


## Dev Manager vs Architect vs Tech Leads Expectations | AFS

SDLC Phase	Dev Manager	Architect	Tech Lead
<b>Project Inception (Pre-discovery doc)</b>	<ul style="list-style-type: none"> <li>Understand business motivation/ROI</li> </ul>	<ul style="list-style-type: none"> <li>Understand high level technical needs/implementation complexities</li> <li>Prototype as necessary</li> <li>Provide technical feedback to business on proposed vendors, and business solutions</li> </ul>	Not involved
<b>Discovery Doc</b>	<ul style="list-style-type: none"> <li>Review Scope items</li> <li>Confirm scope covers business objective/motivation</li> <li>Determine Team Assignment</li> <li>Confirm scope covered in High Level Design</li> <li>Challenge Data Flow/High Level design - thinking of business ROI/speed to market - balance with tech debt/foundational needs</li> <li>Review High Level Estimate - push faster</li> </ul>	<ul style="list-style-type: none"> <li>Determine High Level Architecture (before/after)</li> <li>Create high level data flow diagram(s)</li> <li>Determine Business Failure recovery needs (AKA- 15 minute resolution time like with NACHA processing, file report regeneration... etc)</li> <li>Determine Production Support maintainability and error recovery/monitoring/alerting strategy</li> <li>Prototype/Proof of concept as necessary</li> <li>Create High Level Estimate (Data flow → dev man sprints to accomplish)</li> </ul>	<ul style="list-style-type: none"> <li>Understand and Review Scope items and features</li> <li>Confirm scope covered in High Level Design</li> <li>Review High Level Estimate - Inject sanity - slow it down</li> <li>Identify Possible SPIKES</li> </ul>
<b>Architecture Review Meeting</b>		<ul style="list-style-type: none"> <li>Review Design with other Architects</li> <li>Make updates to architecture with their feedback</li> <li>Get Architect Committee Approval to send it to SteerCo</li> </ul>	Not involved
<b>Steering Committee</b>	<ul style="list-style-type: none"> <li>Review Proposed Project with Steering Committee</li> <li>???</li> </ul>		Not involved
<b>Sprint 0 (Design Phase)</b>	<ul style="list-style-type: none"> <li>Challenge design- discuss areas of opportunity for similar design elements</li> </ul>	<ul style="list-style-type: none"> <li>Give guidance to Tech Leads on Technical Approach</li> <li>Confirm Low Level design covers all scope items</li> <li>Confirm Low level design adhere to agreed upon Solution Design</li> <li>Update High level dataflow if necessary</li> <li>Identify external team resource NEEDS, communicating to DM and PM to identify and coordinate resource usage/scheduling</li> </ul>	<ul style="list-style-type: none"> <li>Challenge design- hash out technical approach with Architect</li> <li>Take ownership of application design from Architect</li> <li>Create Low Level Sequence diagrams</li> <li>Develop POC's (not exclusive to TL, Dev team can be involved too)</li> <li>Execute R&amp;D SPIKES (not exclusive to TL, Dev team can</li> </ul>

			be involved too)
<b>Sprint 0 (PBI Writing) and other Grooming</b>	<ul style="list-style-type: none"> <li>Follow up with business to complete RTM mapping PBIs to Scope Items</li> <li>Look for similar PBIs and combine/group in Sprints for efficiency</li> <li>Identify external team resources to fill needs (Axos or vendor) and work with the vendor and/or the PM to confirm scheduling</li> <li>Owns final estimate and communication of estimate to PMO</li> </ul>	<ul style="list-style-type: none"> <li>Answer questions as needed</li> </ul>	<ul style="list-style-type: none"> <li>Explain low level design</li> <li>Use low level design to help define PBI scope</li> <li>Help QA understand scope of testing</li> <li>Help QA understand “HOW” to test</li> <li>Look for similar PBIs and combine/group in Sprints for efficiency</li> </ul>
<b>PBI Execution</b>	<ul style="list-style-type: none"> <li>Help Tech leads distribute work to team members</li> <li>Drive completion</li> <li>Clear blockers</li> </ul>	<ul style="list-style-type: none"> <li>Answer questions as needed</li> </ul>	<ul style="list-style-type: none"> <li>Help devs answer questions</li> <li>Help QA test</li> <li>Drive completion</li> <li>Clear blockers</li> </ul>
<b>Code Reviews</b>	<ul style="list-style-type: none"> <li>Only involved if needed for overrides</li> </ul>	<ul style="list-style-type: none"> <li>Spot check code reviews to confirm development is following low level design and dev standards</li> <li>Confirm branching and merging is properly being used</li> </ul>	<ul style="list-style-type: none"> <li>TL (or Sr Engineers)- Please see Code review section under TL Expectations</li> </ul> <p> <a href="#">Tech Lead Expectations</a></p>
<b>Testing</b>	<ul style="list-style-type: none"> <li>Review Test case completion/thoroughness</li> <li>Drive completion</li> <li>Clear blockers</li> <li>Track bugs, help prioritize with business</li> </ul>	<ul style="list-style-type: none"> <li>Answer questions as needed</li> </ul>	<ul style="list-style-type: none"> <li>Review Test case completion/thoroughness</li> <li>Drive completion</li> <li>Clear blockers</li> <li>Triage Bugs for remediation</li> </ul>
<b>UAT Testing</b>	<ul style="list-style-type: none"> <li>Confirm expected release items are included in the release pushed to UAT</li> <li>Ensure Project artifacts (AKA- UAT Test plan) exist are thorough, and are clearly communicated to all needed parties</li> <li>Ensure we get written UAT business signoff</li> </ul>	<ul style="list-style-type: none"> <li>Spot check Error Scenario testing efforts follow anticipated Prod Support Error monitoring/recovery requirements</li> </ul>	<ul style="list-style-type: none"> <li>Prepare Runbooks</li> <li>Work with QA/business to ensure UAT test plan covers scope items</li> <li>Triage bugs and release updates</li> </ul>
<b>Test Automation</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Prod Support Knowledge Transition</b>	<ul style="list-style-type: none"> <li>Facilitate communication</li> </ul>	<ul style="list-style-type: none"> <li>Track and add feedback to tech debt backlog</li> <li>Review app/project architecture with Prod Support</li> </ul>	<ul style="list-style-type: none"> <li>Provide Insights about how the components are connected</li> </ul>

