test



Allion Technologies Incorporation

Designed for Guy Carpenter & Company LLC

Getting Started – Onboarding Guide

Guy Carpenter

Version 2.1.0

07/28/2024

Confidential but unclassified

# Version History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 6/28/2024 | 1.0.0 | Initial document | Aravinda Rathnayake |
| 7/4/2024 | 2.0.0 | PM Changes | Nuwini Chamindi |
| 7/28/2024 | 2.1.0 | Docker CE and Beyond Trust changes | Aravinda Rathnayake |

Contents

[Version History 2](#_Toc173049916)

[**Pre- Onboarding Guide** 7](#_Toc173049917)

[Introduction 7](#_Toc173049918)

[BGV Documents Submission 7](#_Toc173049919)

[Required Documents 7](#_Toc173049920)

[Access Management - Okta Setup 9](#_Toc173049921)

[Set Temporary Password 9](#_Toc173049922)

[Set Permanent Password and MFA Setup 9](#_Toc173049923)

[VDI Access - Horizon App Setup 9](#_Toc173049924)

[Useful Information 9](#_Toc173049925)

[Learn the Business 10](#_Toc173049926)

[**Post- Onboarding Guide** 11](#_Toc173049927)

[Prerequisites and Assumptions 11](#_Toc173049928)

[Introduction 11](#_Toc173049929)

[Reporting Hierarchy – DEV CoE 11](#_Toc173049930)

[Complete Surveys 12](#_Toc173049931)

[BYOD – Bring Your Own Device 12](#_Toc173049932)

[Access Management 12](#_Toc173049933)

[Import Base Bookmarks 13](#_Toc173049934)

[Install Base Apps/ Libraries 13](#_Toc173049935)

[Install Browser Extensions 14](#_Toc173049936)

[Configure Zscaler: Network Access and Security 15](#_Toc173049937)

[Retrieve a valid Zscaler Certification 15](#_Toc173049938)

[Securely Store and Set Certificate to Environment 15](#_Toc173049939)

[Configure GitHub 15](#_Toc173049940)

[Create a SSH Key 16](#_Toc173049941)

[Access to MMCTECH on GitHub 16](#_Toc173049942)

[Configure Git Guardian Shield (GG Shield) 17](#_Toc173049943)

[Clone Your First Project 18](#_Toc173049944)

[VS Code Setup 18](#_Toc173049945)

[Install Extensions on VS Code 18](#_Toc173049946)

[Configure SNYK on VS Code: Code Vulnerability Scan 18](#_Toc173049947)

[Setup your Postman Authorization 19](#_Toc173049948)

[LenAI – Yours Chat GPT 19](#_Toc173049949)

[Docker CE 19](#_Toc173049950)

[Enable WSL on Windows 19](#_Toc173049951)

[Enable Virtualization on VDI 19](#_Toc173049952)

[Install 20](#_Toc173049953)

[Upgrade Your VDI 20](#_Toc173049954)

[Beyond Trust – Windows Administrator 21](#_Toc173049955)

[Plan View Timesheet Submission 24](#_Toc173049956)

[Communication 24](#_Toc173049957)

[Task Management 25](#_Toc173049958)

[Team SyncUP 25](#_Toc173049959)

[Sprint Planning 25](#_Toc173049960)

[Sprint Demo 26](#_Toc173049961)

[Sprint Retrospective 26](#_Toc173049962)

[Leave Plan 26](#_Toc173049963)

[Reset AD/ Okta Password 26](#_Toc173049964)

[Work Ethics and Best Practices 27](#_Toc173049965)

[Useful Information 27](#_Toc173049966)

[Q & A 27](#_Toc173049967)

[Reading Materials 28](#_Toc173049968)

[**Allion Project Management** 29](#_Toc173049969)

[Scrum Ceremonies 29](#_Toc173049970)

[Time Entry in Odoo 29](#_Toc173049971)

Figures

[Figure 1: Temporary password email from Helpdesk 9](#_Toc173049972)

[Figure 2: Zscaler Client view. 15](#_Toc173049973)

[Figure 3: Authorize SSH key to use MMCTECH. 16](#_Toc173049974)

[Figure 4: Authorization complete view. 16](#_Toc173049975)

[Figure 5: Configure Personal Access Token 17](#_Toc173049976)

[Figure 6: Export GlobalSign certificate 17](#_Toc173049977)

[Figure 7: Approval request for enable virtualization on VDI 20](#_Toc173049978)

[Figure 8: Service now Request to enable VDI Virtualization 20](#_Toc173049979)

[Figure 9: VDI upgrade request through Service Now 21](#_Toc173049980)

[Figure 10: Beyond Trust Task Icon 22](#_Toc173049981)

[Figure 11: Beyond Trust Active Policies 22](#_Toc173049982)

[Figure 12: Beyond Trust Verification prompt 23](#_Toc173049983)

[Figure 13: Plan view timesheet submission. 24](#_Toc173049984)

[Figure 14 - Odoo Time Sheet View 1 30](#_Toc173049985)

[Figure 15 - Odoo Time Sheet View 2 30](#_Toc173049986)

# **Pre- Onboarding Guide**

# Introduction

Welcome you’ll be onboard to Guy Carpenter Projects. Guy Carpenter is a project under the Allion Canada account.

Once you are onboarded, you should follow the instructions below to verify yourself and get access to MMC networks.

Once you complete this pre-onboarded document you should be able to access MMC VDI and proceed with **Getting Started - Post onboard guide** Document inside of VDI to complete the setup.

