Accionlabs

Induction Guide

Transport.inc

REVISION HISTORY

Version	Date	Brief Description of Revision	Prepared by	Approver
1.00	12th May 2020	Initial Draft	Dhanashree Dhavale	

Contents

1. Welcome

Dear Accionite

Welcome to Transport.inc 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

Introduction to client

Transport Inc. is a next-generation transportation company that is transforming the way trucking happens in the US. The trucking industry in the US has several manual processes resulting in enormous delays, litigation and irregularities. Transport Inc. aims to solve these problems via its platform.

Vision Statement

Become a leader in the transport industry that is tech enabled in all it's operations and potentially allow other organizations in the industry to be able to leverage the same technology.

Create a closed loop system that integrates drivers, vehicles, motor carriers, dispatchers and shippers onto a single platform to automate an otherwise manually driven trucking and load transportation industry.

Mitigate the risks associated with litigation in case of non-compliance of drivers, vehicles and motor carriers by automating the processes of compliance.

Extend the platform to make it transactional in nature and include dispatchers and shippers to be able to manage job quotes, track dispatches, billing / invoicing and payments.

Potentially, create a marketplace for shippers, dispatchers and motor carriers to bid for a job, execute it and be paid for it via the common platform.

Product

5.1. Scope

Transport Inc. is planning to build a web based trucking platform that puts the truck drivers, vehicles, owner/operators and motor carriers at the center of the platform and allows trucking companies to manage their business in compliance to the regulations and with ease, thereby mitigating the risks associated with litigation.

The platform will be mobile responsive with future plans for mobile apps.

Click here to access Initial Requirement Document

5.2. Functional Design

Click here to access Business Requirement Document

5.3. Product Architecture

Click here to access Product Architecture Document

5.4. Application Integration (N/A)

5.5.

5.6. Product Milestones

Release Plan

Modules / Epics	Estimated Time	Release
Driver Management, Vehicle Management, Motor Carrier Management, Compliance Alerts and Notifications	6 Months	Release 1
Job & Scheduling Management, Automated Dispatching Process, Admin Console, Billing / Invoicing	2 Months	Release 2

High Level Timelines

Month / Release	1	2	3	4	5	6	7	8
Release 1	Requirements, Architecture, UI/UX, Development, CI/CD Setup	Development, Testing	Development, Testing	Development, Testing	Development, Testing	Testing, Deployment		
Release 2					Requirements, Documentation, UI/UX, Development	Development, Testing	Development, Testing	Testing, Deployment

5.7. Business Cases (N/A)

Project Environment

6.1. Development Environment

Link to the development environment that would be used to develop the application
Link: https://dev.withtransport.com/

6.2. Development Tools

Development tools used for this project

Area	Recommended Technologies
Front-end	ReactJS, Bootstrap, GraphQL
Back-end	Node.JS
Unit Testing Tools	Jasmine, Karma
Infrastructure	AWS (ECS / EKS)
Development Tools	VSCode, Postman, Adobe XD
CI/CD Tools	Jenkins, Artifactory
Source Control	Github
Project Management	Jira
Documentation	Confluence

6.3. Test Environment (N/A)

Details of the testing environment **(To be added later)**

6.4. QA Production

Details of the QA Environment **(To be added later)**

6.5. Test Tools

Currently testing is done manually.

6.6. Build Tools

Mention the building tools used for the project (Check with Jane)

6.7. Source Code Management Tools

Link to GitHub.
(file links) @anirudha

Project Milestones

7.1. Timelines

Release 1 - 6 Months

Release 2 - 2 Months

7.2. Project Plan

Month Release	1	2	3	4	5	6	7	8
Release 1	Requirements, Architecture, UI/UX, Development, CI/CD Setup	Development, Testing	Development, Testing	Development, Testing	Development, Testing	Testing, Deployment		
Release 2					Requirements, Documentation, UI/UX, Development	Development, Testing	Development, Testing	Testing, Deployment

7.3. Project Modules

High Level Modules

First release
1. Driver Management,
2. Vehicle Management,
3. Motor Carrier Management,
4. Compliance Alerts and Notifications

Second release
5. Job & Scheduling Management,
6. Automated Dispatching Process,
7. Admin Console,
8. Billing / Invoicing

Project Documents

8.1. Requirements, Scope of Work, Change Requests

8.2. Architecture Design Document

Link to Technical Architecture Document

8.3. Data Flow Diagrams

Link to the Data Flow Diagram

8.4. User stories, User Acceptance Criteria

Link to the User story sample

8.5. UX design document, personas description

8.6. Component/feature descriptions, class diagrams

Link to the Component / Feature description Document

8.7. API specification documentation

- Swagger used for documenting API of individual microservices.
- Rest api format : https://<domain>/<microservice-name>/api
- GraphQl api format: https://<domain>/<microservice-name>/graphql

8.8. Release notes, Version control history

Link to version control history Document

8.9. User Interface documentation.

Click here to access UI Document

8.10. Database models, table descriptions

Link to Data Management Document

8.11. Testing Methodology & Tools Description

8.12. Test cases documentation, Repository of Test Results

Zephyr plugin is used with JIRA to write and execute the test cases

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 19:00 HRS IST (930 AM EST) for a duration of 15 Min.