		<ul style="list-style-type: none"> <li>Confirm error recovery/monitoring/alerting strategy is clearly communicated to prod support</li> </ul>	
<b>Release Activities</b>	<ul style="list-style-type: none"> <li>Confirm proper releases are prepared, referenced in runbooks, and are following change management standards</li> </ul>	<ul style="list-style-type: none"> <li>Confirm branching and merging is properly being used for hot fix and minor/standard releases</li> <li>Spot check runbook to ensure expected components from high/low level design are in fact being updated</li> </ul>	<ul style="list-style-type: none"> <li>Final updates to Runbook based on Staging deployment practice run</li> <li>Collaborates with other team(s) and SM to organize single runbook/release</li> </ul>
<b>Support in Production</b>	<ul style="list-style-type: none"> <li>Triage Bug fix needs across teams to TLs</li> </ul>	<ul style="list-style-type: none"> <li>Perform initial tech analysis with Prod Support to determine bug or 3rd party/transitory issue</li> <li>Create the bug with following info : <ul style="list-style-type: none"> <li>Repro steps</li> <li>Current behavior</li> <li>Expected behavior</li> <li>Screenshots</li> <li>Environment</li> <li>Bug Reason</li> <li>Application Category</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Own doing deep dive investigation into bugs, fixing if possible</li> <li>Manage hot fix release and branching/merging</li> </ul>

### Dev Manager role :

- Execution -
  - Be the initial contact point for business for dev execution day to day and in XO type meetings
  - Work with the SM to ensure that commitments are seamlessly delivered on time
  - Work with the SM to ensure team has sufficient work in long term (at a minimum 2 sprints out)
  - Ensure the communication level between Dev and Business teams is sufficient and healthy
  - Work with the SM to follow up on retro feedback to ensure action items are completed
  - Solve the obstacles that blocks the team members
  - Work with the SM and PM to ensure that SDLC is performed correctly
  - Maintain and monitor KPIs (weekly/sprint-sprint)
  - Collect and Present Quarterly KPIs
  - Work with the SM to ensure that project “decisions” and other requirement updates are documented in confluence
  - Work with the SM to follow up on SNOW tickets
- Resource management
  - Hiring and Onboarding
  - 1:1s
  - Review Timesheets
  - Training (skillsoft assignments, knowledge transfer sessions)
  - Review Vacation Plans

### **Architect role:**

- Participate in larger organizational architecture discussions/committees to maintain understanding and adherence to Enterprise standards.
- Create Development Guidelines for teams including CISO/OWASP concerns
- Size Infrastructure needs
- Be the chief technical resource the TLs and teams can rely on to either answer questions, or find who can answer technical questions.
- Own and maintain tech debt and miscellaneous backlogs
- Guide business in prioritizing Production support feedback, tech debt items, and other non-functional work items (IE- tech upgrades).
- Gather and provide some KPI data (CC, Bug rate, etc)
- Responsible for ensuring all design and application documentation is kept up to date in Confluence, and Production support is notified of updates/changes that effect their ability to support the applications

### **Technical Lead:**

#### Additional Notes:

The Current Sprint should be owned only by the Tech lead and co-owned (with TL authorization) by the SM once it was already committed during sprint planning.