[Project] 2.0 Kickoff

# [Project] 2.0 + EXP has been given the green light!

This document will serve as a high-level overview of the first few sprints of the project as it gets off the ground and into the hands of our sponsorship. There are multiple moving parts to the [Project] project, some presently further along than others. Our initial goal is to take advantage of these disparities to catch up in a few areas that are critical to the success of the overall project.

## Team Overview

|  |  |
| --- | --- |
| **Member** | **Role** |
| Employee | Executive Sponsor |
| Employee | Technology Owner |
| Employee | Product Owner |
| Christopher Barr | PM / Multipurpose Developer |
| Employee | Design / UX Lead |
| Employee | Front-end Lead |
| Employee | EXP Backend Lead – Consultant Role |
| Employee | EXP UI Lead – Consultant Role |
| Employee | Legacy [Project] Admin – Consultant Role |

## Keys to Success

For a successful delivery of [Project] 2.0, the following objectives must be met:

* *DevOps* 
  + A build and deployment solution to facilitate continuous integration and delivery to a shared environment
  + Versioned software
* *Product participation and feedback*
  + Clearly defined sprint goals, requirements and acceptance criteria
  + Early feedback – approvals / rejections
* *Technical participation and feedback*
  + An iterative development lifecycle focused on continuous delivery of small-sized goals, building over time to a fully featured product. A strong focus on iterative delivery and the gathering of feedback over achieving technical perfection
  + Limited knowledge of technology being used - encouragement of resources outside defined team to help with code reviews and architectural discussions on an as needed basis
  + Understanding that speed is of the essence - some architecture may be postponed and implemented during later stages, possibly by other teams, or not at all

## 6 to 8-week outlook

The goal at the end of 8 weeks is to have the following items completed and signed off on by the various owners. Ultimately, internal delivery of our first product requirement, as stated:

*Allow an end user of the [Project] application to create a weather experience using a wizard, which plays continuously Monday through Friday and displays on one device they select from a list. (The creation of devices, feeds to support this is not part of scope, and will be done manually via API prior to demo of this feature)*

### Smaller Tasks & Goals:

1. DevOps
   1. Source Control + Gitflow SDLC
   2. CI - Build Server, tests (MIA TBD) fail builds
   3. CD - Deployment Server, segregated environment data
2. R&D
   1. Defined answers on:
      1. Do we need Redux?
      2. Target screen resolution(s)?
      3. Target browser(s)?
      4. Supporting Multilingual?
   2. Research feasibility of API authorization - development of Authorization Permissions within API if needed
   3. Port of existing [Project]-ui and all the functionality that comes with it, but hidden or in accessible except by permissioned/special user
   4. Analytics on usage - what templates/other things in existing [Project] are used the most
3. Product
   1. Clearly defined executive summary of project
   2. Clearly defined initial 8-week goal
   3. Defined Epics
   4. Defined stories with requirements and acceptance criteria
4. User Experience & Design
   1. Testing of high fidelity hotspot prototypes
   2. UI Style mostly defined and in place

## Risks

* User Experience & Design
  + Reliance on others – There is an existing bottleneck on internal [Company] resources, sales reps and existing [Project] resellers in regard to receiving end user feedback. Untimely feedback will slow the progression of UX work and may cause delays with these goals.
* General
  + Speed of delivery – The approach being taken on this project with multiple work streams not in sync with each other presents a challenge on two fronts
    - Potential for rework when the UX / Design work is finalized and implemented into features that were coded previously
    - Potential for resource frustration due to scheduling and quicker-than-agile / fluid approach to delivery
  + Competing Priorities
    - Conference season is coming up, and a lot of effort is being dedicated to support it. There is potential that resources may not be available in timely manner to answer R&D/UX/Design questions – or that requirements may not become fully realized due to insufficient documentation.

Dependencies / Outstanding Items

* [Employee]
  + Usage stats of existing customers – browsers, screen resolutions, pc/mac/linux types, word of mouth template usage
* [Employee]
  + Database access to review template usage and other analytics in legacy [Project]
  + API Authorization?
* [Employee]
  + Requirements, Epics, approval on this approach