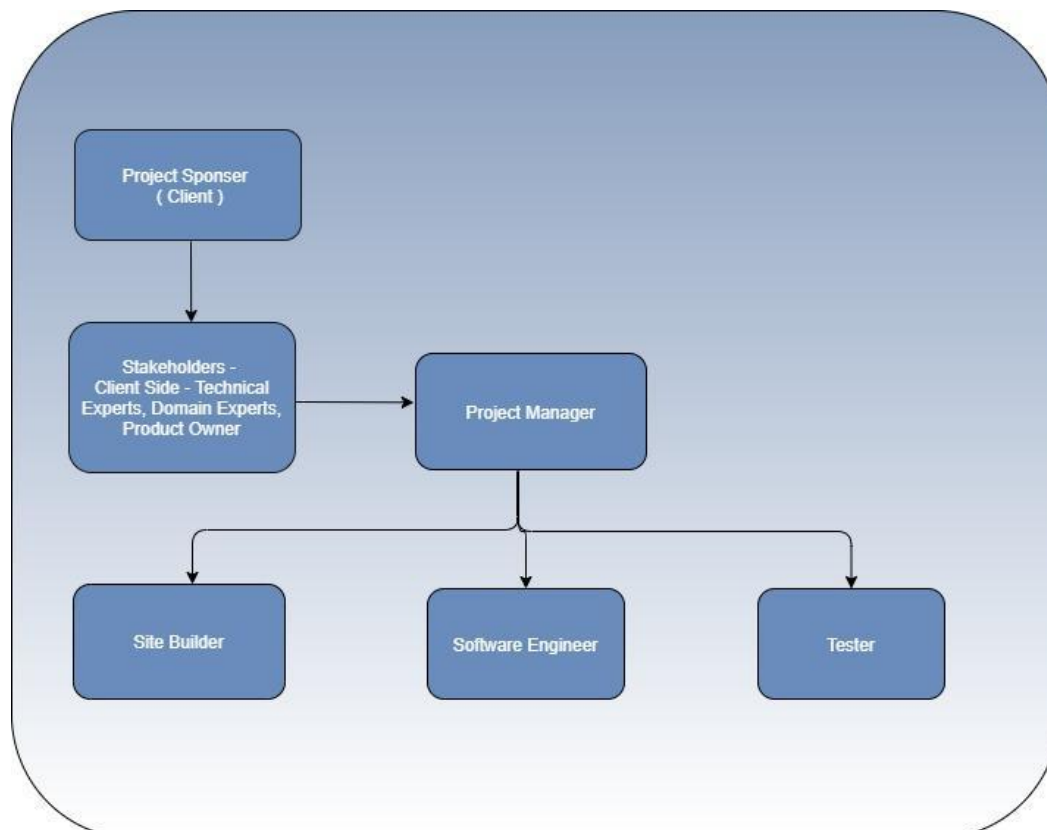| Project Classification	Duration	Sprint Release
Small	< 2 Months	Every 2 weeks
Large	> 2 Months	Every 4 weeks

Process Flow :

Agile On Asana :

```
┌──────────────────────┐
│  Client On Boarding  │
└──────────────────────┘
          │
          ▼
┌──────────────────────┐         [Query]                    [In Progress]                        [Testing]
│ User Stories On Asana │    ┌──────────────────────┐    ┌──────────────────────┐    ┌──────────────────────┐
│  Defined SprintWise   │───▶│ Any Initial level of │───▶│  The User Stories are │───▶│  The User Stories are │
│  By - Project Manager │    │ Query Post discuing  │    │        worked         │    │ worked - Test Plan    │
└──────────────────────┘    │ with Team to be raised│    │    By - Developer     │    │       Creation        │
                             │  By - Project Manager │    └──────────────────────┘    │      By - Tester      │
   [Backlog / Sprint]        └──────────────────────┘              ▲                  └──────────────────────┘
                                                                   │                             │
                                                              [Bug]│                   [Testing - In Progress]
                                                         ┌──────────────────┐   Fail          │
                                                         │   Bug Fixing     │◀────────┌──────────────────────┐
                                                         │   By - Tester    │         │  The User Stories are │
                                                         └──────────────────┘         │ worked - Test Execution│
                                                                                      │      By - Tester      │
                                                                                      └──────────────────────┘
                                                                                                │ Pass
                                                         ┌──────────────────┐         ┌──────────────────────┐
                                                         │  Ready For Demo  │◀────────│  Feature Completed    │
                                                         │ By - Project     │         │     By - Tester       │
                                                         │   Manager        │         └──────────────────────┘
                                                         └──────────────────┘               [Completed]
```

