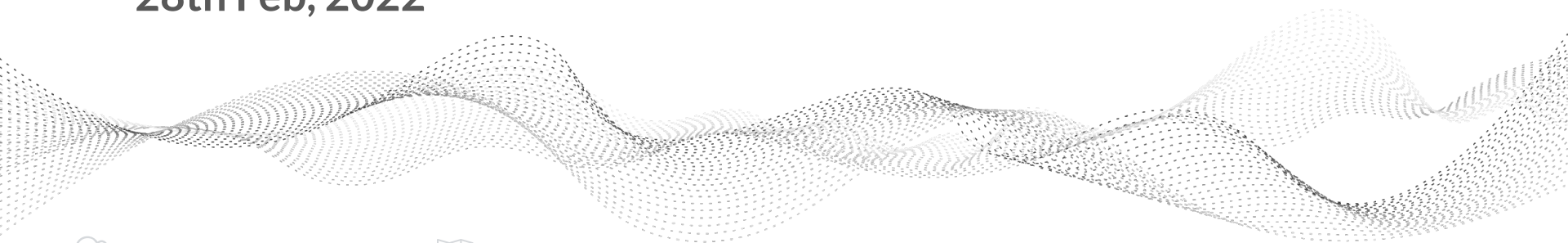




SAI360

Kick off
28th Feb, 2022



Agenda

- Introductions
- Scope, Technology Stack & Tools
- Transition Plan & Approach (Sprint 0)
- Scrum Ceremonies
- Governance and Reporting
- Team Status
- Next Steps
- Appendix
 - Agile Framework
 - Governance and Reporting
 - Deliverables
 - Roles and Responsibilities
 - RACI Matrix



Delivery Team



Hemesh Thakkar
(Onshore)

Engagement Manager & Chief Architect

Expertise in delivering solutions, designing and architecting software solutions for customers ranging from silicon valley startups to blue chip enterprises.

Amit Awasthi
Program Manager

Amit has many years of IT Projects & program management experience. Expertise in handling Programs for applications across Enterprise, Healthcare, Retail, Banking, Security and Manufacturing domain



Raghavendra
Delivery Manager

Rags has over 15+ Yrs of IT Exp Software development, Design, testing, Migrations, implementation of complete software life cycle, Project and Resource management activities of various applications in Microsoft, Oracle and Java Technologies. Expert in SAAS based application delivery and deployments



EDC Team



Rabi Shankar Sathua | Technical Architect

Lead architect with over 12+ years of experience in Software Engineering, Solution Architecture, Agile Software Delivery & Team Management. With 4+ years of Architecting experience, 3+ years of Microservice and cloud experience(AWS, Azure)



Rakesh Raghu Kava | Tech Lead

14 plus years in Software industry. Microsoft Tech stack - Microsoft Azure, Azure Devops ,C# , .NET Core and Angular , SQL Server.



Vishnukumar TS | SR. Software Engineer

9+ years of experience in developing web sites/ web pages with responsive, maintenance, enhancement, migrating, preparing technical documentation, preparing deployment documentation and client interaction, providing bug free code etc.



B Siva Nagaraju / SR Software Engineer

6+ Years of .Net Framework experience in Analysis, Designing, Development, Debugging and Maintenance of N-tier Enterprise Web Applications

EDC Team



Shilpa Rani | Senior QA

Quality Engineer with over 9+ years of experience in manual and automation testing (Selenium & Cypress), Agile Workflow, involvement in various scrum ceremonies, Requirement Analysis , Testing planning and execution,Release testing to deliver best quality project



Raghu Sudam | QE Engineer

4+ years of IT experience in manual and automation testing with expertise in selenium with java, Knowledge on cypress, API postman, JIRA, Regression testing, smoke, sanity and user acceptance testing



Kaushik Majumdar | UI Engineer

3+ years of experience in HTML, CSS, javascript and also providing high-impact front-end solutions by working closely with clients to meet project requirements, goals and desired functionality.



Gowtham Thimmaraju | Business Analyst

5+ years of experience in client interaction as well as management. Spearhead in Requirement gathering and Eliciting, Documenting, Hosting ceremonies, Notes taking etc. Enacts as Primary contact for all the Cross functional teams and responsible for smooth conducive atmosphere.

