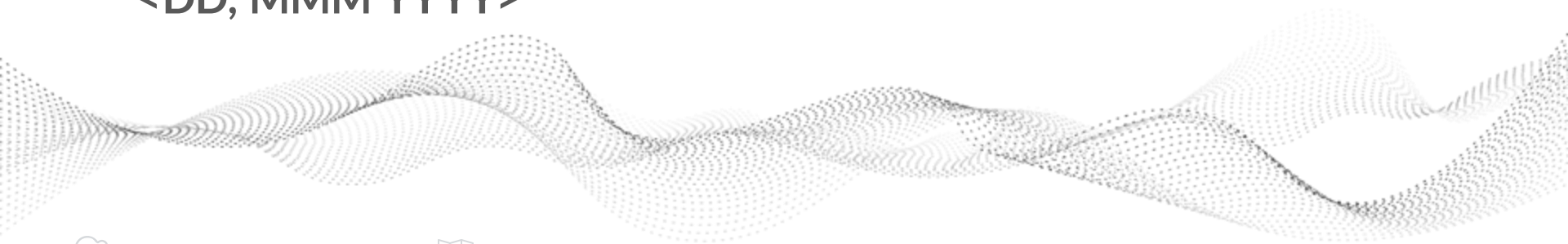




# <Project Name>

Kick off

<DD, MMM YYYY>



# 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



**<Name>**  
*Engagement Manager*

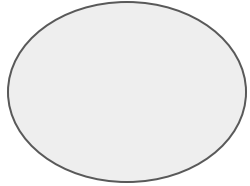
**<Name>**  
*Program Manager*



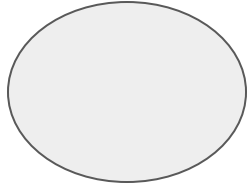
**<Name>**  
*Delivery Manager*



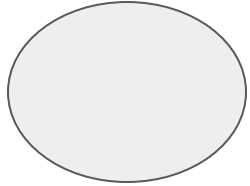
# EDC Team



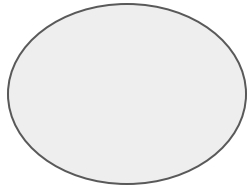
<NAME> | <ROLE>



<NAME> | <ROLE>

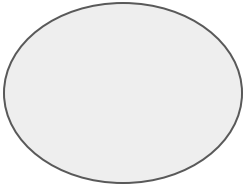


<NAME> | <ROLE>

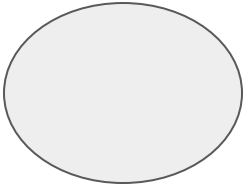


<NAME> | <ROLE>

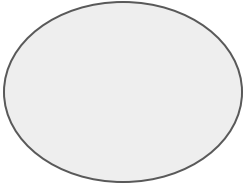
# EDC Team



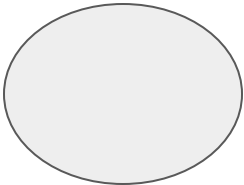
<NAME> | <ROLE>



<NAME> | <ROLE>



<NAME> | <ROLE>



<NAME> | <ROLE>

# Scope, Tech Stack & Tools

- The EDC Team will be working on GRC Platform.

Area	Technologies
Architecture	
Frontend	
Backend	
Database	
QA	
Queuing Technology	
Cloud	
DevOps Automation	
Integrations	
Identity & Access Management	



