PVB_Review Checklist

S.No.	Checklist Item	Response
1	Name of the Client Account?	
2	Business Unit Head	
3	Delivery Director	
4	PMO SPOC	
5	Billable FTEs	
6	NB Headcount % of Billable FTEs	
7	No. of Freshers in the team	
8	No. of months from Freshers to Billable FTEs	
9	Utilisation %	
10	Dev: QA Ratio	
11	Average Years of Experience in the account / project	
12	Resource Onboarding process: Client round of interview is mandatory for selection?	
13	Resource Onboarding process: If "YES" for the above conversion rate? (How many selected vs. interviewed)	
14	Resource Onboarding process: Any Client-selected candidates backed out?	
15	Resource Onboarding process: BGV Process lead time	
16	Open Positions Aging	
17	% Released to Bench (3 Month Average)	
18	Reasons for release to Bench / PIP	
19	Attrition % (Quarterly Average)	
20	Next Level Leaders Identified?	
21	If you answered YES to the previous question	has the grooming plan been defined?
22	Have backups for MVPs been identified?	
23	Quarterly Rewards & Recognition	
24	KRA's & Goals: Career path guidance	
25	Any technical / process / skill certifications by the team during the KRA / Goal cycle period?	
26	Please specify certifications done (in the quarter)	
27	Any POC's / Case Studies / Articles / Whitepapers published?	
28	Training needs identified / nominated / done by the team during the KRA / Goal cycle period?	
29	Are there any open people issues / conflicts within the team?	
30	If "YES" to the above	what is the mitigation plan / action items?
31	Provide details of Quarterly Hackathons / Thursday Demo's?	
32	Has the team made any contribution to CoE's?	
33	Frequency of 1-on-1 with the team members	
34	How do you rate the support from the HR team on all people & policy matters?	
35	Do you find HR connects with your teams effective?	
36	How would you rate the TA team's support for your requirements?	
37	Is the UI / UX - Design team involved in analysis	design thinking & execution?
38	Is there a clear understanding of the product vision?	
39	Has a design solution & Architecture review with the ARB team been completed?	
40	ARB feedback and plan of action?	
41	Has the Architect Coach been introduced to the client for any consulting services?	
42	Is there scope to involve larger Accion groups for value added services / consultancy?	
43	Are the Tech Leadership	dedicated Architect & Architect Coach aligned to engagement success?
44	Is there a dedicated Tech Lead in the team?	
45	Is the technical landscape understood by the TL & team?	
46	Product knowledge and Domain understanding?	
47	Design & architecture: Have technical open items	constraints and assumptions been documented and shared with the client?
48	Have high technical risks been identified and published?	
49	API management Tracking / Updating	
50	Are Coding Standards followed?	
51	List out the tools	frameworks and accelerators (reusable code) used in this account.
52	Is there required understanding & documentation for 3rd party integrations	if any?
53	Do you have a valid SOW?	
54	What is the SOW renewal date?	
55	For new development projects	has Sprint 0 duration been planned as part of the transition process?
56	Our understanding of the Application / architecture walkthrough done with the client at the start / as needed?	
57	What is the Agile Scrum Knowledge	estimation methods understanding by the team?
58	What Agile Estimation technique is being followed?	
59	Has the DoD for a story been finalised?	
60	DoD approver	
61	Is there an understanding of business scope? (Sprint	Release
62	Are Scrum cadences being followed? (Daily Stand-up	Grooming
63	Code coverage % agreed for every release?	
64	Code stability: Are we conducting impact analysis for stories	bugs
65	Unit testing followed?	
66	What are the Unit Testing framework / tools being used?	
67	CI / CD pipeline practice followed?	
68	Are Source Control Management / best practices documented?	
69	Source Control Management / best practices: Git Hub discussion cycles - regular pull & push?	
70	Source Control Management / best practices: Code Management - Daily Commits?	
71	Source Control Management / best practices: PR approval process - 2 step approach?	