Scope, Tech Stack & Tools

- The EDC Team will be working on GRC Platform.

Area	Technologies
Architecture	Monolithic / MVC
Frontend	ASP .Net, Typescript, HTML, CSS
Backend	C# .Net, MVC, REST services
Database	MSSQL
QA	Manual & Automation - Selenium, Cypress, Jasmine
Queuing Technology	RabbitMQ
Cloud	AWS primarily, Serverless (minimal footprint); Some functionality on Azure
DevOps Automation	Terraform, Azure DevOps (CI/CD)
Integrations	Docusign, Client 3rd party systems etc.
Identity & Access Management	Homegrown, SSO integration using OpenID



Transition Plan and Approach

Day 1	Day 2	Day 3	Day 4	Day 5
1-March-2022	2-March-2022	3-March-2022	4-March-2022	7-March-2022
<ul style="list-style-type: none"> - Product Vision, Business and its Users. - Project Scope & Roadmap - Product Documents and Videos - Access Management - Transition calendar and templates - security training 	<ul style="list-style-type: none"> - Project SetUp - Local environment SetUp - Application Architecture - Products Walkthrough - SAI360 SDLC practices and Dashboard walk through. 	<ul style="list-style-type: none"> - Web App Functions and Features. - UI UX Workshop - SAI360 SDLC practices and Dashboard walk through. - Products Walkthrough - continue 	<ul style="list-style-type: none"> - Test Practices & Framework walk through. - Environments and DevOps - Web frontend and Backend Code Walkthrough 	<ul style="list-style-type: none"> - Cloud Deployment process and guidelines. - Coding Principles - Code Review practices - Check-In process. - CI/CD process - Check point call.

Note: After Day 5, Team will revisit the KT topics covered till date and evaluate the understanding. If required, revisit the plan.

Day 6	Day 7	Day 8	Day 9	Day 10
8-March-2022	9-March-2022	10-March-2022	11-March-2022	14-March-2022
<ul style="list-style-type: none"> - Development Process - UX Style Guide - UI Wireframes & Prototype - Hands -on readiness - Reverse KT on Architecture and Products 	<ul style="list-style-type: none"> - Backlog grooming. - Understanding existing Code. - Understanding existing Azure Board and PBIs - Hands -on readiness - Reverse KT on Testing and UI workshops 	<ul style="list-style-type: none"> - Backlog grooming. -Reverse KT on Environments, Front end /Back end code and deployment. - Hands -on readiness 	<ul style="list-style-type: none"> - Sprint Planning. - Reverse KT - Hands -on readiness 	<ul style="list-style-type: none"> - Sprint Planning. - Reverse KT - Hands -on readiness

Note: At end of the sprint-0, Team will revisit the KT topics covered till date and evaluate the transition topics. If required, Request the Topics which need detailed walkthrough



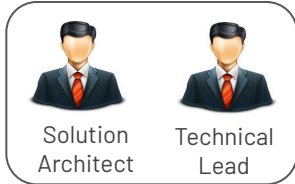
Scrum Ceremonies

Frequency	Duration	Mode	Participants	Activities
Daily Scrum call	15 minutes	Microsoft Teams Meeting	All Invited Dev Team main active participants + Product Manager	<ul style="list-style-type: none"> Status of the work in terms of completed, planned Highlight and record any blockers
Bi-Weekly Status	30 minutes	Microsoft Teams Meeting	Engagement Owners Product Manager SM/BA	<ul style="list-style-type: none"> Presentation of status report, Accomplishments, risks, key next steps, needed actions
Backlog Grooming and Sprint Planning (expect to do 2 week sprints)	180 minutes	Microsoft Teams Meeting	Development Team, Product Manager	<ul style="list-style-type: none"> Discussion of Product Manager requested Sprint backlog Detailed point estimating and user story assignment Dev team formal commitment to locked Sprint Backlog
Sprint Demo (expect to do 2 week sprints)	60 minutes	Microsoft Teams Meeting	All Involved in Current Sprint Invited Dev Team and Product Manager main active participants	<ul style="list-style-type: none"> Demo of current Sprint work PO feedback/backlog grooming
Retrospective after every milestone/Stage Gate	30 minutes	Microsoft Teams Meeting	All Invited Dev Team and Product Manager main active participants	<ul style="list-style-type: none"> Review “what went well” during the Stage Gate that needs to be repeated Review “what went wrong” that needs to be eliminated Identify any action points for the success of the project
Ad Hoc meetings/ Recommendation				<ul style="list-style-type: none"> Can be requested and arranged as needed.