# 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"> <li>- Product Vision, Business and its Users.</li> <li>- Project Scope &amp; Roadmap</li> <li>- Product Documents and Videos</li> <li>- Access Management</li> <li>- Transition calendar and templates</li> <li>- security training</li> </ul>	<ul style="list-style-type: none"> <li>- Project SetUp</li> <li>- Local environment SetUp</li> <li>- Application Architecture</li> <li>- Products Walkthrough</li> <li>- SAI360 SDLC practices and Dashboard walk through.</li> </ul>	<ul style="list-style-type: none"> <li>- Web App Functions and Features.</li> <li>- UI UX Workshop</li> <li>- SAI360 SDLC practices and Dashboard walk through.</li> <li>- Products Walkthrough - continue</li> </ul>	<ul style="list-style-type: none"> <li>- Test Practices &amp; Framework walk through.</li> <li>- Environments and DevOps</li> <li>- Web frontend and Backend Code Walkthrough</li> </ul>	<ul style="list-style-type: none"> <li>- Cloud Deployment process and guidelines.</li> <li>- Coding Principles</li> <li>- Code Review practices</li> <li>- Check-In process.</li> <li>- CI/CD process</li> <li>- Check point call.</li> </ul>
<b>Note:</b> 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"> <li>- Development Process</li> <li>- UX Style Guide</li> <li>- UI Wireframes &amp; Prototype</li> <li>- Hands -on readiness</li> <li>- Reverse KT on Architecture and Products</li> </ul>	<ul style="list-style-type: none"> <li>- Backlog grooming.</li> <li>- Understanding existing Code.</li> <li>- Understanding existing Azure Board and PBIs</li> <li>- Hands -on readiness</li> <li>- Reverse KT on Testing and UI workshops</li> </ul>	<ul style="list-style-type: none"> <li>- Backlog grooming.</li> <li>-Reverse KT on Environments, Front end /Back end code and deployment.</li> <li>- Hands -on readiness</li> </ul>	<ul style="list-style-type: none"> <li>- Sprint Planning.</li> <li>- Reverse KT</li> <li>- Hands -on readiness</li> </ul>	<ul style="list-style-type: none"> <li>- Sprint Planning.</li> <li>- Reverse KT</li> <li>- Hands -on readiness</li> </ul>
<b>Note:</b> 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"> <li>● Status of the work in terms of completed, planned</li> <li>● Highlight and record any blockers</li> </ul>
Bi-Weekly Status	30 minutes	Microsoft Teams Meeting	Engagement Owners Product Manager SM/BA	<ul style="list-style-type: none"> <li>● Presentation of status report, Accomplishments, risks, key next steps, needed actions</li> </ul>
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"> <li>● Discussion of Product Manager requested Sprint backlog</li> <li>● Detailed point estimating and user story assignment</li> <li>● Dev team formal commitment to locked Sprint Backlog</li> </ul>
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"> <li>● Demo of current Sprint work</li> <li>● PO feedback/backlog grooming</li> </ul>
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"> <li>● Review “what went well” during the Stage Gate that needs to be repeated</li> <li>● Review “what went wrong” that needs to be eliminated</li> <li>● Identify any action points for the success of the project</li> </ul>
Ad Hoc meetings/ Recommendation				<ul style="list-style-type: none"> <li>● Can be requested and arranged as needed.</li> </ul>





# 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			
Tech Lead			
BA / SM			
UI Engineer			
Sr Dot Net Engineer			
DotNet Engineer			
Sr QA Engineer			
QA Engineer			
Sr Dot Net Engineer LATAM / INDIA			
DotNet Engineer LATAM/ INDIA			

