Accionlabs

Induction Guide

Client Name	
Date	

REVISION HISTORY

Version	Date	Brief Description of Revision	Approver

Contents

1.   Welcome

Dear Accionite

Welcome to the (name of client) family.

This induction manual will help you familiarize with the work culture, organizational structure, company policies and procedures, and nuances of an Accion way of life

2. Accion Labs

Accion is a technology services firm focused solely on the emerging technologies for product organizations. Our employees contribute to the overall development and growth of the company.

Accion was founded in Pittsburgh PA with its focus on PDLC services by Kinesh Doshi on January 2011. Since its inception, Accion has grown by leaps and bounds. Accion was shortlisted as Top 20 Big Data service provider by CIO Review, and in August 2014, Accion was awarded as Pittsburgh's fastest growing tech services firm – it ranked No. 1 in Tech Services and got an overall ranking of No. 3.

3.   On-boarding Process - Overview

All Accion Labs employees must go through a client-specific induction after completing the HR induction and joining formalities. This induction would include

- Introduction to client
- Introduction to various client operations
- Introduction to organization chart
- Familiarization of Technical Stack needed for the project
- Introduction to the Development, Testing, and Production Environment
- Brief introduction to communication matrix, timesheet tools, collaboration tools, and configuration management tools

Client Profile

Product

5.1. Scope

(please provide a link to the SOW document)

5.2. Functional Design

(Mention the core functional aspects of the product that is being developed)

5.3. Product Architecture

5.4. Application Integration

5.5. Product Milestones

(mention contract details)

5.6. Business Cases

(Mention business cases for easy understanding)

Project Environment

6.1. Development Environment

Give details of the development environment that would be used to develop the application

6.2. Development Tools

Mention the development tools used for the project

6.3. Test Environment

Give details of the testing environment that would be used to test the application

6.4. QA Production

Mention QA details needed for the project

6.5. Test Tools

Mention the testing tools used for the project

6.6. Build Tools

Mention the building tools used for the project

6.7. Source Code Management Tools

These documents will help you get an understanding of (name of tool).
(file links)

Project Milestones

7.1. Timelines

(Mention the timelines for different phases)

7.2. Project Plan

(Mention the phase wise project plan)

7.3. Project Modules

(Mention the modules that you are working on for the client)

Project Documents

8.1. Requirements, Scope of Work, Change Requests

8.2. Architecture Design Document

8.3. Data Flow Diagrams

8.4. User stories, User Acceptance Criteria

8.5. UX design document, personas description

8.6. Component/ feature descriptions, class diagrams

8.7. API specification documentation

8.8. Release notes, Version control history

8.9. User Interface documentation.

8.10.   Database models, table descriptions

8.11.   Testing Methodology & Tools Description

8.12.   Test cases documentation, Repository of Test Results

Progress & Reporting

9.1. Daily Code check-ins. Daily Stand-up Calls. Code mergers. CI/CD

The team would have a daily standup meeting every day at _____ PM IST (_____ AM EST) for a duration of _____ hour.

The updates expected from each person are:
- The list of activities with status (planned and accomplished for current business day)
- The list of activities (planned for next business day)
- Issues faced (if any)

9.2. Demos at the end of each sprint

9.3. Weekly status and progress reporting "Progress, Plans, Problems" (PPP) Reports.

Team would send across the weekly status report by every _____ EOB IST to _____ (name of client) which includes the following details:
- The activities that were accomplished in the previous week
- The activities planned for the next week
- The issues and challenges faced with the current set of deliverables
- The highlights and low lights of the current week such as special comments, leave plan, etc.

9.4. Bi-Monthly Executive Review

_____ (name of client) team stakeholders and customer stakeholders meet every (day and time) _____ pm IST (_____ pm EST). The agenda, if anything specific, will be published prior to the review. In general, the review aims at covering the current challenges and issues faced with the delivery of work orders.

9.5. Quarterly Executive Review

The key stake holders of Accion Labs and _____ (name of client) would get together at this meeting to discuss the overall performance of the _____ (name of client) team and areas that require management intervention such as additional resource augmentation, introduction of the new hiring, resource replacement, etc.