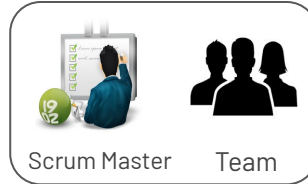
Governance & Reporting

Architecture Review



- Input: Requirement and scope
- Output:
 - Tools, technology, frameworks to be used
 - Coding and process guidelines
 - CTO Review

Daily Scrum call



- Input: Azure Board,
- Output:
 - Azure board Updates
 - Resolve Impediments
 - Risks and Issues update
 - Code check-in with Pull requests and code reviews

Bi-Weekly meeting and Review



- Input: Bi Weekly PPP on projects Leadership Update
- Output:
 - Accomplishments
 - Sprint progress
 - Resource Utilization
 - Risk Mitigation
 - RAID Log
 - Once a month, AIC and PMO teams (within Accion) reviews the code, technology, tools and process



Accion PMO

EST Time Zone - The Fact and how we work

- India follows the Indian Standard time. This time zone is different from that followed by the countries in the other parts of the world, where in for:
 - EST (US): India is 10.5 hours ahead of EST
- EDC team would start their day a bit late - India time, and make sure there is overlap of 2-3 working hours (depending on daylight saving)
- The team leaders (TL, DM/PM) - will be available for extended hours on emails, slack/WhatsApp for any urgent/emergency items
- Engagement Manager will be available for any US time discussions and the delivery leaders (Mukund and Rags) will be available 18x7



Team Status

Role	No of Resources	Resources (6.25/13.25)	Email ID
Delivery Manager	0.25	Raghavendra T.S	raghavendra.ts@accionlabs.com
Tech Lead	2	Rakesh Kava Rashmi CM	rakesh.kava@accionlabs.com
BA / SM	1	Gowtham Thimmaraju	gowtham.thimmaraju@accionlabs.com
UI Engineer	1	Kaushik Majumdar	kaushik.majumdar@accionlabs.com
Sr Dot Net Engineer	2	Vishnu Kumar TS Siva Naga Raju Bandeboyena	vishnukumar.ts@accionlabs.com sivanagaraju.b@accionlabs.com
DotNet Engineer	2	Sandeep Kumar Manish Agarwal	
Sr QA Engineer	2	Shilpa Rani Padmavathi	shilpa.rani@accionlabs.com
QA Engineer	1	Raghu Sudam	raghu.sudam@accionlabs.com
Sr Dot Net Engineer LATAM / INDIA	1	Tapan Kumar Pradhan	
DotNet Engineer LATAM/ INDIA	1	Shikka Priya	

