

Task 1 Documentation Package

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Project: EE HH Recommendation System

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Documentation Structure

This package contains **8 PDF documents** organized into core and companion materials.

Core Documents (4)

1. ***task1_agile_plan.md*** - Main deliverable with 4 sprints (8 weeks), IT Specialist responsibilities, Definition of Done [**AGILE**]
2. ***task1_it_specialist_role.md*** - Detailed IT Specialist role definition with phase-by-phase responsibilities, collaboration patterns, success metrics [**IT-SPEC**]
3. ***business_problem_summary.md*** - Business requirements, domain terminology, promo code logic, edge cases [**BIZ-REQ**]
4. ***README.md*** - This document: package overview and navigation guide [**README**]

Companion Documents (3)

1. ***Metrics_and_Monitoring.md*** - KPIs, monitoring infrastructure, performance testing [**METRICS**]
2. ***Team_Structure_and_RACI.md*** - Organization chart, RACI matrix, decision authority, team capacity [**TEAM**]
3. ***Domain_Glossary.md*** - Acronyms and terminology reference [**GLOSSARY**]

Task 2 (1)

1. ***task2_submission.md*** - File processing system design with UML diagram [**TASK2**]
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Reading Guide

Quick Review (15 min): Executive Summary in ***task1_agile_plan.md*** → Sprint Goals → IT Specialist ceremonies

Comprehensive (45 min): ***business_problem_summary.md*** → ***task1_agile_plan.md*** → ***task1_it_specialist_role.md***

Deep Dive (2+ hrs): All core docs → All companion docs

Footer Format: Each page shows Document-ID | Author (left), Page X/Y (center), Version | Date (right) for easy identification.

Key Differentiators

1. **Business Value Focus** - Each sprint states delivered value, success metrics tied to ROI
 2. **Risk Management** - Proactive identification, mitigation strategies, clear escalation paths
 3. **Cross-Functional Coordination** - RACI matrix, IT Specialist bridges business-technical teams
 4. **Quality Assurance** - Comprehensive Definition of Done, test strategy, monitoring
 5. **Operational Readiness** - Deployment plan, knowledge transfer, 30/60/90 day monitoring
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Alignment with Assignment Requirements

Assignment Task 1.1: Solution Development/Implementation Plan

Requirement: “Describe step-by-step approach using Agile methodology with clear phases and milestones”

Delivered:

- Sprint 0 through Sprint 4 with clear objectives and deliverables
- User stories with acceptance criteria for each sprint
- Sprint ceremonies defined (planning, stand-ups, reviews, retrospectives)
- Key Activities detailed for each sprint
- IT Specialist responsibilities per sprint
- Release and post-launch plan

Assignment Task 1.2: EE IT Specialist Responsibilities

Requirement: “Define role and responsibilities clearly, show understanding of IT specialist function”

Delivered:

- IT Specialist responsibilities integrated throughout Agile plan
 - Dedicated `task1_it_specialist_role.md` with phase-by-phase breakdown
 - Role in Agile ceremonies explicitly defined
 - Cross-functional collaboration matrix
 - Success metrics for the role
 - Typical week-in-the-life example
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Value Delivered

Business: Predictable 8-week timeline, transparent sprint reviews, incremental value, risk mitigation

Technical: Clear requirements, quality standards, IT Specialist coordination, continuous improvement

Operations: Deployment readiness, knowledge transfer, monitoring, documentation

Management: Strategic alignment, metrics-driven, scalable foundation, modern delivery practices