



MINOS
LABS

ArkBank Development Project



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A top-down view of a person's hands typing on a laptop keyboard. The person is wearing a black watch on their left wrist. To the left of the laptop is a spiral-bound calendar for September 2015 with a black pen resting on it. To the right of the laptop are several books, including one titled 'The Tipping Point' and another 'MALCOLM GLADWELL'. A white mug of coffee with a tea bag is also visible on the right. The entire scene is overlaid with a semi-transparent dark grey layer, and the text 'Project Overview' is centered in white. There are blue geometric shapes: a large hexagon on the right and a smaller one on the bottom left. A blue bracket-like shape frames the text.

Project Overview

Project Overview

- At ArkBank, the front office has requested a tool for their end user(bank customers) to be able to view their transaction history and reports of their balance in real time on a web-facing application.
- The Front office is your internal client while bank customers are the end user.
- Follow along in the rest of this deck as well as the reference documents provided with your group to put together the documentation for this project and prepare to begin development in week 2

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Things to keep in Mind

Things to keep in mind

- While this is a fictional bank and project, in a real institution, you'll also be required to follow regulations, specifically, [FR Y-14A](#), Finra, Anti-Money Laundering(AML), and more.
 - Which can be found in the [Capital Markets Overview deck](#) as well as more information in each specific deck, located in the resources section of canvas, under “Capital Markets”
- Read about the policies prior to starting the project to gain an understanding of what regulations and rules you would have to abide by working at a financial institution

A top-down view of a person's hands and arms working at a desk. The person is wearing a white shirt and a black watch. Their hands are on a laptop keyboard. To the left of the laptop is a spiral-bound calendar for September 2015 with a black pen resting on it. To the right of the laptop is a white mug of coffee with a tea bag. In the background, there are books, including one titled 'The Tipping Point' and another 'MALCOLM GLADWELL'. A small potted plant is visible in the top right corner. The entire scene is overlaid with a semi-transparent dark blue layer, and the title text is centered within a light blue rounded rectangular frame.

Agile Business Requirements Document

Agile Business Requirements Document

- A Business Requirements Document focuses on what is needed from the business to complete the project. It includes the objectives of the project, Its sponsors/stakeholders, and a project schedule
- For this project the agile software development methodology will be used. For more information on agile [click here](#).
- This document will start with the table of contents listing each of its sections

Section 1: Document Purpose

- This section of the document you will outline the reasons for creating this document.
- Describe why this document will be necessary in outlining the goals of the project and organizing its development.

Section 2: Statement of business needs

- In this document describe who is in need, what exactly is needed, and how the project aims to meet those needs
- Statement of Business Need is where someone looking at the project for the first time can immediately see what the goal is and what the project aims to do

Section 3: Stakeholders / Project Sponsor

- In this section list out the stakeholders and project sponsors for the project. Include their name, department, and role
- Project Stakeholders can be an individual, group, or organization, who may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project
- They can range from the CEO of a company to individual developers to an outside client ([See Project Management Overview 6-9](#))

Section 4: Project Schedule Overview

4.1 schedule

- List each phase in the project lifecycle
- For this project include the development, Release, and Wrap up phases
- State the duration and description of each of these phases