9.6. Communication Medium

Elaborate which medium will be used to communicate with the customer - Goto meeting/Zoom/UberConference/Skype

<Client Name/Project Name>

People

10.1. Onshore
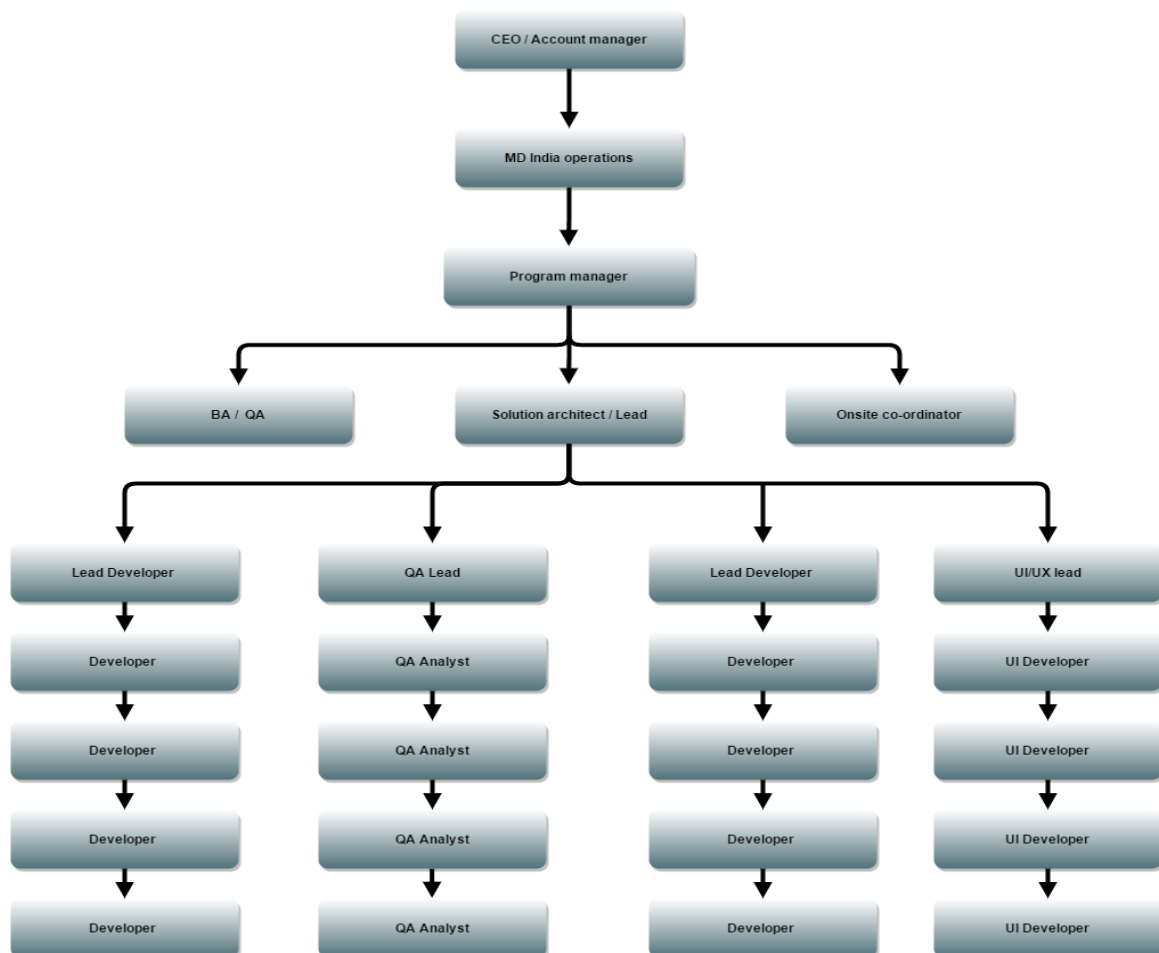
Photos with details

10.2. Offshore

Photos with details

10.3. Organizational Chart

Illustration below is format for the Org chart. Please click on the link below to edit the Org chart per your project requirement

https://www.draw.io/#G0B6TNZbTaRjkOMGtBZTRWYzNzT1k

Accion Labs Confidential

10.4. Communication Matrix

Communication flow – Collaboration and communication framework

10.5. Time zone and Business Hours

Accion Labs India office functions in the + 5:30 GMT Time Zone.
The business hours are – 10 AM IST to 6 PM IST

