



EAP Kickoff

Enterprise Application Project

Welcome to the EAP

This is a professional software development project

Not a classroom exercise, but real responsibility

- You work in a Scrum team and deliver a real product
- You are responsible for planning, quality, and delivery
- Staff coaches and observes but does not take over your roles

The Product: Enterprise Application Portal

What are you building?

A centralized, web-based platform for handling internal requests such as hardware, software access, and approvals

Technical Scope

Web-based frontend and backend

Authentication and authorization

Request and approval workflows

CI/CD pipelines and automated testing

Logging, monitoring, and documentation

Realistic enterprise internal application

Project Details

DURATION

12 weeks

SPRINTS

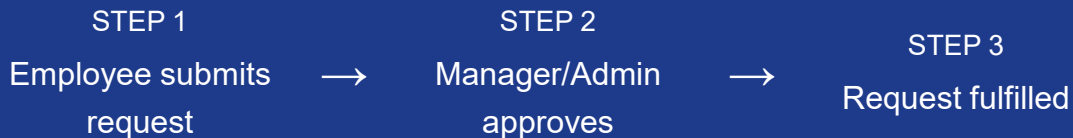
2-week cycles

FRAMEWORK

Scrum + DevOps

Product Vision: What Does the EAP Do?

Core Workflow



Example Use Cases

- New laptop request
- Software license access
- Production environment access
- Office equipment

User Roles

- Requester: Submits requests
- Approver: Reviews and approves
- Admin: Manages system

Key Features

- Request submission forms
- Approval workflows
- Status tracking
- Email notifications
- Request history
- Admin dashboard

Product Owner will refine detailed requirements during Sprint 1

Team Roles - These Belong to You

Product Owner (intern role)

Decides on scope and priorities. Staff do NOT make product decisions.

Scrum Master (intern role)

Facilitates Scrum events. Staff are Scrum Coaches, NOT Scrum Masters.

DevOps (team responsibility)

Pipelines, deployments, operational issues. Staff do NOT solve this.

Development (shared responsibility)

All team members build, test, and improve the product.

These roles belong to you

Working with Scrum

Sprint Structure

2-week sprints

Sprint Planning, Daily Scrum, Sprint Review, Retrospective

Scrum Master facilitates, everyone participates

Definition of Ready

When is a backlog item ready to enter a Sprint?

Goal is clear

Acceptance criteria defined

Small enough for 1 sprint

Definition of Done

When is work truly finished?

Code reviewed

Tests run in pipeline

Deployed and documented

Quality & Professionalism

**Mistakes are allowed.
Ignoring problems is not.**

Expectations

- Code is reviewed
- Tests run in the pipeline
- Transparency about delivery issues
- Respect quality and processes

Professional = how you respond

- Investigate calmly when problems occur
- Communicate clearly
- Make decisions as a team
- Be transparent about issues

How Staff Works

Our roles

Scrum Coaches

Support and challenge your process

Sponsors

Strategic direction and escalation point

Observers

Watch behavior and decision-making

✓ What we DO

Ask questions

Challenge reasoning

Observe and give feedback

Coach on process

✗ What we DON'T do

Take over Scrum roles

Make product decisions

Solve technical problems

Run the project for you

"If we step in too much, we are doing something wrong."

Practical Arrangements

Working Hours & Location

OFFICE DAY

1 day per week

REMOTE

Other days

TOOL

MS Teams

Available Tooling & Infrastructure

Source Control

GitHub (private repos)

Project Management

Jira (paid license)

CI/CD

GitHub Actions

Deployment

TransIP VPS (Linux)

Access Details

Credentials via email before Sprint 1

Communication

Open, early, visible

Expectations

Stay calm, be transparent, decide together

Sprint 1: Setup Tasks

These setup tasks are part of Sprint 1

1. Confirm Roles

Who is Product Owner, Scrum Master, and DevOps lead?

2. Setup Tooling Access

Configure GitHub, Jira, and VPS access with provided credentials

3. Discuss DoR/DoD

Read templates as a team and agree to use them

4. First Backlog Items

Product Owner prepares initial items

5. Team Agreements

Daily Scrum time? Office day? Communication agreements

6. Architecture Setup

Governance and decision-making details during Sprint 1

Available Project Documents

Strategy & Governance

Project Initiation Document (PID)

Defines project objectives, scope, and governance

Intern-Facing Documents

Sprint Guide for Interns

How sprints work and what's expected

Intern Onboarding Guide

Team roles, expectations, and workflows

Definition of Ready Template

When backlog items are ready for Sprint

Definition of Done Template

When work is truly finished

Cohort Baseline Archive - your project reference

Access & Location

All documents are available in:

Cohort Baseline Archive

What to read first:

1. Intern Onboarding Guide
2. Sprint Guide
3. DoR/DoD Templates

**These are your reference documents
throughout the project**

Team Roles - These Belong to You

Product Owner (intern role)

Decides on scope and priorities. Staff do NOT make product decisions.

Scrum Master (intern role)

Facilitates Scrum events. Staff are Scrum Coaches, NOT Scrum Masters.

DevOps (team responsibility)

Pipelines, deployments, operational issues. Staff do NOT solve this.

Development (shared responsibility)

All team members build, test, and improve the product.

These roles belong to you