4.2 Schedule Constraints

- State the time constraints of the project
- How long should development take

See [Project Management Overview 34-35](#) for more info

Section 5: Identified Personas

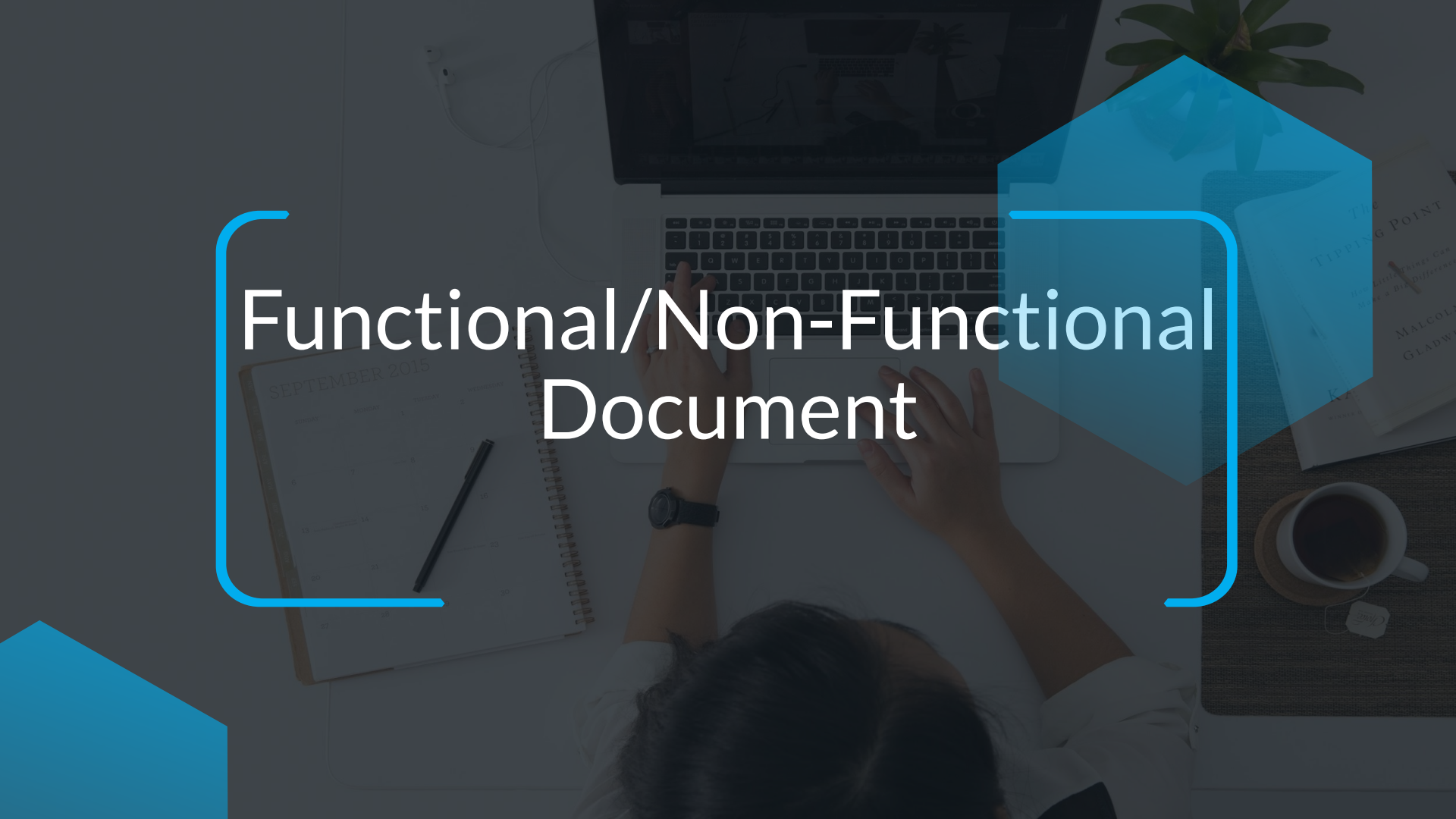
- This section describes who the project is being made for/ who will benefit from it
- If an employee sign-in application was created, the identified persona would be the General Manager, Owner, and Individual employees working there.
- Create a list Including the people benefiting from the project and a description of them

Section 6: Feature Sets/Epics

- This section describes the set of features that the project will provide to the personas stated before.
- In agile a feature set is also known as a epic
- Epics serve as an overarching need of the project and will have subdivided 'user stories' based on individual functionality/need

Section 7: User Stories

- With Agile development feature sets/epics can be expended into user stories
- User Stories are where you think about each individual need and process that an end user needs to be able to do with the project
- This is key in planning, development, and testing phases

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Functional/Non-Functional Document

Functional/Non- Functional Document

- Make sure to include a table of contents
- This document will serve as an overarching goal for the representation of the project by defining what the system does or must not do and how the system should do it without affecting the basic functionality of the system.
- See [Functional/Non-Functional Requirement Document](#) for more info

Section 1: Document Purpose

- In this section of the document- you will outline the reason for creating this document
- Some things to think about include: Who will this document be for, How will it help them, What is included

Section 2: Functional Requirements

- In this section of document- you will defines functions/features of the system and its components. A function is described as a set of inputs, the behavior, and outputs.
- Functional requirements are features that allow the system to function as it was intended.

Section 3: Non-Functional Requirements

- This section of document defines how the system should respond.
- Non-functional requirements define system behaviour, features, and general characteristics that affect the user experience.
- How well non-functional requirements are defined and executed determines how easy the system is to use, and is used to judge system performance.

