

WEEK 5 DAY 2

LED BY: EMILY CROSE

FOR

OAKLAND UNIVERSITY

REVIEW OF DAY 1



TERMS TO LISTEN FOR

Scoping

 Determining tasks relevant to the goals of the project

Scope Creep

Slow, unexpected widening of the initial scope

FUD

• Fear, Uncertainty and Doubt



RESEARCH PHASE

- Current State
- Business Need
- Possible Solutions

CURRENT STATE

- Why are we having a problem now?
 - Foreseeable or unforeseeable?
 - Lessons learned?
- What about our current technology is lacking?
- What technology do we have in this space now, and how is it working?
 - Complementary solution?
 - Complete rebuild of the space?

REFLECTING ON OUR ORGANIZATION

- Is this the first time we're adopting the SDLC?
- Is our org healthy?
- Do we need to make any changes before starting?
- How well is our documentation and organization of existing and legacy projects?

RESEARCHING OUR TECHNOLOGY

- Are we happy with the technology choices we've made so far?
- Can we fold in any lessons learned from our past decisions?
- What's the state of our integrations?

BUSINESS NEED

- What business problems is this app going to solve?
- How will this software solve that problem exactly?
 - Will any business or revenue needs impact the design the application's operation?
 - If so, how?
- Do we need to integrate with other companies?

POSSIBLE SOLUTIONS

- You don't need to do this alone!
 - Technology consultants
- Do complete research!

COMPARE CHART

| Criteria | Product 1 | Product 2 | Product 3 |
|-------------------|-----------|-----------|-----------|
| Cost to license | xxx | x | xx |
| Cost to implement | x | xxx | xx |
| Ease of use | x | xx | xxx |
| Features | xx | x | xxx |
| Ongoing Costs | xxx | xx | xx |



SCOPING

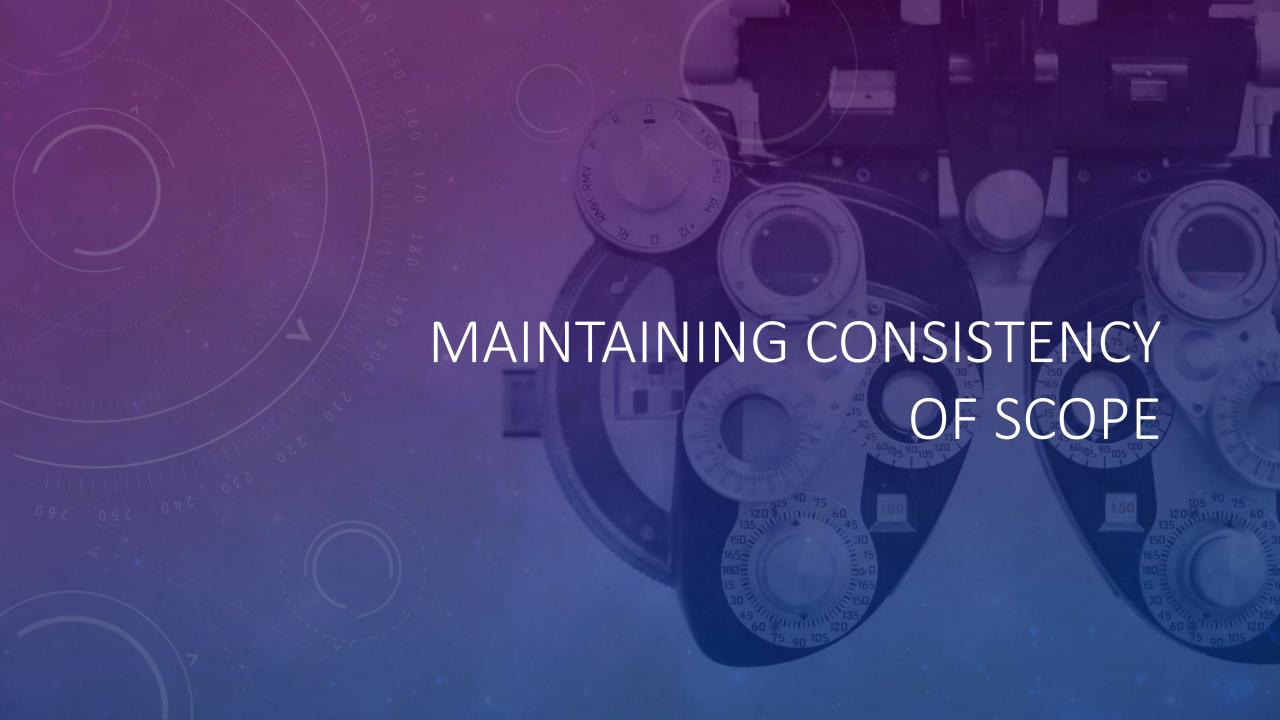
- Scope should be:
 - Clear
 - Narrow/focused
 - Somewhat flexible