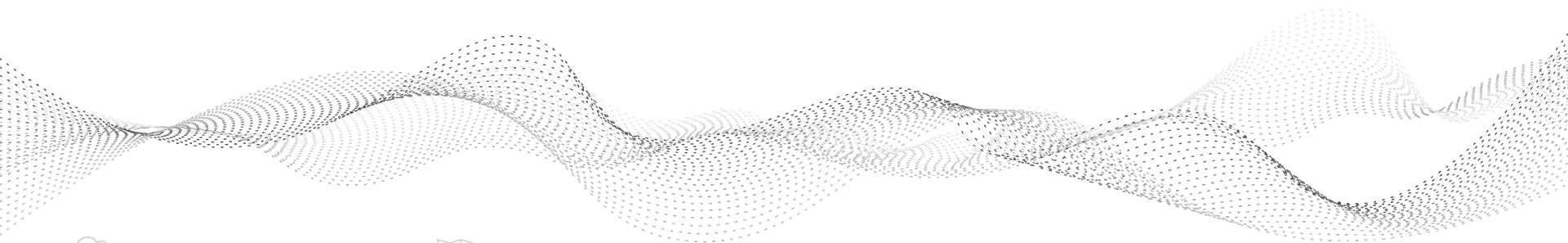


Next Steps

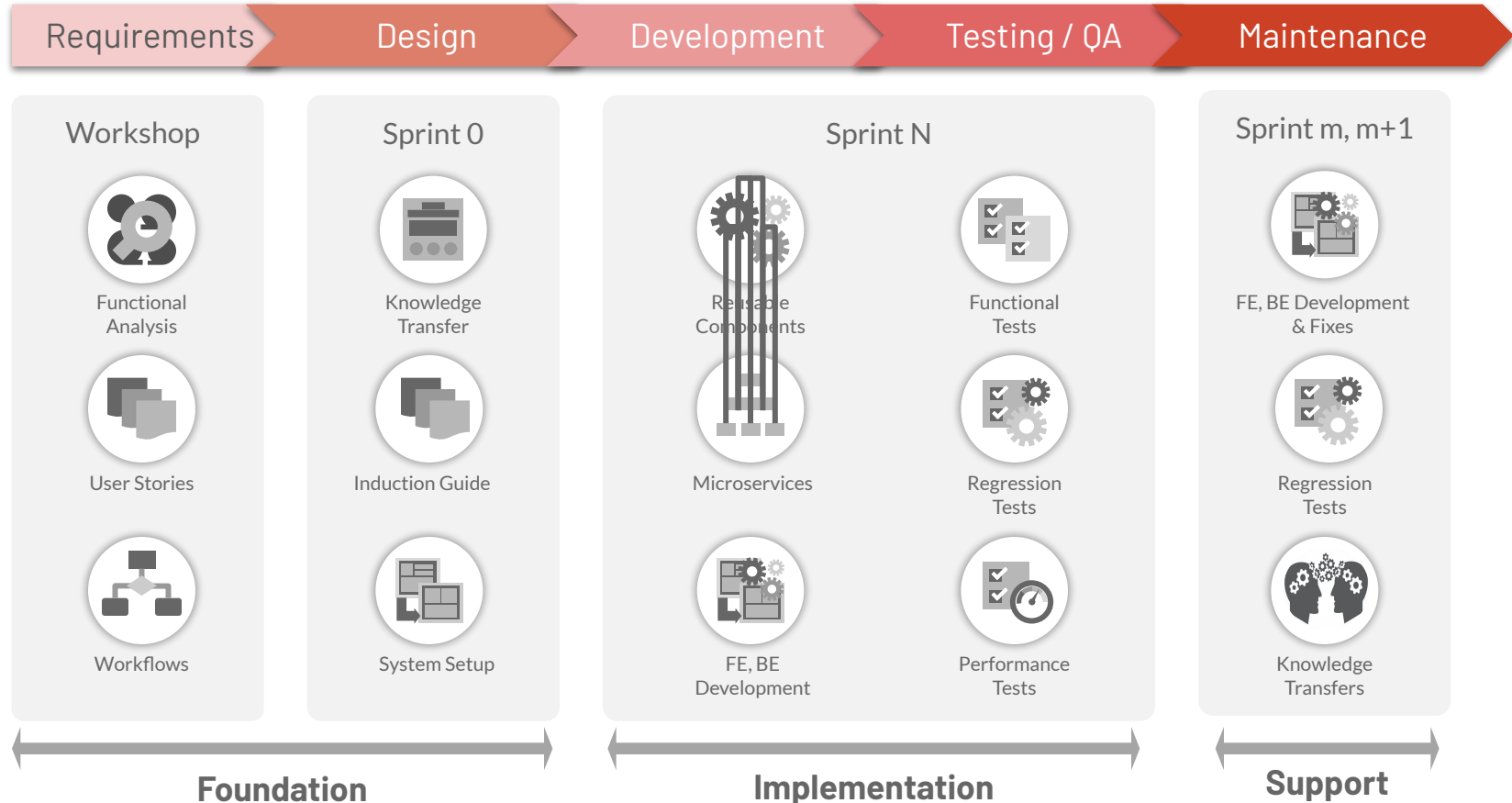
Tasks	Owner	Date
Security Compliance training	Ponce	
Finalize Knowledge Transition plan	Ponce/Raghavendra	
Connect with Product owner to create Sprint backlogs	Gowtham/?	
Access for EDC Team	Ponce	
Sprint 0 Activities	Ponce/Raghavendra	



