

Development Team Guidebook

Policies

Code of Conduct (IT)	
Topic	Description
What is the Code of Conduct?	Introduction to our Code of Conduct policy
Why is it Important?	Explanation of why we have the policy
Conduct Rules	General Conduct Product Owner Conduct Developer Conduct Support Administration
Procedures	Notifying manager when not able to work
Disciplinary Action	Disciplinary Flow Conduct Review Process Offenses Subject to Immediate Termination

Full-Time Benefits Policy (IT)	
Topic	Description
What are Full-Time Benefits?	Introduction to full-time benefits
Guidelines	Guidelines of full-time benefits

Flex Time Policy (IT)	
Topic	Description
What is Flex Time?	Introduction to flex time
Accrual Schedule	How flex time accrues
Using Flex Time	How to submit a request for flex time
Guidelines	Guidelines for flex time accrual and usage

Paid Holiday Policy (IT)

Topic	Description
What are Paid Holidays?	Introduction to paid holidays
Holidays by Geographic Region	Holidays by geographic region
Using Paid Holidays	How to take a paid holiday
Guidelines	Guidelines for paid holidays

Training Bonus Policy (IT)

Topic	Description
What is the Training Bonus?	Introduction to the training bonus
Training Resources	What resources we currently offer
Training Completion	How to complete the training bonus
Guidelines	Guidelines for the training bonus

Development Process

Development Cycle	
Topic	Description
What is a Development Cycle?	Introduction to the development cycle
2 Week Sprints	Developer Tasks Product Owner Tasks

Scrum	
Topic	Description
What is Scrum?	Introduction to Scrum and how we use it
Backlog Refinement	Backlog Refinement meeting and how we do this
Sprint Planning	Sprint Planning meeting and how we do this
Standup	Standup meeting and how we do this
Sprint Review	Sprint Review meeting and how we do this
Sprint Retrospective	Sprint Retrospective meeting and how we do this

JIRA Process	
Topic	Description
What is the JIRA Process?	Introduction to the way that we should use JIRA for our development
Swimlanes	Backlog Selected for Development In Progress Testing To Be Deployed Done

Sprint Creation	How to create a sprint and add issues
Communication	How the Product Owner and Developers should communicate on each JIRA issue
Time Estimates	Adding and updating time estimates for each JIRA issue

Product Owner Deployment Checklist	
Topic	Description
What is the Product Owner Deployment Checklist?	Introduction to what the Product Owner should do for each deployment
Before Deployment	Create deployment list Dev Testing Stage Testing User Testing Regression Testing
After Deployment	Production Testing JIRA to Done Release JIRA Versioning Documentation Email Update Analytics