CREATING THE INITIAL SCOPE

- Research
 - Business need + possible solutions = scope

SCOPE DOCUMENTATION

- What we need in this document:
 - Project summary
 - Project deliverables
 - Out of scope
 - Constraints
 - Assumptions
 - Risks
 - Timeline
 - Budget
 - Criteria for success









VARIETIES OF SCOPE CREEP

- Squeaking wheels
- Misunderstandings
- "shiny stickers"



WIDENING SCOPE RESPONSIBLY

VANILLA ICE SAYS:



WIDENING SCOPE RESPONSIBLY CONT'

- Be specific about what the new tasks aim to achieve
- Ensure everyone knows an exception has been made
- Document!

MANAGING ROUTINE WORK

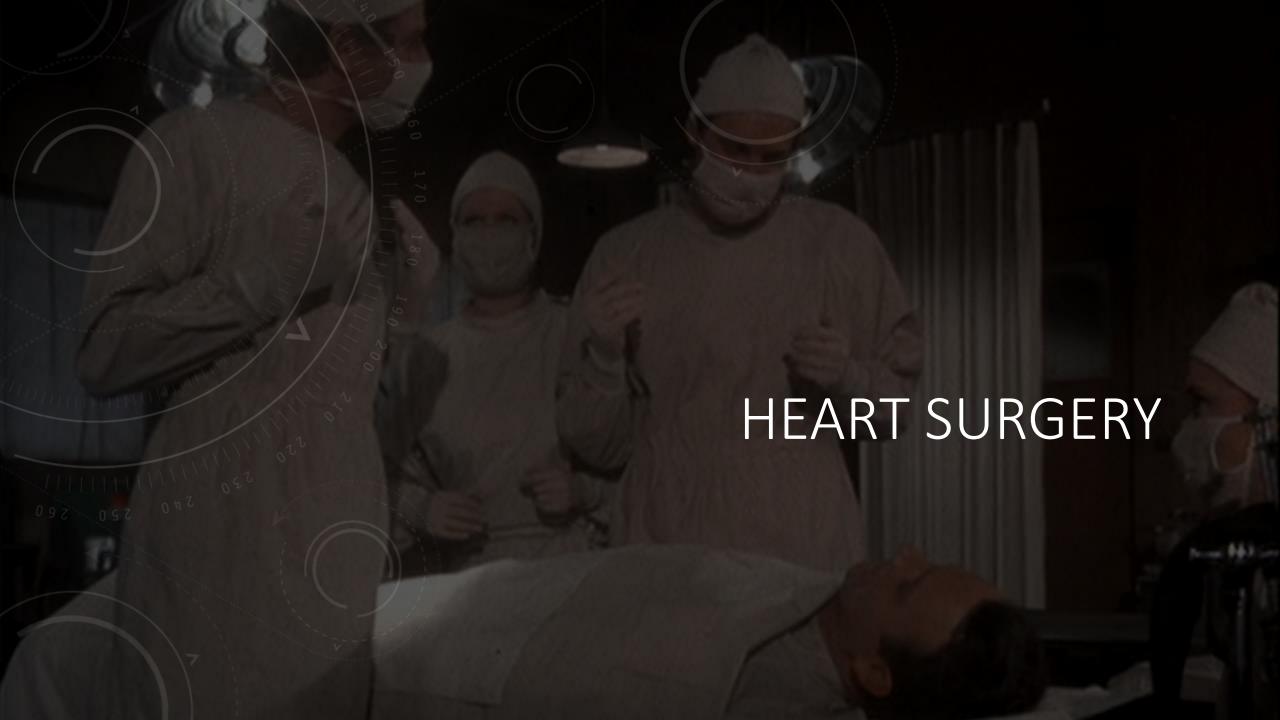
MANAGING TASK WORKFLOW

- Types of tasks:
 - Routine
 - Simple
 - Complex













PHASED LAUNCH APPROACH CONT'

