**SDE: Transition Template**

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**Document History**

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| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Section** | **Changes** |
| 0.1 | 03-Feb-2009 | Srinivasan Ramdas | All | All |
| 0.2 | 06-Feb-2009 | Srinivasan Ramdas | All | Implementing review comments from Satish and Susmita |
| 0.3 | 16-Feb-2009 | Srinivasan Ramdas | All | Review Comments from SDE team |
| 1.0 | 19-Feb-2009 | Srinivasan Ramdas | None | Move the document to Approved |

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# INTRODUCTION

## Purpose

The purpose of the document is to provide a template in order to draft a plan for transition of activities, day-to-day tasks, ramp-up plan for any SDE Engineers. The document also lists the activities under taken by an SDE engineer towards any Business Unit (BU). The SDE engineer who manages, responsible for the transition or the person preparing the transition plan will check for the list of activities in this document and include them in the plan if applicable for the BU.

## Scope

The scope of the document is restricted to the following points only.

* The activities that are listed will not have anything particular to the Grade or Job title.
* The document will be updated if there is any change to the activities. New activities, deletion of any activity, change in activity etc

## Target Audience

The document is intended for distribution only for SDE Engineers, leads and Manager.

## References

None

# Activity List

|  |  |  |
| --- | --- | --- |
| **No.** | **Activity** | **Comment** |
| **Version control System** | | |
| 1a | Overview of the project.  Org Structure of the project team | * Personnel details from Project team, quality to Partner SCM etc |
| 1b | History of the project | * Explain the various releases made previously, Milestone releases made etc |
| 1c | Tool set used in the project. The tools used for the complete SDLC cycle and the supported tools from SDE | * Provide a document which lists the tools used in the project. * List the Tools used for the project. Need *NOT* explain the tools and troubleshooting here. Intend to give the overview of the list of tools used in the project and closely monitored by SDE. |
| 1 | Details of the Configuration management server, license information, Operation System configuration if any | * Configuration Server name * ClearCase Network listing vob, view, registry, license server details. * URLs for connecting to svn repositories. * License for the products installed * Any Operating System Registry changes for customization |
| 2 | Details about Permissions including primary group, Admin account, Integrator account etc | * Share the details of group and user permission - admin account, integration account and any other credentials used. |
| 3 | SCM Archive Structure, Purpose of each VOB/Main folder, Location and size of the VOB/Main folder | * Explain each VOB purpose and structure (if known) Eg:- PMW, MIP VOB |
| 4 | Trigger Information, Hands on understanding of scripts behind the triggers | * Extended Information on all Triggers applied for the VOBs * Explain all scripts that are involved in the trigger call. |
| 5 | Branching or stream diagram, strategy for the project | * Discuss Branch/ Stream strategy from the SCMP plan * Discuss the past changes and any future foreseen changes expected in the strategy |
| 6 | Global ClearCase Multisite structure and list of VOBs that are Multi-sited | * Explain the sync mechanism for the project, ClearCase Multisite, svn connector etc |
| 7 | Storage Class, Multisite sync schedules, scripts and frequency | * Type of sync model * Frequency of sync * Scripts associated with sync * Storage class information |
| 8 | Any file server information that is shared between other global sites. | * Why, how and when the file server shares are created and used? |
| 9 | Share SCMP (configuration management plan) of the project | * Thorough walk over of SCMP which explains   + Branching strategy   + Labeling/ Baseline   + Naming convention for artifacts |
| 9a |  |  |
| **Build Activities** | | |
| 10 | Build schedule for each project/stream/branch | * Current build setup * Number of builds * Team responsible for build failures * Build schedules |
| 11 | Build notification details for each project/stream/branch | * Team responsible for build failures * Whom all have to be Notified for each type/ stream builds |