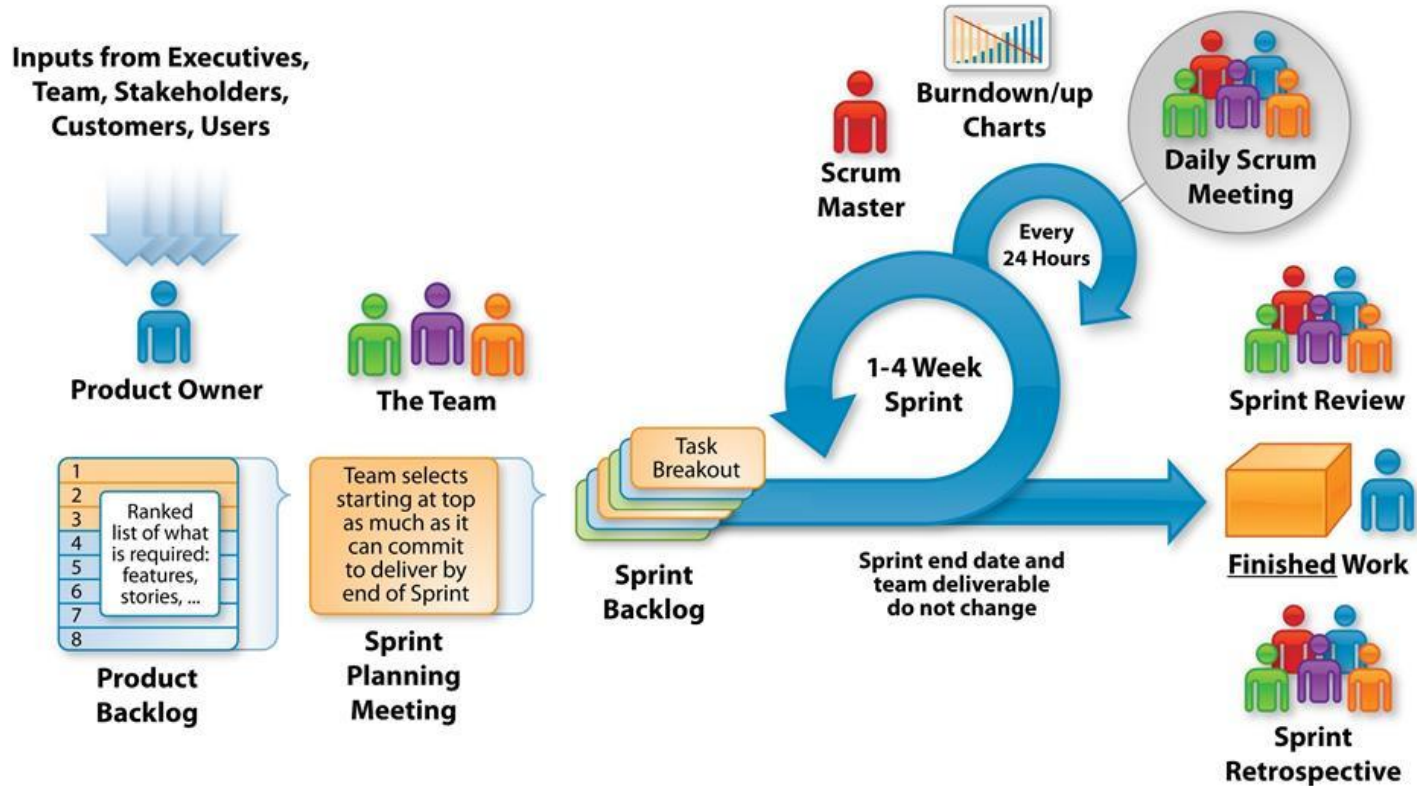
Appendix



Agile SDLC



Agile Scrum Framework



Accion

SAI360

Project

Role

[illegible]

Project Deliverables

- Understanding the requirements
- Documented Data Model / API
- EDC Handbook



Foundation

Development



Testing



Delivery



Support



- Source code
- Executable code
- Database scripts
- Code review records
- Unit Test records
- Build
- Build checklist
- Test Scripts
- Test Data