- Accurate Planning
- Simplified prioritization
- Clearer team responsibilities
- Transparent Progress tracking w/feature flags
- Reduced scope creep



PHASED ROLLOUT STAKEHOLDER ORGANIZATIONS



PHASED ROLLOUT

Scale as you go Build community of evangelists

Start marketing early Build proofpoints

Test & Improve





HOW DOES A PRODUCT PILOT WORK?

- What is a pilot?
 - Launching a smaller version of the end-product
 - Launched to a small group of users
- We do this to learn things we didn't know

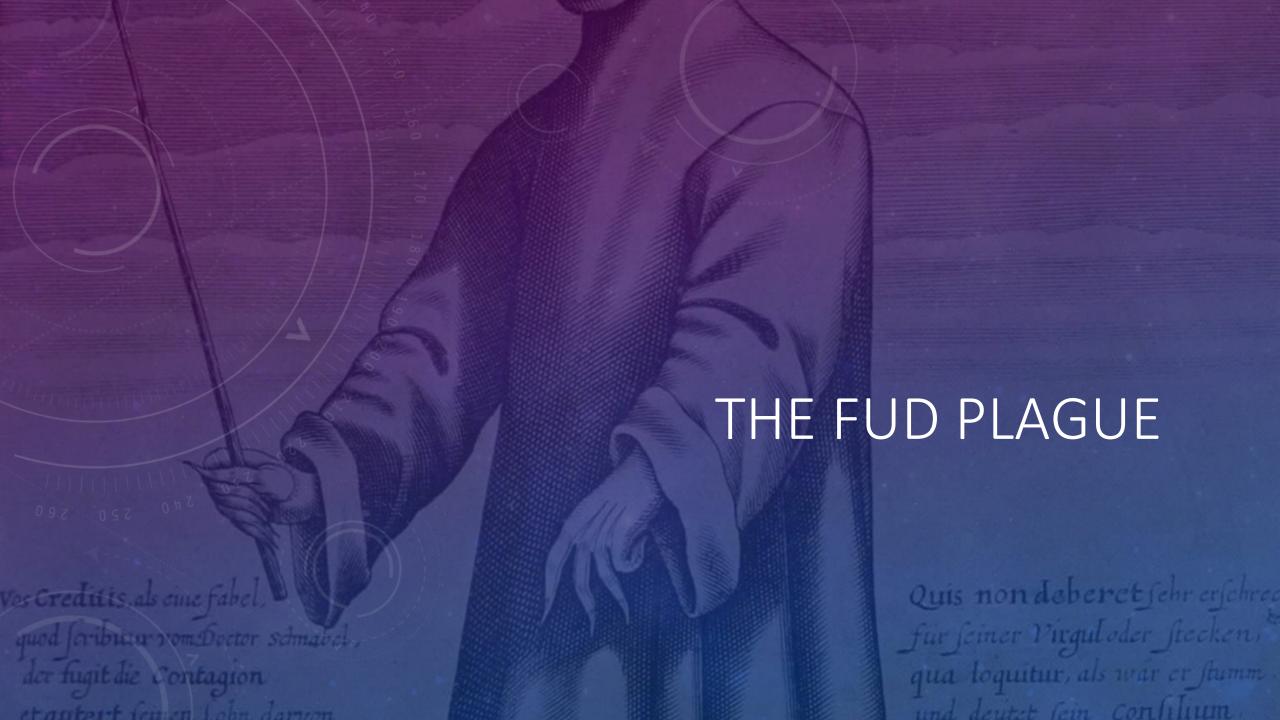


WHAT IS FUD?

- Fear
- Uncertainty
- Doubt









REVIEW DAY 2



QUESTION OR CLARIFICATIONS?



PREVIEW DAY 3

SEE YOU NEXT TIME!