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 Friday - EOB IST to Transport.inc 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 lowlights of the current week such as special comments, leave plan, etc.

9.4. Bi-Monthly Executive Review

Accion labs team stakeholders and customer stakeholders meet at the end of the 2nd and 4th week of every month (day and time be fixed as per availability) by the Delivery Manager. 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 Transport.inc would get together at this meeting to discuss the overall performance of the Transport.inc Project team and areas that require management intervention such as additional resource augmentation, introduction of the new hiring, resource replacement, etc.

9.6. Communication Medium

Following Communication Medium will be used to communicate with the customer - Slack, Google Hangouts and Zoom
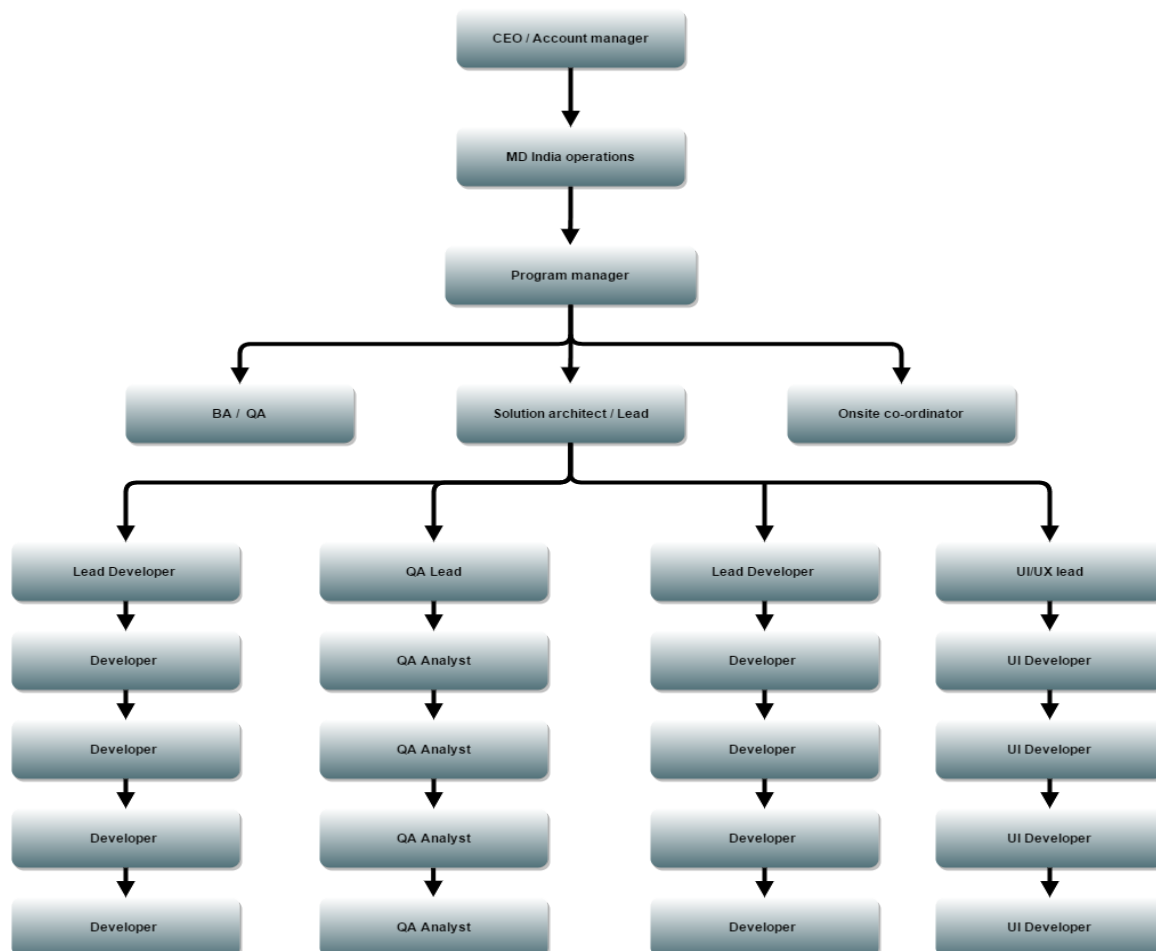
People

10.1. Onshore

Photos with details

10.2. Offshore

Link to the Team Details

10.3. Organizational Chart

Illustration below is the 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

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

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 Clarifications	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 sprint cycle	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 problems	I	R	R/A	R	I	I
Project Delivery	I	I	R	R	A	R

Accountability	Responsibility	Consulted	Informed		

10.7. Weekly Sprints and Scrum

The team would have a 2-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 Transport.inc project team members

Link to Time and Leave Sheet

10.8.2. Scope

Transport.inc project 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 Transport.inc project 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).
Transport.inc project 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, Transport.inc project 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 Transport.inc project 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 Transport.inc project 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). If you are working from home, you should be available for all the project ceremonies and respond to all kinds of communications.
- 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