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Project Team Document

Project Team Document

- This document sets out the roles and responsibilities for each position in the project team.
- This document is to ensure that each team member is accountable for their role and knows what their duties are.
- Make sure to select a Scrum Master to keep the team organized during daily stand ups and weekly retrospectives and sprint planning sessions.

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Communication Plan

Communication Plan

- In this document we identify the ways in which communication will occur between team members.
- The communication plan will be adjusted based on when your team decides to conduct daily standup meetings but this document will serve as a baseline so everyone is on the same page in terms of how often/what kind of communication is necessary

Communication Plan

Section 1: document purpose

- This section of the document you will outline the reasons for creating this document.
- Describe why this document will be necessary in maintaining communication organized during development.

Communication Plan

In agile software development the following meeting will be conducted. In your document go into detail on how these meetings will be conducted during your projects development process. For more info see [Project Management Overview](#).

- Release Planning Meeting: This will be the team members first meeting. They will be able to get an understanding for each other's strengths, roles, as well as the project at hand
- Sprint Planning Meeting: This is when team members will discuss who will be doing what

Communication Plan

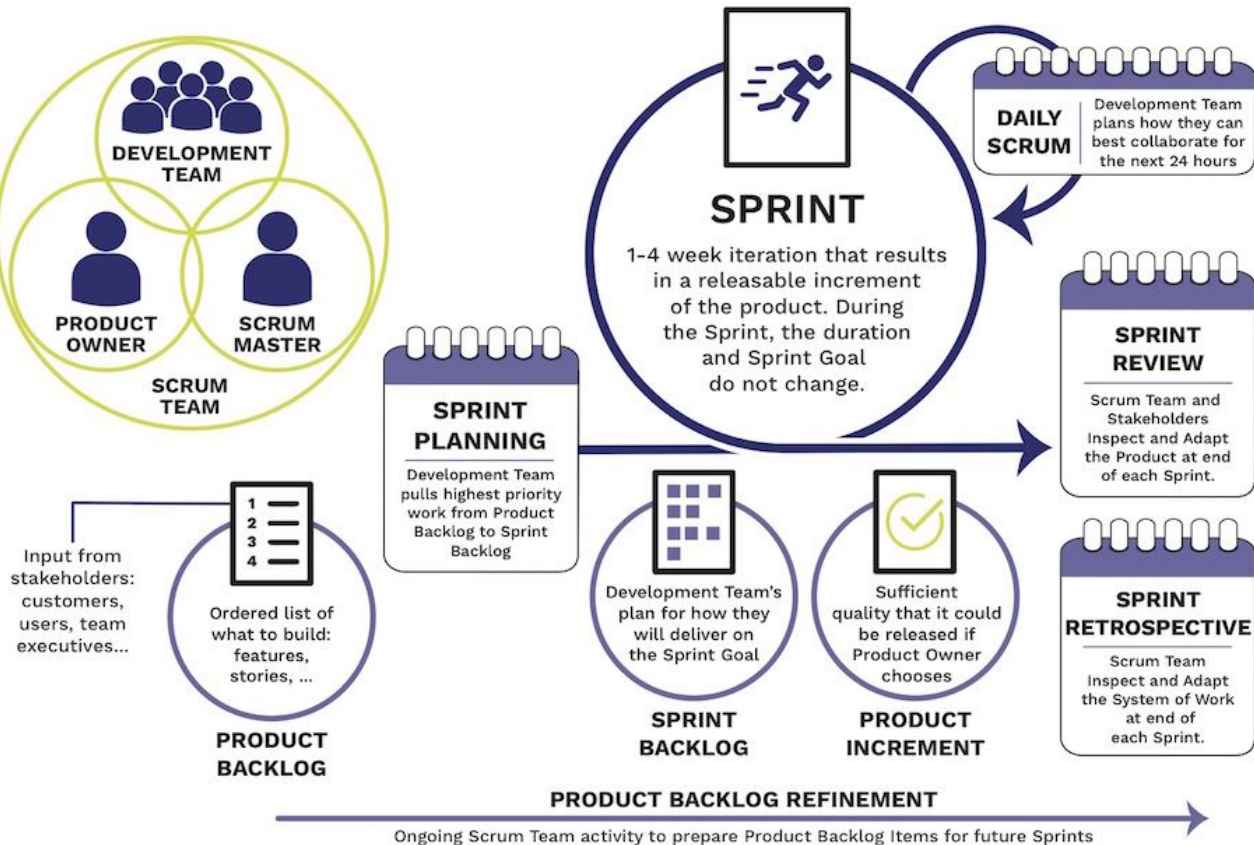
- Daily Standup Meeting: Occur at the start of everyday. Team members can discuss what they were able to complete and what they will work on.
- Sprint Review Meeting: conducted at the end of each sprint. User stories completed during the sprint can be demonstrated to the product owner.
- Sprint Retrospective Meeting: Takes place after the sprint review meeting. Here the team can discuss what worked well and what didn't.

