

# **Training Manual and Project Orientation**

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## **Summary Information**

**Summary:** The following sections describe the training policies and rules obligatory for the fresh graduates/appointee who gets listed on a new project to complete their orientation concerning the project and its specific domain knowledge.

**Status:** Initial Version

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# **1 Case Study**

We, as a company, believes in gearing up its employees to the best of their ability for every task on hand. In some instances, it was observed that new appointees could not follow the sprint plans and provide deliverables at the mentioned time. This leads to hindrance in the quality of work and company-client relationship. A specific roadmap was required to provide systematic and goal- driven training for fresh graduates / new appointees. This training manual includes a step-by-step guide for the team leads to train its resource up to the company's quality of work.

## **2 Overview**

### **2.1 Vision**

The training manual aims to create a concise, strategic, and inspiring step-by-step guide for a lead to build their team to the best of their ability. This document intends to streamline the training process and polish up the skills of the new team members up to the exceptional standard of work maintained by the company.

### **2.2 Mission**

We are a customer-focused, deliverables-oriented, and process-driven company. Our company culture entails taking our profession seriously, working on our assignments in a dedicated and committed fashion, and learning the most from our assignments. We take pride in our 'can-do' attitude and see a 'not my job' syndrome outside our company culture.

Our values drive our management culture. Namely, respect each other, develop a team culture, always set customer's requirements first, go the extra mile in undertaking and delivering assignments, and take great care in managing and utilizing company resources in a cost-effective, efficient, and prudent fashion.

This training manual intends to extend the magnificent and productive work culture of our company. Concise, specific, and goal-oriented training for the new employee extends the company's professional approach to maintaining its high standards of work and valuable contributions to the projects.

### **2.3 Disclaimer**

It is to be noted that completion of training by no means guarantees the successful completion of the probation period. Evaluation of the new joiner is solely dependent upon the goals, targets, and requirements discussed during the hiring process. The team lead is entitled to extend their source training according to project requirements and standards. Resources and training material shared in the manual fall into free to use policy and can be accessed by anyone on the internet. The trainee is not bounded to use the provided material and is free to use any resource relevant to training. The team lead can change or extend the training material according to the need of a project.

### **3 Training Objectives**

It develops a clear understanding of the company's culture, work ethics, and quality of work. This manual Aim to streamline the initial training process of the new employee and provide a clearer road map to the Team lead for better team efficiency.

#### **3.1 Team management**

Training of the employee will benefit the individual and increase the team management efficiency. A clear roadmap, including a regular reporting process, will allow the lead to evaluate the resource performance and work ethic. The training process will allow better clarity to the team lead and resource allocation in the project.

#### **3.2 Streamlined onboarding process**

We believes in providing quality work that creates a difference in every aspect. The training manual aims to polish the new employee's skills up to standards maintained by the company. Instead of facing a hurdle in project development, the resource will have a hands-on experience before diving into crucial time-dependent tasks.

#### **3.3 Skills Augment**

Training for the resource is architected so that the unpolished skill of newly hired resource can be brought up to the speed. This will provide the new employee with hands -on training on the latest technologies used by the company to develop high-quality products. Moreover, training will improve the efficiency of the project and the quality of the work provided.

#### **3.4 Reduced Technical Dependency**

Investing time in training aims to reduce the technical dependency of the resource once completed. Training is created in a way that will initiate self-learning for the new employee. This will reduce the technical dependency and blockers on the provided task. The team lead would be able to focus on the task on hand and team efficiency instead of investing time in resolving basic technical issues for the resource

## 4 Curriculum

### 4.1 Project Scope

The team lead is required to define and understand the project scope. To define the scope the following steps can be taken:

- ☐ Understand why the project was initiated
- ☐ Define the key objectives of the project
- ☐ Outline the project statement of work
- ☐ Identify major deliverables
- ☐ Identify the key milestones
- ☐ Identify Constraints

#### 4.1.1 Project Background

A team lead must have a clear picture of the project background. A proper understanding of the project's existing (if any) product and the new requirements requested by the client. Complete research and interpretation of previous research are required. The clarity in the project background enhances the understanding of the project scope.

#### 4.1.2 Project Requirement

To break down the tasks into project sprints, understanding the project requirement is essential for the team to lead. As these requirements need to be passed down to the team/ resource, clarity on the requirement is essential for the project. The following steps can be taken:

- ☐ Identify / Brainstorm requirement
- ☐ Review and prioritize requirements
- ☐ Finalize requirements
- ☐ Manage requirements

#### 4.1.3 Project Business Domain

The team leads need to identify the business domain of the project . Understanding the client's business structure and perspective is essential for identifying the requirements. The business domain greatly helps architect the project structure according to the users' needs.

#### 4.1.4 Project Clientele

Team leads need completely get to know the client and the team. Understanding the roles, responsibilities, and hierarchy of the associated client helps convey suggestions and updates. Making the resource familiar with the client's team is essential for the team to lead.

#### **4.1.5 Project Management Plan**

Clear project planning is required for smooth development and delivery process. Team leads need to derive a proper project planning, i.e., sprint, after discussion with the Project manager. The new resource or team needs to be briefed clearly on project management, deliverables, i.e., sprint tickets, responsibilities, and a complete briefing on the internal reporting structure.

#### **4.1.6 Roles and Responsibilities**

After having a clear understanding of the project scope, requirements, and business background, the team leads need to identify the roles and responsibilities of the team / new resource. The training is designed in a way that will aid the team lead in identifying suitable roles and responsibilities.

