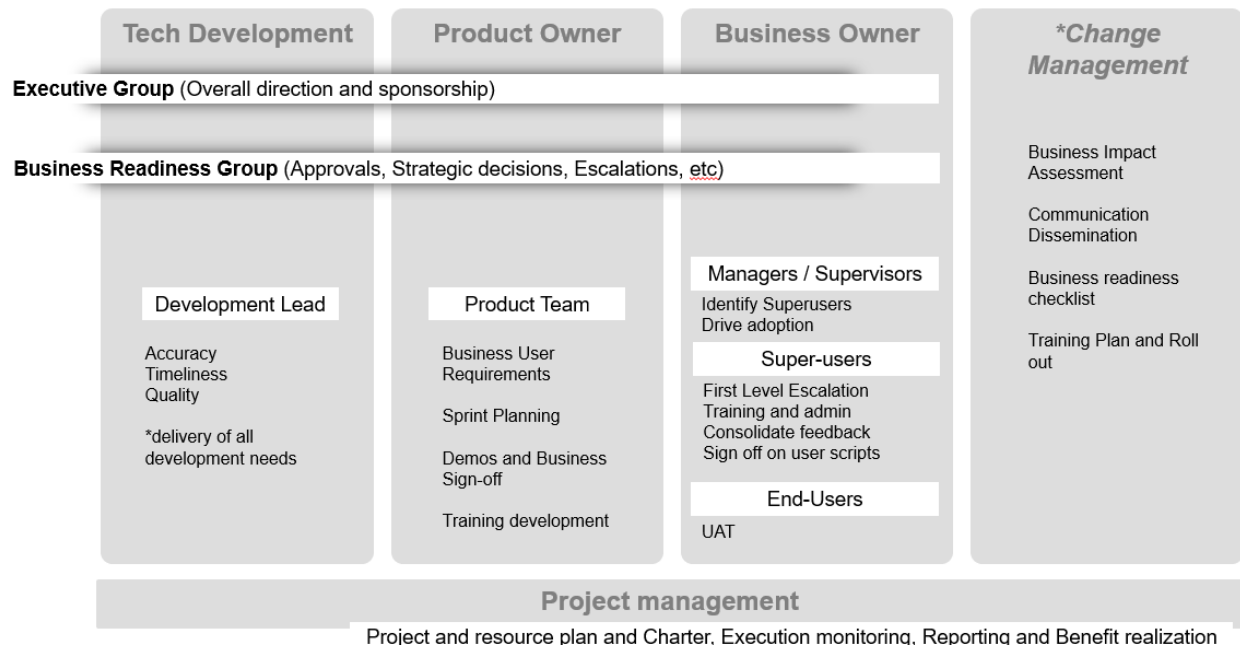


## Project Management Methodology

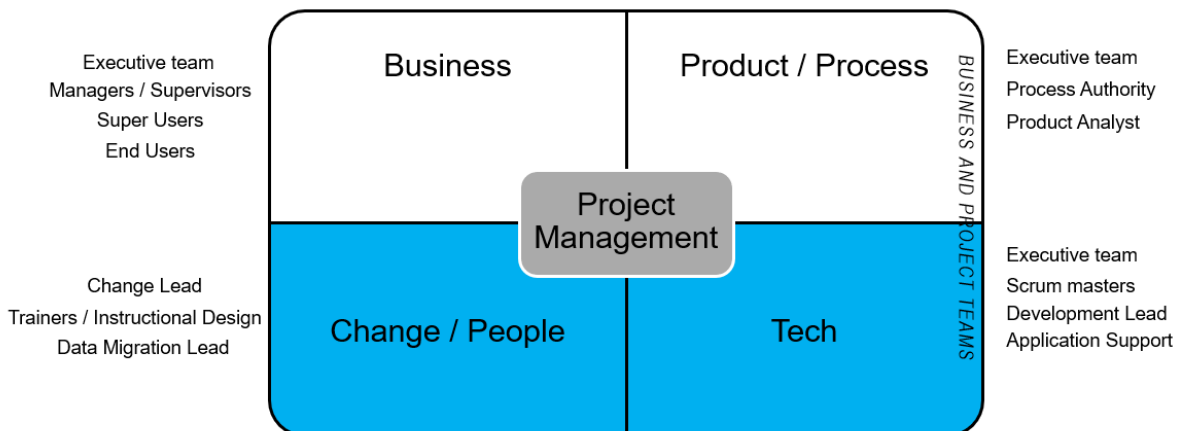
### Purpose:

Document is to align roles and responsibilities and ensuring all actions necessary are managed throughout a project implementation.

### Roles in project implementation:



### Involvement of Different Squads



## Communication : Meetings

Meetings	Communication Channel	Owner	Frequency	Description
	Kick off call / Meeting	Project Manager	Once	This is used to kick off project, estimate timelines, high-level meet with stakeholders, define key business stakeholders.
	Gateway reviews	Project Manager, Change Manager	Determined on Project plan	This is set as a checkpoint for key deliveries of the project, this is to determine if all functions are aligned to GO forward to next phase.
	Project Status Calls	Project Manager	Weekly	This is initially set weekly then will move monthly when the business readiness calls start to prepare for deployment.
	Business Readiness Kick Off	Change Manager, Project Manager, Product Team	Once	Set to kick off methodology, discuss checklist of activities and get commitment from business and tech
	Business Readiness Calls	Change Manager, Product Manager	Weekly	Calls to discuss business readiness checklist to prepare for deployment (-3 weeks to deployment,)