Communication Plan

Other forms of communication can be set up outside of meetings.
For example:

- Scrum Board: The scrum board is updated real time and list out the items that need to be completed
- Communication of Issues/Roadblocks: Issues that could slow progress should be immediately addressed to the scrum master.

THE SCRUM FRAMEWORK AT A GLANCE



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Agile Sprint Project Plan

Agile Project Plan

- In agile development work is estimated using self-contained work units called sprints.
- Sprints typically last 1-3 weeks
- The team has a predefined list of work items to work through in each sprint
- These work items will be the user stories from the Business Requirements document

Agile Project Plan Format

- In an excel sheet divide your project plan into sprints. Each sprint will include the feature/user stories that need to be completed
- These features will then be further divided into tasks
- In your project plan assign people as well as start and end dates for the sprints, features, and tasks



RAID Log

RAID Log

- A RAID log is a project planning tool for identifying key (R)isks, (A)ssumptions, (I)ssues, and (D)ependencies.
- At the beginning of the venture, the project team identifies events, activities, and individuals that will or could impact on the successful completion of the project.
- For sample see [RAID Log Sample](#).

Section 1: Risk

- In this section of the document- you will outline the events that will have a negative impact on your project if they occur.
- Risk refers to the combined likelihood the event will occur and the impact on the project if it does occur.
- If the likelihood of the event happening and impact to the project are both high, you identify the event as a risk.
- The log includes descriptions of each risk, full analysis and a plan to manage them.

Section 2: Assumption


- Any factors that you are assuming to be in place that will contribute to the successful result of your project. The log includes details of the
- assumption, the reason it is assumed, and the action needed to confirm whether the assumption is valid.

Section 3: Issue

- Something that is going wrong on your project and needs managing. Failure to manage issues may result in a poor delivery or even failure.
- The log includes descriptions of each issue, its impact, its seriousness and actions needed to contain and remove it.

Section 3: Dependency

- This section of the document- outlines any event or work that are either dependent on the result of your project, or on your project will depend.
- The log captures whom you are dependent on, what they should deliver and when. It may also include who is dependent on you.

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Test Plan (UAT/SIT)

Test Plan

- A TEST PLAN is a document describing software testing scope and activities.
- It is the basis for formally testing any software/product in a project.
- This document describes the scope, approach, resources and schedule of intended test activities.

Section 1: Scope

- In this section of the document- you will outline the reason for creating this document
- Some things to think about include: Who will this document be for, How will it help them, What is included

Section 2: Component Testing

- Component testing is defined as a software testing type, in which the testing is performed on each individual component/ user story separately without integrating with other components.
-

Section 3: System Integration Testing

- System Integration Testing is defined as a type of software testing carried out in an integrated hardware and software environment to verify the behavior of the complete system.
- It is testing conducted on a complete, integrated system to evaluate the system's compliance with its specified requirement.

Section 4: User Acceptance Testing

- User Acceptance Testing (UAT) is the final stage of any software development life cycle.
- UAT testers aim to validate changes that were made against original requirements.
- This is when actual users test the software to see if it is able to carry out the required tasks it was designed to address in real-world situations.

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Acceptance Plan

Acceptance Plan

- Product owners needs a way of keeping track of progress and approving new functionality.
- This can be done using sign-off sheets.
- In agile software development sign offs occur at the end of a sprint and the end of a projects development.
- In your document go into detail on how and when these sign offs will be conducted.
- Include the actual sign-off sheets at the end of the document.

Section 1: Sprint Sign-Off

- Sprint Sign offs take place during the sprint Review meeting by the product owner.
- They ensure that the project is on track and that each sprint is able to meet the agreed upon goals and can be officially marked as completed.

Section 2: Project Sign-Off

- This will occur when all needed functionality is delivered for the project and that no further development is needed.
- Completing the project sign-off sheet signifies that the Scrum Master and Product Owner both agree the project is officially complete.