**Work Flow of Production Team**

**Onshore Team Turns Over Project To Dsi**

**BA and Team Lead**

* **Ask for Redmine ticket**
* **Assign ticket to lead**
* **Go through mock**
* **Go through data,**
* **Go through sow**
* **Task breakdown & Resource Planning**

**Confusions**

**?**

**Y**

**Ask client**

**Y**

**Feedback**

**N**

**Make time estimation according to current load ( for both dev and qa )**

**If ok from**

**Onshore?**

Y

* **Create documents (doc, moc ,data, pdfs ) with requirements**
* **Create data files with all types of scenario for developer**

**Discussion among BA Dev QA**

**Assign to Dev**

**Pass to QA**

* **Development**
* **Ask Client/BA if any confusion arise**

1. **Assign to redmine**
2. **Test**

**Some Common and must test always to do:**

* **value**
* **Spelling check**
* **Alignment (for all pages check with at least 5 pages, if applicable)**
* **Spelling**
* **Overflow**
* **All customer appearance**
* **Data cut off**
* **Print step**

**Dev**

**If ok**

**?**

* **Assign to redmine**
* **Dev Plan**
* **Send client to review**

**Build/Update Test case**

**QA**

* **Assign to redmine**
* **Bug solve / Update**

**Pass Dev with bug report**

**Submit to Client**

**Bug**

**?**

Y

**Client Feedback/Update**

N

**Make time estimation**

* **Ba assign to redmine**
* **Analysis Update**
* **Document**

**If ok**

**?**

**Pass to Dev**

Some Notes:

* Every day 15 minutes of standup meeting to discuss our work update, or any

enhancement needed for team

* At every meeting all should be present and should be recorded so we can make

sure every single change is met and everything that is said

* Guys, we are working hard, all we need to follow the process to make more effective

and successful deliveries. Make sure to follow the flow no matter how small the task is.