72	Source Control Management / best practices: PR Cycle time	
73	Source Control Management / best practices: Traceability of new work / rework?	
74	Metrics Management: Burndown - Sprint & Release	
75	Metrics Management: Average Velocity (Planned Vs Actual %) for the last 5 sprints	
76	Metrics Management: Sprint Backlog - average SP % for the last 5 sprints	
77	Metrics Management: Cycle time for a 2 week sprint?	
78	Metrics Management: Is there EPIC / Story / Task traceability all the way till it is deployed to production?	
79	Metrics Management: DevOps (Frequency of deployment)	
80	Metrics Management: Is defect density tracked?	
81	Metrics Management: Rework % (for both Sprint and Release)	
82	Testing	
83	Negative Test cases %	
84	Test data	
85	Component ownership	
86	Escaped defects	
87	Additional rework effort involved / spent (man hours)	
88	Are Release Notes published with every milestone delivery?	
89	Release quality	
90	Governance Management: Milestones - Met vs. Missed	
91	Governance Management: Is the WSR being published?	
92	Governance Management: Is the bi-weekly / end of sprint report being published?	
93	Governance Management: RAG status of the last 5 sprints	
94	Governance Management: Is the monthly Steering Report being published?	
95	Governance Management: Have QBR's been conducted?	
96	Governance Management: Date of the last QBR?	
97	Governance Management: Status of QBR action items identified	
98	Governance Management: Is the RAID Log updated and published as part of the reports?	
99	End of Sprint Retrospective Meetings documented & published?	
100	Are security best practices defined and followed?	
101	Has the Sprint / Releases / Milestone quality criteria been defined and agreed?	
102	Does the EDC team know the client-team org structure and their key stakeholders?	
103	Has the EDC escalation path published to the client?	
104	No. of escalations from the client in the last 3 months	
105	Reason(s) for the escalation(s)	
106	Are we tracking the upcoming releases health - is this metric published in the WSRs?	
107	Is there a requirements / scope change management processes in place?	
108	Are these requirements / scope changes (deliverable commitments) agreed to by all affected groups and individuals?	
109	Is the timesheet reporting process established?	
110	By what date are timesheets submitted and approved by the client?	
111	Are team vacations regularised in SF as part of the timesheet reporting process?	
112	Is there a monthly review planned with CDO? Can you share meeting minutes & action items?	
113	Have you identified any items that need the BU Head's attention?	
114	What's the current GM% and plans to improve the current number?	
115	Does the project have an Induction Guide?	
116	When was the Induction Guide last updated?	
117	Do the BA & TL have a Product / Domain understanding?	
118	Do the TL & Architect have a Product Architecture understanding?	
119	Is there collaboration with various teams such as design (UI/UX) and engineering?	
120	If the Product Owner responsibility is with the EDC team	are we regularly reviewing "Business cases" to make sure they are still valid before any commitment is made?
121	Is this Legacy / New product development?	
122	Do we contribute to the product road mapping / milestone definition?	
123	Are we aligned with the client's product roadmap and release roadmap?	
124	Do the BA & TL continuously review the product vision & strategy with the product teams?	
125	Does the product team stay in touch with the end user needs?	
126	Value added services: Does the team find problems that the business needs to solve?	
127	Value added services: Does the team test possible solutions for generating ideas for product solutions?	
128	Value added services: Does the team recommend / build a minimum viable product?	
129	Value added services: Does the team work with engineering and design teams to bring the product to life?	
130	Value added services: Does the team ensure that each product meets the needs of the target user or customer?	
131	Value added services: Does the team pitch and position new ideas for product and feature development?	
132	Value added services: Does the team develop user empathy (UI / UX discovery)?	
133	Value added services: Does the team perform competitor analysis - Collecting	analyzing data and forecasting key observations?
134	Do we know what the project / release goals and the success criteria are?	
135	What are the Change Management impacts	if any? (Management change
136	What is the Client's perception on the overall team quality?	
137	What are the growth indicators?	
138	What are the ramp down indicators?	
139	GM %	
140	Delivery CSAT has been conducted?	
141	Were there any CSAT actions identified?	
142	Status of the the CSAT action items identified	
143	Is there a sign-off process baselined for milestone deliverables?	

144	Have the key team member (DD	DM
145	BA: Creates healthy product backlog (Minimum 2 sprints)	
146	BA: Analyzes the existing business model	checking where the system is lacking
147	BA: Conducts a feasibility study for each of the sprint goals	
148	BA: Explains the business workflows and expected outcomes to the team	
149	BA: Involved in testing & DoD process	
150	BA: Digs in depth and researches the market thoroughly to understand what other people in a similar domain are doing. (It will help you see where you are behind)	
151	BA: Manages scope deviation / change logs	
152	BA: Reviews test plans to check for test coverage	
153	BA: Owns the product demo's	
154	Scrum Master: Responsible for all sprint ceremonies	
155	Scrum Master: Leads Iteration / Sprint planning meetings	
156	Scrum Master: Has knowledge of and applies agile estimation techniques / tools	
157	Scrum Master: Conducts sprint reviews	
158	Scrum Master: Conducts Retrospectives	
159	Scrum Master: Manages Board Administration	
160	Scrum Master: Involved in Internal Consulting - how best to work as a scrum team (best practices like an agile coach)	
161	Scrum Master: Responsible for reporting - Metrics management	
162	Scrum Master: Communicates blockers	risk alerts and mitigation
163	Scrum Master: Provides regular updates to the tickets	
164	Scrum Master: Tracks Sprint & Release burn down/up charts for timely completion of the committed scope	
165	Technical Lead: Performs Code Management	
166	Technical Lead: Follows the PR Process?	
167	Technical Lead: Adheres to Coding Best Practices	
168	Technical Lead: Responsible for the quality of deliverables & rework	
169	Technical Lead: Mandates Unit testing of code	
170	Technical Lead: Delegates tasks and achieves daily	weekly and monthly goals
171	Technical Lead: Identifies risks and forms contingency plans as soon as possible	
172	Technical Lead: Motivates teams and creates a space where they can ask questions and voice their concerns	
173	Technical Lead: Is transparent with the team about challenges	failures
174	Technical Lead: Excellent technical	diagnostic
175	Technical Lead: Helps develop next level TL's	
176	Technical Lead: Manages and resolves all technical roadblocks	
177	Technical Lead: Encourages maximizing Test Automation	
178	Technical Lead: Encourages participation in Hackathons / Whitepapers	
179	Technical Lead: Leverages larger Accion Capabilities	
180	Technical Lead: Value add's delivered to the clients	
181	Technical Lead: Contribution towards COE's	etc.
182	Technical Lead: Actively interfaces with the client engineering teams	
183	Technical Lead: Involves larger Accion services to demonstrate our capabilities and provide value added services	
184	What is the cost ratio of the team from the overall CTCs of the team (Sr > 8 years: Mid 6 to 8 years: Junior < 6years) to improve the GM	
185	Value adds / Solutions provided	please specify
186	Technical Debt & Risks if any	please specify
187	Has the RACI Matrix been published?	
188	Have dependencies been identified and mitigated / plan of action published?	
189	What is the Client's perception of Accion's EDC delivery services / maturity vs. their other partner teams (where multiple scrum teams are engaged by the client)	
190	Are you happy with the support from the Engagement Leader?	
191	What kind of support is expected from the Engagement leader?	
192	Do you know if the Engagement Leader connects with the client beyond weekly / bi-weekly calls?	
193	Are there any gaps between Delivery & Engagement leaders? If yes	please specify.