[████] Asana Column Name

Agile Team :

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
│   ┌──────────────────┐                                                 │
│   │ Project Sponser  │                                                 │
│   │    ( Client )    │                                                 │
│   └──────────────────┘                                                 │
│            │                                                           │
│            ▼                                                           │
│   ┌──────────────────┐         ┌──────────────────┐                    │
│   │ Stakeholders -   │         │                  │                    │
│   │ Client Side -    │────────▶│ Project Manager  │                    │
│   │ Technical Experts,│        │                  │                    │
│   │ Domain Experts,  │         └──────────────────┘                    │
│   │ Product Owner    │                  │                              │
│   └──────────────────┘       ┌──────────┼──────────┐                   │
│                              ▼          ▼          ▼                   │
│                    ┌──────────────┐ ┌──────────┐ ┌──────────┐          │
│                    │ Site Builder │ │ Software │ │  Tester  │          │
│                    │              │ │ Engineer │ │          │          │
│                    └──────────────┘ └──────────┘ └──────────┘          │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

Role Description

Project Sponsor :

The Project Sponsor is in charge of the financial resources. This is the Management Team of our Client.

- ✔ The person is mainly responsible for the Approving our Bills and Payouts

Product Owner:

The Project Owner has the vision of the End Product

- ✔ Our Product Owner is mostly our client.
- ✔ Defining the decision-making responsibilities and drawing borders for the Members involved in the project
- ✔ Provide feedback to the Demo on the sprint release.
- ✔ He/She has the right to reject the features demonstrated.

Project Manager :

The person is responsible for working with theAgile Team to decide on the features that should be included in the product launch. He Visualises the end product from our company side. He Is responsible for defining Stories and prioritizing the Team Backlog to streamline the execution of program priorities while maintaining the conceptual and technical integrity of the Features or components for the team.

Other Roles are :

- ✔ Gathering requirements from business units.
- ✔ Documentation of the technical and business requirements.
- ✔ Defining the features of the app or product – both planned and already developed.
- ✔ Ensuring the effective utilization of the resources.
- ✔ Selecting appropriate methodology/approach used on the project.
- ✔ Developing a project plan and User stories on Asana.
- ✔ To Collaborate with the Team and update the Due Date Sprint wise on Asana Board.
- ✔ Ensuring that deliverables are managed according to the plan.
- ✔ Working closely with the product owner to achieve the project objectives.
- ✔ Will handle multiple projects and ensure the projects are delivered per the deadline
- ✔ Weekly update or progress of the project details to be sent to the client.
- ✔ Keeps control on the project management tool - Asana.
- ✔ The Project Manager has the rights to reject any feature before being demonstrated to the Client.

Project Team Members - Development :

They will work actively on one or more phases of this project until its completion. Their duties may vary according to each phase of this project; however, it may include:

- ✔ Completing individual deliverables
- ✔ Participating in the achievement of the overall project objectives
- ✔ Updating the status of the project on the project management tool – Asana regularly.
- ✔ Responding to email when need be.
- ✔ Query to be raised with the relevant screenshot and description on Asana
- ✔ Move it to the Testing post the production is done

Project Team Members - Testing :

- ✔ Completing individual deliverables
- ✔ Participating in the achievement of the overall project objectives.
- ✔ Updating the status of the project on the project management tool – Asana regularly.
- ✔ Update the Test Plan as Subtask in Asana on the particular user story board.
- ✔ Once the Testing Done Move it to Completed. If there is a Bug or if there is a fix for enhancement move the card to Bug and assign it to the development Team.