| 12 | Understanding the various tool used for building the projects and the tool customization for specific projects | * Example: CC.net, RAD |
| 12a | Build Systems and list of builds configured in those systems. Also mentioning the difference in environment if any. | * Share a document listing all Build machines, Physical locations, Environment, credentials, builds currently running. |
| 13 | Hands on information of the build script, Algorithm for complete build | * Script details from scheduler – build to actual post build task like copy, mail has to be covered in this section |
| 14 | Different kinds of builds possible for the team | * All possible builds required for the project team. Eg:- Debug, 64 bit etc |
| 15 | Information regarding publication of build and build logs to the project team | * Educate how the build output is shared to the project team. * File server information, email to the test, quality team |
| 16 | Share all build documents, WoW documents, build environment documents | * Hands on understanding of setting up build machine and performing builds. |
| **Release Activities** | | |
| 17 | Hands on experience on the release procedure for the project | * On the Job experience of making different type of releases. This section includes   + Who, when release is triggered   + How a release is made   + Which are the artifacts included |
| 18 | Baseline / Label convention for the project releases | * Hands on working of creation of baseline/ label as part of project releases |
| 19 | Branching and Stream Strategy overview of the project | * Discuss Branch/ Stream strategy from the SCMP plan. Any changes as part of release activity |
| 20 | Educate Pre-Release and Post-Release activities before the actual release procedure | * Critical part of SCM activity. More stress on the role of SDE in identifying Pre-Release and Post Release activity. Example:   + Pre-Release activities like Test reports, Release notes.   + Post-Release activities like CC mastership transfer, Release mails, Publish installers   + Logistics like who triggers the release activity etc. |
| 21 | Hands on help in understanding all scripts that are used for release purpose |  |
| 22 | Release Notification to the project team and partner SCM / SDE | * Publish Release completions to partner and project management. |
| 23 | Baseline Audit, PCA, FCA etc as part of standard SCM / Process practices | * Scope and creation of BCA, PCA for any release procedures |
| **Tools, Scripts and Automation** | | |
| 24 | LOC Script, Current configured stream. Any customization of script for project needs | * Understanding business sense of LOC. * Stake holders for LOC data * Criticality of LOC information * Current setup and schedule. |
| 25 | Scripts used for daily administration like Daily checkouts, Daily checking, Daily delivers etc |  |
| 26 | Scripts for view age, tics status if applicable |  |
| 27 | Script for Data generation from bug tracking tool like CQ, Mantis etc |  |
| 28 | Understanding CruiseControl.net, RAD that constitutes any projects build tooling | * Hands on experience on setting up CruiseControl.net, RAD for sample project |
| 28a | Understand Tools used in the project. All the Tools has to be listed in the plan from Design, development, implementation, testing etc.  Rational Tools like purify plus, Robot, Quantify, Requisite Pro, Design Tools like Rose, Testing Tools like VMWare images, Requirement management tools like Doors etc. | * L1 supported tools * Troubleshooting tips and current issues walk through |
| **Miscellaneous** | | |
| 29 | Codev WoW for the Business unit (If applicable) | * What is co-dev, how co-development activity is carried out and the team involved. |
| 30 | Collabnet URL and patching model for Co-development | * Information required to setup a co-dev environment |
| 31 | How is co-dev development changes included in the current Business unit | * How is the work on co-dev will be used in the business unit |
| 32 | Bug tracking tool current setup details. ClearQuest, Mantis etc |  |
| 33 | All Integration details between ClearQuest and Version control tool (if applicable) |  |
| 34 | Database and Connection details for connecting to the defect tracking database | * Overview on using the current setup only. |
| 35 | Understand defect life cycle, CR life cycle as part of WoW of defect tracking tool |  |
| 36 | Administration on bug tracking tool mainly include user creation etc |  |
| 37 | Scrum meetings, standup meeting |  |
| 38 | Soap box meeting, commitment meeting etc |  |