- Test execution report
- Release notes
- Tested software

- Acceptance / Sign off Document

- Source code
- Tested software
- Project related documents and KT



Success factors for Effective Software Delivery

- Leadership Team
 - Fully plugged-in leaders for the successful delivery of the project
- Communication
 - SPOC for onsite and offshore, PM/SM as obstacle remover, channel (Zoom, WhatsApp)
- Meetings
 - Daily Scrum, Reviews, Sprint Demo, Retrospections, Ad Hoc meetings
- Reports
 - Bi-Weekly status and progress reporting -“Progress, Plans, Problems” (PPP) Reports
- Collaborative UI UX
 - Work together with onsite team members in designing the application
- Code check-in
 - Have visibility of Peers work, periodical check-ins
- Peer Reviews
 - Team member’s code reviewed by the tech lead or a sr. developer
- Continuous build and Integration
 - CI system in place which will make sure that clean code is checked-in at any time
- Regression Test suites
 - Build regression test cases to make sure application does not break



Roles and Responsibilities

Engagement Manager

- Supports the client Engagement Manager in delivering Business Case objectives
- Is the main onsite contact for the global AL engagement teams.

Delivery Manager

- Supports the client Engagement Manager in delivering Business Case objectives
- Managing budgets / Change Management
- Keeping the delivery teams on schedule
- Recruitment of resources
- Primary leadership to all offshore locations.
- Improve co-location transparency

Scrum Master

- An expert in Scrum
- Interfaces with external entities as needed so that they don't unnecessarily interfere or disrupt Scrum Team activities.
- Sets the cadence of Scrum activities and facilitates them
- Ensures conformity to Scrum and intentions of activities are satisfied
- Manages the list of impediments and continually make efforts (internally and externally) to remove or mitigate them
- Work with the team to Create and track and report out on schedules for projects
- Create, track, and report out on Risks and keep a risk register.
- Follow the project management processes as created and approved by the Delivery Leads
- Oversight and support so Product Owners can focus on meeting Sprint and Release deadlines
- Ownership of Warranty Period allowing Product Owners to focus on Backlog priorities



Roles and Responsibilities - Accion Team

Chief Architect

- Will make architecture recommendations
- Support the decisions by ensuring all AL developers adhere to standards and are accountable for changes.
- Is the primary contact for technological communications to/from AL.

Technical Lead

- Ensures the technical standards defined by the Product and Foundation Architects are carried through to the design and coding of the Product
- Performs architectural assessment for the technical requirements
- Spend 50% of his or her time coding
- The other 50% reviewing code and coaching the other developers on the development team.

FE, BE Engineers

- Contribute to backlog grooming, sprint planning, and story pointing
- Confirm functional clarity and provide technical approach for development
- Prepare design documents
- Development of unit tests of assigned stories
- Highlight risks/dependencies in daily stand-ups
- Update JIRA, GitHub and other tools
- Validate defects or issues raised by QA
- Provide demo to stakeholders after stories are completed
- Ensure seamless integration of UI with backend

QA Engineers

- Understand the business requirements and define test strategies
- Work closely with Product Owners to understand requirements to ensure functional requirements are met by a delivered solution
- Work closely with the Scrum development team, developing validation approaches and test plans for development stories using tools such as Zephyr (Jira Plugin)
- Execute the test cases in QA and document the defects
- Participate in Triage meetings with the Dev team and the product owner



RACI Matrix

Task	<Client> Business Owner	<Client> Product Manager	TL/Architect	Accion Dev & QA	PM	BA/SM
Dev Env Set-up		A	R	R	I	I
GitHuB Access		A	R	I	I	I
JIRA Access		A	R	I	I	R
On boarding Dev Team			R		A	I
Requirements	C	A/R	R	I	I	R
User Stories creation		I	R	R	I	A
Sprint Planning	I	R	R	R	I	A
Story point estimation	I	C	A	R	I	R
API Details		R	I	I	I	I
Unit Testing and Testing		I	R	R	I	A
Demo at the end of each	I	C	A	R	R	R
Internal Code Reviews		I	A	R	I	A
Change Management	A	C	R	R	A	R
Daily Stand-up calls		R	R	R	R	A
Wireframes		A	R	R	R	A
Internal Team meetings		R	R	R	C	A
Solve Dev Technical	I	R	R/A	R	I	I
Project Delivery	I	I	R	R	A	R

Accountability

Responsibility

Consulted

Informed





Thank You

Please feel free to reach out to me in case of any questions –

raghavendra.ts@accionlabs.com