## Communication : Deliverables

	Communication Channel	Owner	Frequency	Description
Documents	Project Charter	Project Manager	Once	Project purpose or justification Measurable project objectives and related success criteria High-level requirements Assumptions and constraints High-level project description and boundaries Success Criteria Assigned project manager, responsibility, and authority level, and Name and authority of the sponsor or other person(s) authorizing the project charter
	Project Plan	Project Manager	Once	Timelines and key activities agreed to by each key member - any changes around time frame would need to be agreed to by Executive team involved and registered as a change request.
	Project Status Report	Project Manager	Monthly	RAG Status - Monthly update Project status based on timeline delivery and Risk management
	Project Status Log and Risk Register	Project Manager	Weekly	Document maintained weekly, RAG Status update and followup on weekly activities to be delivered.
	Workforce Planning Document	Project Manager	Once	Estimated man hours requested per role from the business
	RACI Document and resource list	Project Manager	Once	Outline of Project Structure, Roles and Responsibilities Who is Responsible, Accountable, to be Consulted and Informed for the different activities throughout the project. Contains list of people involved in the project from the Business, Tech and Product side for all levels (Executive, End User, Trainers, Super Users, etc)
	Business readiness Checklist	Project Manager, Change Manager	Weekly	Checklist of Activities that would need to be delivered throughout the different timeframes This is completed 3 weeks prior to deployment and will determine GO and NO-Go status. This will take over Project Status Log.
	Adoption Communication plan	Change Manager, Project Manager, Product Team	Weekly	Plan to start communication to the different levels of the business (teasers, job aids, FAQs, etc)
	Project Debrief	Project Manager	Once	Project closure document. Contains lessons learnt, Highlights, Lowlights and report around the realisation of set Charter.
	KPI Dashboard	Project Manager, Change Manager	Bi-weekly	Weekly monitoring post hypercare when process has been deployed This would depend on KPIs identified as success criteria.

## Project Management Methodology

### High Level plan

STAGE	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
INITIATION AND DISCOVERY																				end of September*
PLANNING																				
BUILD																				
TEST																				
CHANGE / OPERATIONAL READINESS																				
SYSTEM DEPLOYMENT																				
IMPLEMENTATION																				
MONITORING																				
Assumptions:																				
*90 days deployment																				
*grey to be determined																				

### Gantt Checklist for each Project

Calendar Week	Phase	Squads	Key Actions (Stage Gates)	Tasks
19	Initiate	Product / Project	Setup Project Kick Off	Setup Project Kick off - (rekick off)
19		Product / Project	Identify key stakeholders	Identify key business and technology partners
19		Product	Define Process Flows/Diagrams	Document As-Is (Current State) processes
20	Plan	Project	Develop Communications Plan	Develop the messaging around the project and create a schedule of when to communicate with stakeholders based on deliverables and milestones
19		Project / Product / Tech	Work Breakdown Structure (WBS)	Decompose project tasks (for ex. Breaking the work into different workstreams by application module)
23		Project	Project Schedule	Create and update project schedule - finalize commitment week 22 - Finalize development activities and timelines week 24.
21		Product	Schedule/Lead Requirements Workshops	Deep dive into requirements with goal of generating user stories and solidifying requirements. This can include technical sessions/overview
23		Tech	Identify Architecture and Infrastructure needs (Solution Design)	Changes to the architecture or Infrastructure that will drive development
24		Product	Create User Stories	Document User Stories (requirements, use cases); upon approval by Solution Design Team
		Product / Tech / Business	User story review with business stakeholders	Review and accept requirements (where applicable)
		Product / Tech	Level of Effort Estimates - Schedule story grooming sessions with Dev, QA, UX/UCD	Review user stories with Dev, QA, UX/UCD in order to determine Level of Effort from each team. Refinement of user stories may occur during this step based on feedback. High priority deliverables are groomed first.

## Project Management Methodology

		Product	Establish overall priority	Confirm priority based on all requests (bugs, enhancements)
		Tech	Sprint Schedule	Overall sprint schedule dates
	Develop	Tech	Development	Actual coding/development
		Tech	Build to DEV	Load to Dev
		Product	UAT Testing	User acceptance testing (testing by business end users)
		Product / Tech	Process Finalization: As Built documentation	Update documentation to reflect final as built
		Project / Business / Change	Conduct Operational Readiness Review	Start Reviews on this date using the BR Checklist
		Product / Tech	Go/No Go meeting	Final determination for delivery
		Project / Tech / Business / Change	Launch Plans	Plan on how the release will be communicated and implemented
	Deploy	Change / Product	Deliver End User Training	Ex. Can be delivered in the form of videos/ online training modules, onsite/in person, end user support documentation
		Tech	Approval to move to PROD	Sign off
		Product / Change	Develop Rollout Plan	Develop rollout plan, identifying the timeline for depots to be onboarded. Rollout plan identify when users will be trained and when go-live is expected for the depot (onsite support may be required)
		Product / Change / Tech	Hypercare	End user support post go-live that focuses on customer support, data integrity, and system stability
		Product / Change / Tech	Transition support to Help Desk/Support Teams	Transition application support to long term support teams such as Help Desk. Note that if users were previously submitting inquiries to a different inbox or using a different method, a communication plan will be needed to educate the user on the new support process path
		Project / Business	Establish Key Performance Indicators (KPIs)	
	Closure	Project / Product / Change / Business	Project Closure	End of Hypercare and review of agreed charter and success criteria, sign off on roll out, review lessons learnt.

**Product Development LifeCycle:**