10.6. RACI

Project	Client program manager	Client	(Client - BA)	Accion PM	(Sr.BA)	Ramesh (MD)	Kinesh (CEO)
Project Scope	A	A	A	A	R	I	I
Changes	A	A	A	I	R	I	I
Meeting notes	R	R	R	R	R	I	I
Schedule updates	A	A	A	R	I	R	R
Technical review	R	R	R	R	I	I	I
UI review	A	A	A	I	R	I	I

10.7. Weekly Sprints and Scrum

The team would have a 3-week sprints meeting _____ (content as per client requirement)
(Mention details of the sprint planning meeting and the decisions agreed upon by the team)
(Mention details regarding the scrum meetings of the team)

10.8. Leave Management

10.8.1. Purpose

This section gives an understanding of the leave plan for _____ (name of client) team members

10.8.2. Scope

_____ (name of client) team members can avail leave on various occasions. The team should properly plan their leaves and give prior intimation with exception of emergency leave and sick leave.

10.8.3. Approval Process and Authority

The Client Representative will be informed about the _____ (name of client) team member's planned leave in advance. The decision on the approval of leave will be made in agreement with the Client Representative by taking care of all measures to ensure that there is no disturbance for any of the planned activities.

10.8.4. Team Leave Calendar

Leave Calendar for the Year 2016: (link).
_____ (name of client) team members are entitled to one option holiday out of the listed holiday options in the Leave Calendar. Based on the project situation and prior approval from Client and/or Program manager, _____ (name of client) team members can avail the optional holiday

10.8.5. Team Leave Policy

The Leave Policy followed by Accion Labs India office are published in the Intranet and can be accessed by the below URL:

https://hrcloud.myadrenalin.com/Adrenalin/Login.aspx

Navigation: Go to the application under the Absence section

Internal Processes

11.1.   Procurement

Accion Labs provides each Project team member with a Laptop that has configuration described in the below section. Laptop will have both core image and Client specific image installed. The client will provide the required licenses for the team specific software, if any is required.

11.2.   Information Technology

11.2.1.   PC/Laptop Configuration

11.2.2.   Data Security Policy

11.3.   Travel Management

11.3.1.   Purpose

This section describes the travel requirements for the _____ (name of client) team in case the team members are required to be available onsite for project related workshops, meetings, and trainings.

11.3.2.   Scope

Accion Labs will work with the Client Representative for the travel arrangements. The client will be responsible for the overall expenses incurred for the _____ (name of client) team members travel and stay at the onsite location.

11.3.3.   Roles and Responsibilities

Accion Labs will be responsible for processing the VISA, Travel bookings and arrangements. The Client will be responsible for furnishing VISA related documentation such as Invitation letter.

Do's and Don't's

12.1. *What You Should Do*

- You should ensure that you are in the office during office hours (10.00 AM to 7.00 PM)
- You should comply with all HR and security policies of the company
- You should attend all project team and other meetings that you are invited to
- You are expected to be courteous in all your interactions with your colleagues and the customer
- You should respond to your official email promptly and precisely
- You should be on time for meetings and conference calls. It is expected that you will be seated in the meeting/conference venue at least 5 minutes before the scheduled start of the session.
- Your phone should always be in silent mode while in a meeting or call.

12.2. *What you Should Not Do*

- Your work is confidential. You should not disclose details of your work in public forums
- You should not answer or attend to calls on your phone while in a meeting or customer call unless it is an absolute emergency.
- You should not disclose your remuneration to the customer or to your colleagues
- You should not discuss your visa status and solicit a transfer from the customer

13. Glossary