# Kickoff

## External Kickoff (Customer Stakeholders)

* Project goals

Define project goals, what are the main 3-4 benefits for business users. For example, “Allow focus on data analysis instead of data collection and processing”.

* Project scope
  + Define the solution
    - High level data modeling diagram
    - Data flow and system architecture
    - Development tools (i.e. front tool\ETL\DB tools)
    - Operational data sources (i.e salesforce, erp)
    - Frontend reports and dashboards (i.e management dashboard)
    - Additional features (i.e security model, ODS loader)
* Timeline and milestones
  + Define project plan and high level gantt, add the following effort and timeline
    - Backend entities
    - Frontend reports and dashboards
    - UAT
    - Stabilization
    - Training and handover
  + Define the main milestones - (i.e. main backend entity, main dashboard, reports delivery etc.)
* Roles and responsibilities
  + Business\Product Owner
    - Define the owner from business side, the one who suppose to provide the users requirements and approve the project deliverables.
    - His\Her main responsibilities are:
      * Business reports and dashboards design
      * Detailed design approval
      * Business dictionary and naming conventions approval
      * UAT - reports\dashboards approval
  + Project Manager
    - His\Her main responsibilities are:
      * Team professional management (i.e. code reviews, design reviews, methodologies)
      * Business requirements with all departments management
      * Manages timelines, priorities and risks for the BI
  + BI Developer
    - Define team members, responsibilities (i.e. responsible for front\back\business ares\model)
    - His\Her main responsibilities are:
      * Backend
        + Detailed design
        + ETL Development
        + Unit\integration testing
      * Frontend
        + Semantic layer
        + Reports & Dashboards development
        + Unit\integration testing
* Project routines
  + Define the project governance routines, provide details about their frequency, owners and deliverables. For example: project status will be held on a weekly basis with the project team leaders (customer, business\product, QA leader and project manager). It’s deliverable will be a weekly summary report.
    - Other governance routines:
      * Sprint planning
      * Sprint retrospective
      * Daily standups
      * Steering committee with senior management
      * Design meetings
      * Design Reviews
      * UAT process
      * etc.
* Risks
  + Define the crucial risks of the project, few issues that may impact its quality or timeline.
  + Score each risk by severity and probability and define a mitigation for it.

Internal Kickoff (Team Members)

* Set servers\environments for development.
* Set working stations, softwares and relevant connections for all team members.
* Define technical standards such as ETL process template and naming conventions. Guide the team according to them.
* Define working processes such as deployment methods and guide the team according to them.
* Set team trainings on relevant technologies and tools.
* Define documentation templates according to project’s need.
* Set management tools (bug tracking, tasks managements, source control etc.)