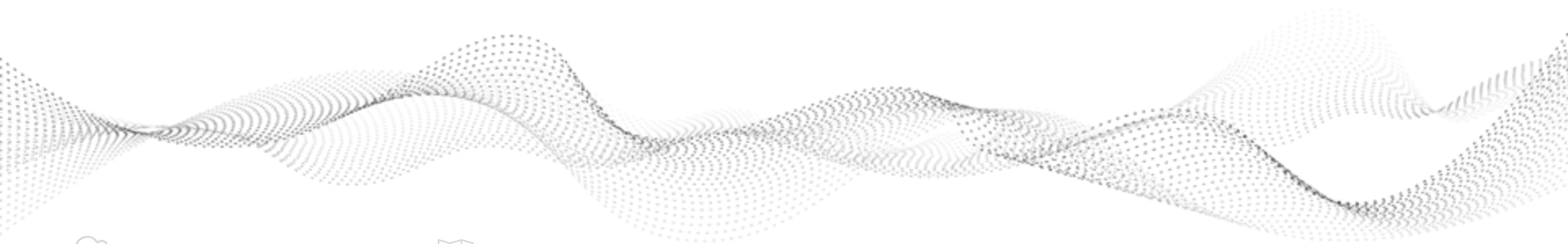


# Next Steps

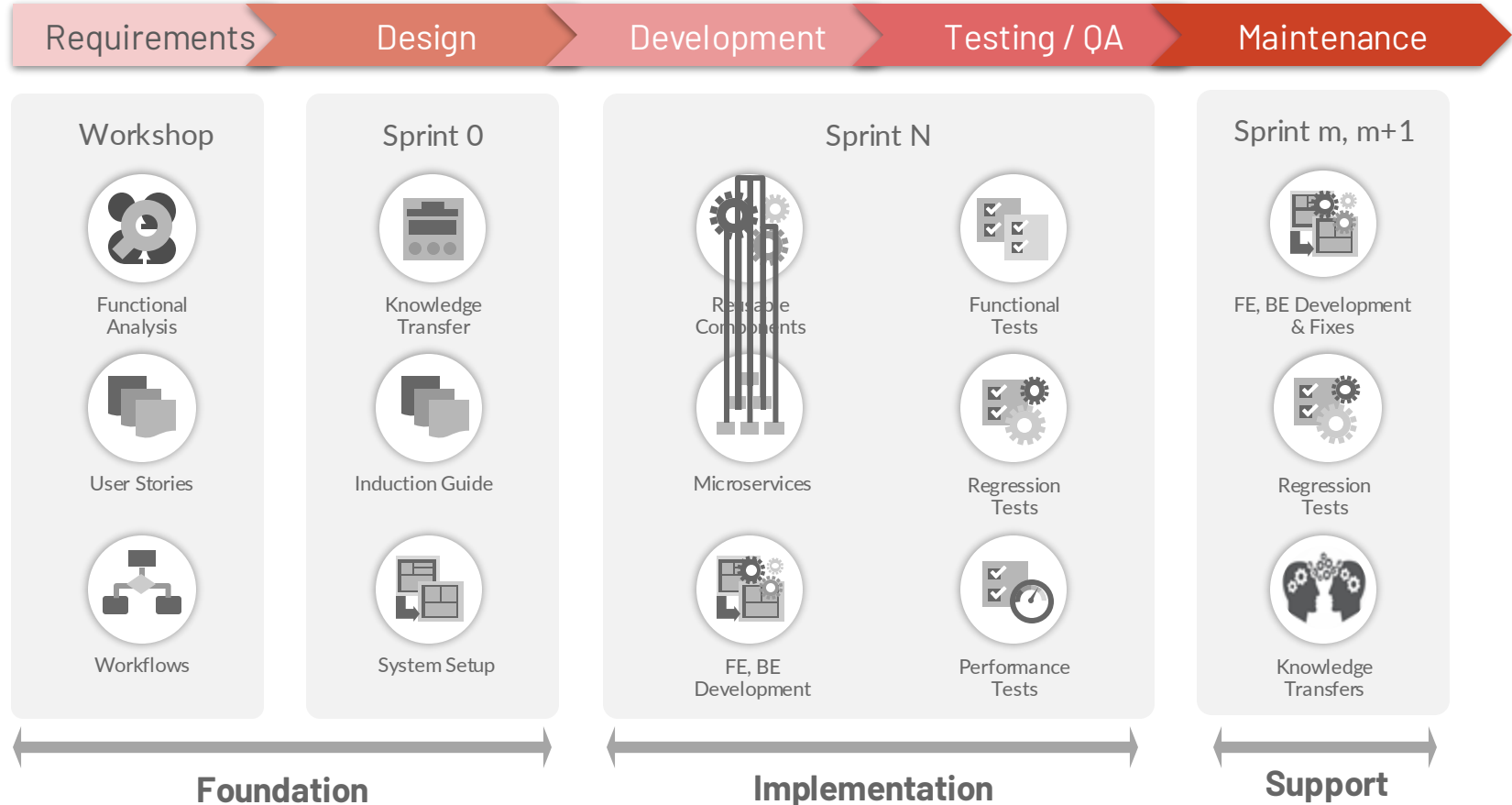
Tasks	Owner	Date



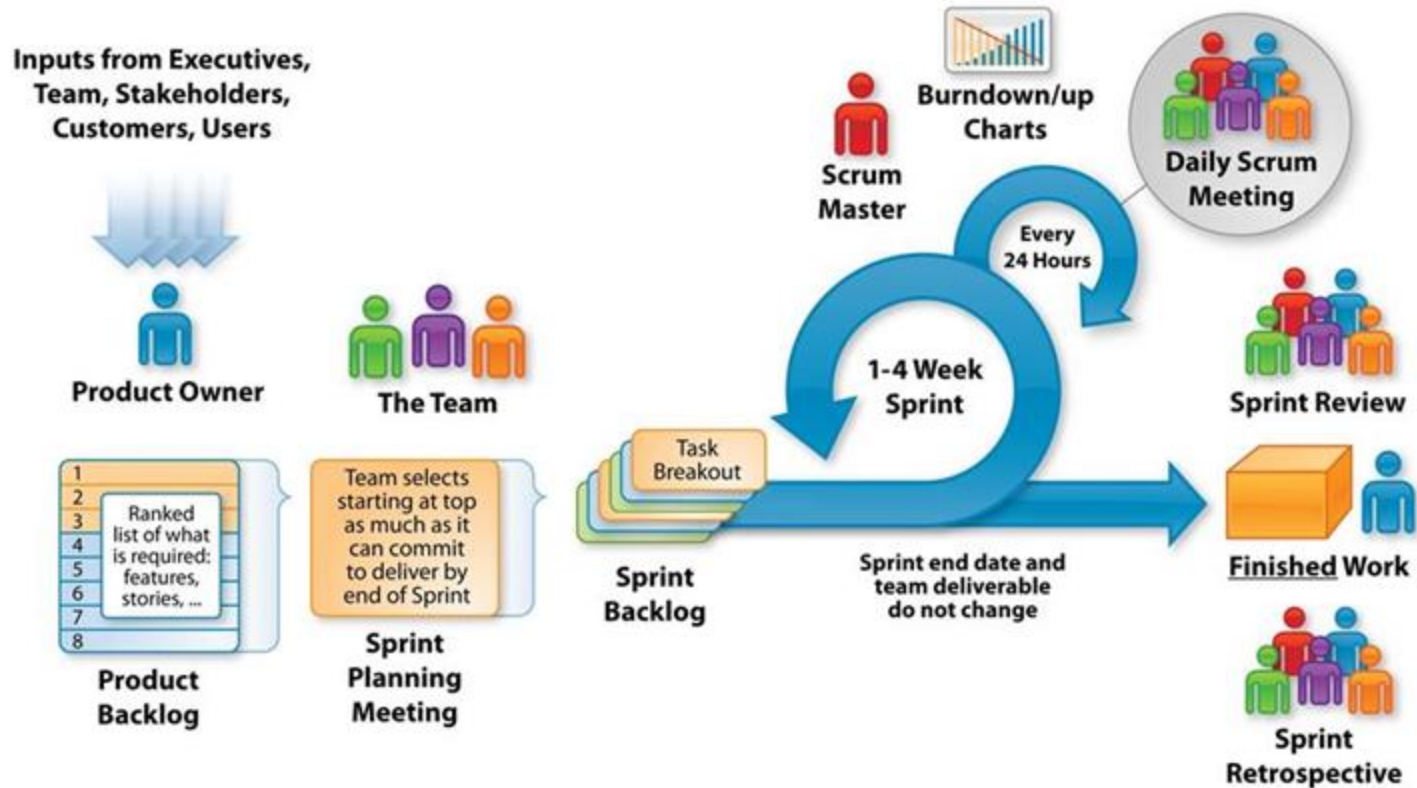
# Appendix



# Agile SDLC



# Agile Scrum Framework







# Project Deliverables

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



Foundation

Development



Testing



Delivery



Support



- Test execution report
- Release notes
- Tested software

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

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

- Acceptance / Sign off Document



# 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](mailto:raghavendra.ts@accionlabs.com)

