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| Item 1 | Applying the Software Development Lifecycle in an Agile Environment My Role in Delivering a Digital Solution Using the Software Development Lifecycle |

**Overview:**  
 In this portfolio item, I demonstrate my understanding of the [Software Development Lifecycle (SDLC)](https://aws.amazon.com/what-is/sdlc/) and how I applied it within a cross-functional Agile team to deliver a digital solution that automated a manual reporting process. This example aligns with **Theme A: Underlying Principles**, specifically focusing on **[K7, K8, K9, K10, S7, S8, B4, B6, B7].  
  
Insert Diagram 1**: *Software Development Lifecycle Overview*  
*A visual showing each SDLC phase with annotations of my contributions*

**Situation:**   
The organisation identified inefficiencies in its operations reporting process, which relied heavily on manual data entry and spreadsheets. I was assigned to a Scrum team tasked with developing a web-based reporting tool to streamline this workflow.

**Task:**  
My responsibility was to contribute across the SDLC phases—from requirements gathering to deployment—while demonstrating my understanding of organisational context, team dynamics, and leadership principles.

**Actions:**

**Understanding the Organisational Context [K7]:**   
I began by attending stakeholder meetings to understand the business drivers behind the project. I documented the roles and responsibilities of key stakeholders, including the Product Owner, QA Lead, and DevOps Engineer. I analysed how each role contributed to the delivery of the solution and how organisational goals shaped our technical decisions.

**Insert Diagram 2**: *Team Roles and Responsibilities Map*  
*A visual showing stakeholder roles and how they interact across the SDLC.*

**Supporting Evidence (embedded or links to)**:

* Stakeholder Meeting Notes (PDF)
* Organisational Role Analysis Document (PDF)

***“I demonstrated my understanding of the organisational context by analysing the roles and functions involved in delivering the solution and evaluating how they aligned with business objectives.”***

**Working Effectively in a Team [K8, S7, B4, B6, B7]**I actively participated in [Agile](https://www.atlassian.com/agile) activities such as sprint planning, daily stand-ups, and retrospectives. I used [Jira](https://www.atlassian.com/software/jira) to manage my tasks and [Confluence](https://www.atlassian.com/software/confluence) to document technical decisions and share knowledge with the team.

**Insert Diagram 3**: *Jira Sprint Board Snapshot*  
*Annotated screenshot showing my tasks and progress.*

**Supporting Evidence (embedded or links to)**:

* Jira Task Export (PDF)
* Confluence Page: Technical Decisions

I adapted my communication style to suit different team members and took initiative to support others when blockers arose. I consistently showed respect for diverse perspectives and encouraged open dialogue during retrospectives.

**Insert Diagram 4**: *Retrospective Summary Chart*  
*A visual summary of feedback received, and actions taken.*

**Supporting Evidence** **(embedded or links to)**:

* Retrospective Notes (PDF)
* Team Feedback Summary

***“I demonstrated my ability to work effectively in a team by collaborating during Agile ceremonies, using tools like Jira to manage progress, and contributing to shared documentation in Confluence.”***

**Applying Leadership and Management Principles [K9, K10, S8]**I took ownership of a feature module and coordinated with Quality Assurance (QA) and DevOps to ensure smooth integration and testing. I prioritised tasks using [MoSCoW](https://www.agilebusiness.org/dsdm-project-framework/moscow-prioririsation.html) analysis and managed my time to meet sprint goals.

**Insert Diagram 5**: *MoSCoW Prioritisation Matrix*  
*A table showing how I prioritised features and why.*

**Supporting Evidence (embedded or links to)**:

* Feature Ownership Plan (PDF)
* MoSCoW Prioritisation Sheet

I reflected on the leadership styles within the team and evaluated how they influenced our productivity and morale. I also practiced self-leadership by setting personal development goals and seeking feedback from senior engineers.

***“I applied leadership principles by taking ownership of a feature, managing priorities, and coordinating with other roles to ensure successful delivery.”***

**Results:**   
The reporting tool was successfully deployed and reduced manual effort by 60%. Stakeholders reported improved accuracy and faster turnaround times. I received positive feedback for my proactive communication and technical contributions.

**Supporting Evidence (embedded or links to)**:

* Deployment Report (PDF)
* Stakeholder Feedback Email

**Reflection and Lessons Learned:**   
This experience reinforced the importance of understanding the organisational context when developing software solutions. I learned that effective collaboration and clear communication are critical to team success. If I were to repeat this project, I would introduce earlier usability testing to gather feedback sooner and refine the user experience.

***“I evaluated the outcomes of my work and identified areas for improvement, such as earlier user testing, to enhance future project delivery.”***

KSBs Demonstrated:

* I analysed organisational roles and their impact on technology solutions. **[K7]**
* I worked effectively in a team using Agile methodologies and collaboration tools. **[K8, S7]**
* I applied leadership and management principles in my role. **[K9, K10, S8]**
* I demonstrated professional behaviours including adaptability, collaboration, and continuous improvement. **[B4, B6, B7]**

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| **Theme A: Underlying Principles 1** | | | | | |
| Core - The Organisational  Context | | Reviews the roles, functions and activities relevant to technology solutions within an organisation. (K7) | | | |
| **K7** |  | |  |  |  |

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| **Theme A: Underlying Principles 2** | | | | | | | | | |
| Core - Leading and Working Together | | | Explains how teams work effectively to produce a digital and technology solution applying relevant organisational theories using up to date awareness of trends and innovations. (K8, S7, B4, B6, B7)     Describes the concepts and principles of leadership and management as they relate to their role and how they apply them. (K9, K10, S8) | | | | | | |
| **K7** | **K8** | **K9** | | **K10** | **S7** | **S8** | **B4** | **B6** | **B7** |

**K7, K8, K9, K10, S7, S8, B4, B6, B7**