

AGILE DELIVERY FRAMEWORK

Summit Digital Solutions, Inc.

Version 2.4 - Effective Date: January 1, 2024

1. INTRODUCTION AND PURPOSE

1. This Agile Delivery Framework (the "Framework") establishes the governing principles, methodologies, and operational procedures for project delivery within Summit Digital Solutions, Inc. ("Company"). This Framework is a legally binding operational document that standardizes the Company's approach to digital transformation services delivery.
2. This Framework supersedes all previous versions and shall be binding upon all employees, contractors, and consultants engaged in project delivery activities.

2. DEFINITIONS

1. "Agile Ceremonies" means the prescribed set of meetings including Daily Stand-ups, Sprint Planning, Sprint Review, and Sprint Retrospective.
2. "Delivery Team" means any group of Company personnel assigned to deliver client solutions under this Framework.
3. "Peak Performance Platform" means the Company's proprietary technology stack and associated methodologies.
4. "Sprint" means a time-boxed period of two (2) weeks during which specified work must be completed and made ready for review.

3. GOVERNANCE STRUCTURE

1. Project Oversight

a) Each project shall maintain a Project Steering Committee comprising:

- Project Sponsor (client executive)
- Delivery Director (Company executive)
- Technical Lead
- Product Owner

2. Decision Authority

- a) The Delivery Director shall have final authority on methodology application
- b) Technical decisions require documented approval from Technical Lead
- c) Scope changes require joint approval from Project Sponsor and Delivery Director

4. DELIVERY METHODOLOGY

1. Sprint Structure

- a) All project work shall be organized into two-week Sprints
- b) Each Sprint shall deliver demonstrable business value
- c) Sprint objectives must align with documented success criteria

2. Quality Standards

- a) All deliverables must meet the following criteria:

- Peer review completion
- Automated testing coverage >85%
- Security scan clearance
- Performance benchmark achievement
- Documentation compliance

3. Change Management

- a) All changes must follow the prescribed change control process
- b) Changes affecting scope, timeline, or budget require formal amendment
- c) Technical changes must maintain system integrity standards

5. RISK MANAGEMENT

1. Risk Assessment

- a) Weekly risk assessment meetings are mandatory
- b) Risk register must be maintained in Peak Performance Platform
- c) High-impact risks require mitigation plans within 48 hours

2. Escalation Protocol

- a) Technical issues: Technical Lead CTO

- b) Delivery issues: Delivery Director COO
- c) Commercial issues: Account Executive Chief Digital Officer

6. COMPLIANCE AND SECURITY

1. All delivery activities must comply with:

- a) Company's Information Security Policy
- b) Client security requirements
- c) Applicable regulatory standards
- d) Data protection regulations

2. Security Controls

- a) Mandatory code scanning
- b) Weekly security reviews
- c) Access control validation
- d) Encryption standards enforcement

7. INTELLECTUAL PROPERTY

1. All work product developed under this Framework shall be:

- a) Subject to Company's standard IP provisions
- b) Protected under applicable patents and trademarks
- c) Documented in the Company's IP registry

2. Client-specific customizations shall be governed by individual client agreements.

8. AMENDMENTS AND UPDATES

1. This Framework may be amended by:

- a) Chief Digital Officer
- b) Chief Technology Officer
- c) Chief Operating Officer

2. All amendments require documented approval from at least two (2) C-level executives.

9. ENFORCEMENT

1. Compliance with this Framework is mandatory for all delivery personnel.

2. Violations may result in:

- a) Remedial training
- b) Performance improvement plans
- c) Disciplinary action
- d) Contract termination

EXECUTION

IN WITNESS WHEREOF, this Framework is executed by the duly authorized representatives of Summit Digital Solutions, Inc.

By:

Dr. Alexandra Reeves

Chief Executive Officer

By:

Sarah Blackwell

Chief Operating Officer

By:

James Henderson

Chief Digital Officer

Date: January 1, 2024

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