# Transition Template

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | | KT Plan for | | | **Description** | | | KT on ICAP | | | |
| **Owner** | | Umesh | | | **Duration** | | | 04days | | | |
| **From whom** | | **Engineer** | **Duration** | | **To Whom** | | |  | | | |
| Umesh |  | |
| **Start Date** | | 17th Jan 2017 | | | **Completion Date** | | | 20th Jan 2017 | | | |
|  | | | | | | | | | | | |
| **No** | **Activity** | | | **Project /Sub Project** | | **Owner** | **From Date**  **(dd-mmm-yyyy)** | | **To Date**  **(dd-mmm-yyyy)** | **Duration** | **Completion Status** |
| 1a | Overview of the project.  Org Structure of the project team | | | * Personnel details from Project team, quality to Partner SCM etc | | Umesh | 17-Jan-2017 | | 17-Jan-2017 | 10 min |  |
| 1b | History of the project | | | * Explain the various releases made previously, Milestone releases made etc | | Umesh | 17-Jan-2017 | | 17-Jan-2017 | 10 min |  |
| 1c | Tool set used in the project. The tools used for the complete SDLC cycle and the supported tools from SDE | | | * Provide a document which lists the tools used in the project. * List the Tools used for the project. Need *NOT* explain the tools and troubleshooting here. Intend to give the overview of the list of tools used in the project and closely monitored by SDE. | | Umesh | 17-Jan-2017 | | 17-Jan-2017 | 10 min |  |
| 1 | Details of the Configuration management server, license information, Operation System configuration if any | | | * Configuration Server name * ClearCase Network listing vob, view, registry, license server details. * URLs for connecting to svn repositories. * License for the products installed * Any Operating System Registry changes for customization | | Umesh | 17-Jan-2017 | | 17-Jan-2017 | 10 min |  |
| 2 | Details about Permissions including primary group, Admin account, Integrator account etc | | | * Share the details of group and user permission - admin account, integration account and any other credentials used. | | Umesh | 17-Jan-2017 | | 17-Jan-2017 | 15 min |  |
| 3 | SCM Archive Structure, Purpose of each VOB/Main folder, Location and size of the VOB/Main folder | | | * Explain each VOB purpose and structure (if known) Eg:- PMW, MIP VOB | | Umesh | 17-Jan-2017 | | 17-Jan-2017 | 15 min |  |
| 4 | Trigger Information, Hands on understanding of scripts behind the triggers | | | * Extended Information on all Triggers applied for the VOBs * Explain all scripts that are involved in the trigger call. | | Umesh | 17-Jan-2017 | | 17-Jan-2017 | 10 min |  |
| 5 | Branching or stream diagram, strategy for the project | | | * Discuss Branch/ Stream strategy from the SCMP plan * Discuss the past changes and any future foreseen changes expected in the strategy | | Umesh | 18-Jan-2017 | | 18-Jan-2017 | 30 min |  |
| 6 | Global ClearCase Multisite structure and list of VOBs that are Multi-sited | | | * Explain the sync mechanism for the project, ClearCase Multisite, svn connector etc | | Umesh | 18-Jan-2017 | | 18-Jan-2017 | 15 min |  |
| 7 | Storage Class, Multisite sync schedules, scripts and frequency | | | * Type of sync model * Frequency of sync * Scripts associated with sync * Storage class information | | Umesh | 18-Jan-2017 | | 18-Jan-2017 | 15 min |  |
| 8 | Any file server information that is shared between other global sites. | | | * Why, how and when the file server shares are created and used? | | Umesh | 18-Jan-2017 | | 18-Jan-2017 | 15 min |  |
| 9 | Share SCMP (configuration management plan) of the project | | | * Thorough walk over of SCMP which explains   + Branching strategy   + Labeling/ Baseline   + Naming convention for artifacts | | Umesh | 18-Jan-2017 | | 18-Jan-2017 | 15 min |  |
| 10 | Build schedule for each project/stream/branch | | | * Current build setup * Number of builds * Team responsible for build failures * Build schedules | | Umesh | 18-Jan-2017 | | 18-Jan-2017 | 30 min |  |
| 11 | Build notification details for each project/stream/branch | | | * Team responsible for build failures * Whom all have to be Notified for each type/ stream builds | | Umesh | 18-Jan-2017 | | 18-Jan-2017 | 15 min |  |
| 12 | Understanding the various tool used for building the projects and the tool customization for specific projects | | | * Example: CC.net, RAD, mr\_build | | Umesh | 18-Jan-2017 | | 18-Jan-2017 | 20 min |  |
| 12a | Build Systems and list of builds configured in those systems. Also mentioning the difference in environment if any. | | | * Share a document listing all Build machines, Physical locations, Environment, credentials, builds currently running. | | Umesh | 19-Jan-2017 | | 19-Jan-2017 | 15 min |  |
| 13 | Hands on information of the build script, Algorithm for complete build | | | * Script details from scheduler – build to actual post build task like copy, mail has to be covered in this section | | Umesh | 19-Jan-2017 | | 19-Jan-2017 | 30 min |  |
| 14 | Different kinds of builds possible for the team | | | * All possible builds required for the project team. Eg:- Debug, 64 bit etc | | Umesh | 19-Jan-2017 | | 19-Jan-2017 | 15 min |  |