### **4.2 Project Status**

Clarity on the project status provides a smooth and swift development process. A proper progress tracking system ensures transparency on the delivery dates, risk factors, and potential backlogs. The team lead, at all times, should ensure the clarity of the project

#### **4.2.1 Timeline**

A proper timeline for the development process and key deliverables should be discussed and planned. The team lead should ensure a proper understanding, management, and tracking of the project timeline for timely delivery, ensuring the efficiency of the team/resource.

#### **4.2.2 Tech Stack**

The team lead is required to discuss the tech stack with the program manager for the optimum development and performance of the project. After analyzing the structure, requirement, and scope of the product finalized tech stack (backend, frontend) should be discussed with the team/resource.

#### **4.2.3 Current Sprint Progress**

The team lead should brief new resources on the sprint model used to keep track of progress. Assigned / relevant tickets will be briefly discussed between the lead and resource.

The lead is required to keep track of the sprint progress. Open, pending, and completed tickets will be regularly tracked and reported to the program manager and the client. The team lead should ensure regular sprint reporting from the team/resource.

#### **4.2.4 Sprint Review**

If there is an existing sprint review model available for the project, the team lead should brief the new resource on the review process in place i.e., monthly or weekly e.t.c

If no sprint review model is available, the lead should design and plan an internal sprint review plan for the team/resource.



## **4.3 Project Weekly Execution**

### **4.3.1 Internal Management**

The team lead has the liberty to design and architect the internal team management model. Lead should be discussed the management model with the new resource during the training period. Some of the internal management include:

- ☐ Daily Standup with the team
- ☐ Individual resource update
- ☐ Brainstorming session on blockers.

### **4.3.2 Team Coordination**

The core purpose of the lead is to keep the team motivated, efficient, and focused on the task at hand. Discussing the blockers, hurdles, and difficulties faced by the team member is the core responsibility. Allocation of resources and coordinating work on a day-to-day basis should be thoroughly explained to the new resource during the training process.

### **4.3.3 End of Day Reporting**

Being updated on the progress of every individual removes the communication gap and misinterpretation. The team lead is advised to keep a day-end reporting culture among their team to achieve open communication between the team members.

## 4.4 Resource Training

### 4.4.1 Training Plan / Timeline

The training plan needs to be properly designed to achieve maximum results. The team lead has to ensure that the newly hired team member goes through the following training.

#### Week One:

##### a. Orientation & Onboarding

The concerned lead must conduct a proper orientation and onboarding session. The team lead needs to brief the resource on the work culture, ethics, and quality of work done at the company. A proper training plan must be shared and briefly discussed with the newly hired member.

A brief introduction to the technologies used and the relevant project can also be provided to the resource. The overall training plan and the special training for the project can also be discussed in the initial training session.

The team lead can conduct a FAQ session with the new member to remove any ambiguity and confusion.

##### b. Week 1 Overview

The overall view and the expected outcome of the week should be discussed with the resource. The team lead will discuss a brief introduction and explanation of the training content. Lead must provide the resource with all the mentioned material through email or Microsoft teams.

##### c. Beginner/Intermediate JavaScript

- i. [Modern JS Crash Course | The Ultimate Hands-On JavaScript Tutorial 2021](#)
- ii. [Reference One](#)
- iii. [Reference 2](#)

##### d. Beginner/Intermediate Node JS (JavaScript Runtime Environment)

- i. [Node.js and Express.js - Full Course](#)
- ii. [Reference One](#)
- iii. [Reference Two](#)

##### e. Week 1 report

New resources should show progress to team lead based on the learning resources provided

## **Week Two:**

The overall view and the expected outcome of the week should be discussed with the resource. The team lead will discuss a brief introduction and explanation of the training content . Lead must provide the resource with all the mentioned material through email or Microsoft teams.

### **a. Beginner/Intermediate React**

- i. [React JS Tutorial for Beginners](#)
- ii. [Reference One](#)
- iii. [Reference Two](#)

### **b. Beginner/Intermediate Angular**

- i. [Angular Tutorial](#)
- ii. [Reference One](#)
- iii. [Reference Two](#)

### **c. Week 2 report**

- i. Make a basic To-Do application in React
- ii. Make a basic To-Do application in Angular
- iii. Free API to be used to make To-Do app ( [API](#) )

## **Week Three:**

The overall view and the expected outcome of the week should be discussed with the resource. The team lead will discuss a brief introduction and explanation of the training content . Lead must provide the resource with all the mentioned material through email or Microsoft teams.

### **a. Tailwind CSS**

- i. [Tailwind Beginner Course](#)
- ii. [Reference One](#)
- iii. [Tailwind UI](#)

### **b. Angular Ionic**

- i. [Angular Ionic Beginner Guide](#)
- ii. [Reference One](#)
- iii. [Reference Two](#)

### **c. Week 3 End of training Report**

At the end of the training team lead is required to create a training report including the resource performance during the training and the goal achieved during it. This end-of-training report will be shared with the project manager and the management.

The new resource is also required to generate a report providing the goals achieved during the training and the hurdles faced during the training.

## **5 Summary**

We believe in providing quality work that creates difference around the globe. To achieve the quality of work, training the new employee/ fresh graduate is essential to maintain the standards of work set throughout. It was recently observed that fresh graduates / recent employees faced blockers and issues during the initial onboarding stages. Special training is designed to provide a complete overview of the high-end technologies. Completing training allows the resource to upgrade the skills and work efficiency of the team overall.