FIELD OPS GUIDE

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futurice

Transparency.
Caring.
Trust.

SALES AND NEGOTIATION

- [ ] Have the proposal scope & estimates been validated by the experts in that field?

- [ ] Does everyone understand what are the expected Deliverable(s)?

- [ ] Has it been validated that the problem is actually worth solving?

- [ ] Does everyone understand the project contract model?

- [ ] Does everyone have a shared assumption of the recognizable major risks in the project?

BEGINNING OF A PROJECT

- [ ] Does everyone know why we are doing this project?

- [ ] Does everyone understand their role in the project?

- [ ] Does everyone know where project tasks are tracked and how progress is updated?

- [ ] Are communication channels established between stakeholders?

PROJECT EXECUTION

- [ ] Does everyone know possible hard deadlines & why they exist?

- [ ] Does everyone know how much time & budget is left?

- [ ] Does the Team have a reasoned estimate about the remaining amount of work?

- [ ] Does the Team continuously write, update and run tests?

- [ ] Are the work contributions systematically peer reviewed?

- [ ] Does the Team have a documented plan for the system architecture?

- [ ] Does all the produced code follow the same style conventions?

- [ ] Does everyone have the same situation awareness?

- [ ] Can a new team member get started without help from current project team?

RELEASE AND DELIVERY

- [ ] Have all the relevant technical information been documented and accessible to the Client?

- [ ] Is it clear who is in charge of operating the system?

- [ ] Does someone get an automatic notification if something is wrong with the live system?

- [ ] Are all the running expenses handled by the Client?