| 15 | Information regarding publication of build and build logs to the project team | | | * Educate how the build output is shared to the project team. * File server information, email to the test, quality team | | Umesh | 19-Jan-2017 | | 19-Jan-2017 | 10 min |  |
| 16 | Share all build documents, WoW documents, build environment documents | | | * Hands on understanding of setting up build machine and performing builds. | | Umesh | 19-Jan-2017 | | 19-Jan-2017 | 10 min |  |
| 17 | Hands on experience on the release procedure for the project | | | * On the Job experience of making different type of releases. This section includes   + Who, when release is triggered   + How a release is made   + Which are the artifacts included | | Umesh | 19-Jan-2017 | | 19-Jan-2017 | 15 |  |
| 18 | Baseline / Label convention for the project releases | | | * Hands on working of creation of baseline/ label as part of project releases | | Umesh | 19-Jan-2017 | | 19-Jan-2017 | 15 min |  |
| 19 | Branching and Stream Strategy overview of the project | | | * Discuss Branch/ Stream strategy from the SCMP plan. Any changes as part of release activity | | Umesh | 19-Jan-2017 | | 19-Jan-2017 | 15 min |  |
| 20 | Educate Pre-Release and Post-Release activities before the actual release procedure | | | * Critical part of SCM activity. More stress on the role of SDE in identifying Pre-Release and Post Release activity. Example:   + Pre-Release activities like Test reports, Release notes.   + Post-Release activities like CC mastership transfer, Release mails, Publish installers   + Logistics like who triggers the release activity etc. | | Umesh | 19-Jan-2017 | | 19-Jan-2017 | 30 min |  |
| 21 | Hands on help in understanding all scripts that are used for release purpose | | |  | | Umesh | 20-Jan-2017 | | 20-Jan-2017 | 15 min |  |
| 22 | Release Notification to the project team and partner SCM / SDE | | | * Publish Release completions to partner and project management. | | Umesh | 20-Jan-2017 | | 20-Jan-2017 | 10 min |  |
| 23 | Baseline Audit, PCA, FCA etc as part of standard SCM / Process practices | | | * Scope and creation of BCA, PCA for any release procedures | | Umesh | 20-Jan-2017 | | 20-Jan-2017 | 10 min |  |
| 24 | LOC Script, Current configured stream. Any customization of script for project needs | | | * Understanding business sense of LOC. * Stake holders for LOC data * Criticality of LOC information * Current setup and schedule. | | Umesh | 20-Jan-2017 | | 20-Jan-2017 | 10 min |  |
| 25 | Scripts used for daily administration like Daily checkouts, Daily checking, Daily delivers etc | | |  | | Umesh | 20-Jan-2017 | | 20-Jan-2017 | 15 min |  |
| 26 | Scripts for view age, tics status if applicable | | |  | |  |  | |  |  | NA |
| 27 | Script for Data generation from bug tracking tool like CQ, Mantis etc | | |  | |  |  | |  |  |  |
| 28 | Understanding CruiseControl.net, RAD that constitutes any projects build tooling | | | * Hands on experience on setting up CruiseControl.net, RAD for sample project | |  |  | |  |  |  |
| 28a | Understand Tools used in the project. All the Tools has to be listed in the plan from Design, development, implementation, testing etc.  Rational Tools like purify plus, Robot, Quantify, Requisite Pro, Design Tools like Rose, Testing Tools like VMWare images, Requirement management tools like Doors etc. | | | * L1 supported tools * Troubleshooting tips and current issues walk through * ATSC | | Umesh | 20-Jan-2017 | | 20-Jan-2017 | 1 hr |  |
| 29 | Codev WoW for the Business unit (If applicable) | | | * What is co-dev, how co-development activity is carried out and the team involved. PII Integ | | Umesh | 20-Jan-2017 | | 20-Jan-2017 | 30 min |  |
| 30 | Collabnet URL and patching model for Co-development | | | * Information required to setup a co-dev environment | |  | 20-Jan-2017 | | 20-Jan-2017 |  | NA |
| 31 | How is co-dev development changes included in the current Business unit | | | * How is the work on co-dev will be used in the business unit | |  | 20-Jan-2017 | | 20-Jan-2017 |  | NA |
| 32 | Bug tracking tool current setup details. ClearQuest, Mantis etc | | |  | | Umesh | 20-Jan-2017 | | 20-Jan-2017 | 15 min |  |
| 33 | All Integration details between ClearQuest and Version control tool (if applicable) | | |  | |  | 20-Jan-2017 | | 20-Jan-2017 |  | NA |
| 34 | Database and Connection details for connecting to the defect tracking database | | | * Overview on using the current setup only. | |  | 20-Jan-2017 | | 20-Jan-2017 |  | NA |
| 35 | Understand defect life cycle, CR life cycle as part of WoW of defect tracking tool | | |  | |  | 20-Jan-2017 | | 20-Jan-2017 |  | NA |
| 36 | Administration on bug tracking tool mainly include user creation etc | | |  | | Umesh | 20-Jan-2017 | | 20-Jan-2017 | 15 min |  |
| 37 | Scrum meetings, standup meeting | | |  | | Umesh | 20-Jan-2017 | | 20-Jan-2017 | 10 min |  |
| 38 | Soap box meeting, commitment meeting etc | | |  | |  |  | |  |  | NA |