**NOTE:** Since you are onboarding Guy Carpenter, you will be able to use MMC resources as well.

# BGV Documents Submission

## Required Documents

Once you onboard Guy Carpenter Projects, it implicitly onboard to the Impetus (Vendor for GC) and they require a Background verification. KPMG is conducting your BGV. Hence, they require the following documents to be submitted.

Usually, these documents will be asked upon you join to the MMC projects, by Allion HR department or [NuwiniC@alliontechnologies.com](mailto:NuwiniC@alliontechnologies.com) .

Required documents are as follows and can be changed at any given time:

1. **Character Certificate from Grama Sewaka**

Following documents required during the request of above document.

* 1. NIC
  2. Certified Birth Certificate
  3. 1 photocopy from each document above

1. **Police Station Issued Clearance Certificate**

Following documents required during the request of above document.

* 1. NIC
  2. Certified Birth Certificate
  3. Character Certificate
  4. 1 photocopy from each document above
  5. Laser/ Ink Color printed Police Clearance request Letter from Allion (get this through Allion HR)
  6. Example for Addressee for request letter: Officer in Charge, Police Station, Colombo 07

During event of above documents submission to Police Station, you will ask to provide following pre-filled documents as well. (You should only fill the first Page of the Document and second page you need to hand over to Police station if they requested only).

**LINK:** [Police Clearance Certificate Request Documents.pdf](https://alliontech-my.sharepoint.com/:b:/g/personal/aravindar_alliontechnologies_com/Eba_tWjC5fRAm9WJGIBp80gBiQlK8cw8Q3pmzLnyQ4IB0w?e=eetLz1)

1. **BGV Request Form from Allion**

You should fill out the following form too before your document’s submission to Allion HR.

**LINK:** [BGV Full application form.docx](https://alliontech-my.sharepoint.com/:w:/g/personal/aravindar_alliontechnologies_com/EQu0taOzeBRMiYLrZprQR_0B_ErXwettEjcmmsggdS_JJQ?e=SNpIOn)

1. **Allion Format CV**

The HR department will ask you to provide an updated Allion formatted CV. You should request the template from them.

1. **Confidentiality and Non-Disclosure Agreement**

Submit executed non-disclosure agreement once you received from the HR or [NuwiniC@alliontechnologies.com](mailto:NuwiniC@alliontechnologies.com) as a vendor requirement.

1. **Other Education and Experiences Documents**

Based on HR requirement you should submit all educational and work experience related documents based on your CV to showcase expertise. (Usually they have your documents, which you should already submit during your Allion onboarding process)

Once you obtained all the documents, submit it to relevant Allion HR executive by carbon copying [NuwiniC@alliontechnologies.com](mailto:NuwiniC@alliontechnologies.com) to complete the BGV process.

# Access Management - Okta Setup

## Set Temporary Password

Once you receive the “**VDI configuration is completed**” email you should call MMC Help Desk and ask for a temporary password reset. You may use [Useful Details](#_Useful_Details) section during your call to Help Desk verify your identity.

Once the operator confirmed password reset process is completed ask to send instructions to email of [**Nuwini.Chamindi@mmc.com**](mailto:Nuwini.Chamindi@mmc.com) **or any other colleague already having a MMC email**, since you don’t have access to network yet.

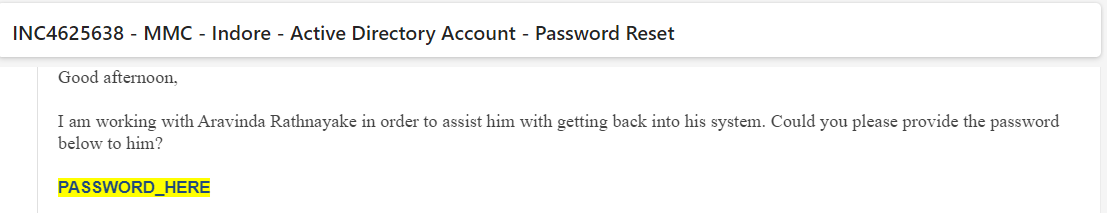


Figure 1: Temporary password email from Helpdesk

## Set Permanent Password and MFA Setup

Use following URL <https://mmcglobal.okta.com> to access OKTA dashboard which you can use the temporary password you received to configure your preferred multi factor authentication method along with password reset.

Refer “INITIAL SETUP (3 OF 3): OKTA SETUP – PREFERRED” from [VDI user guide.pdf](https://alliontech-my.sharepoint.com/:b:/g/personal/aravindar_alliontechnologies_com/EfMYFQ49FUJEilpTSiWP1ywBGgRkxB8C21zykkbd2Ihtiw?e=BPBgh0).

**NOTE:** Use your local machine to access OKTA domain for only password reset.

# VDI Access - Horizon App Setup

Follow the below Guide to install Horizon App on your local Allion machine.

**LINK:** [VDI user guide.pdf](https://alliontech-my.sharepoint.com/:b:/g/personal/aravindar_alliontechnologies_com/EfMYFQ49FUJEilpTSiWP1ywBGgRkxB8C21zykkbd2Ihtiw?e=BPBgh0)

# Useful Information

* Employee Type: CWR
* User Type: Internal
* Username: U1234567 (check your VDI details email)
* Employee ID: 1234567 (check your VDI details email)
* Domain: GCEUADDOMAIN
* Vendor Company: <https://www.impetus.com/>
* Location of Office: Indore, Regus, India
* Country: India
* VDI Server(s): <https://vdi1.emea.mmc.com> (Europe) / <https://vdi1.apac.mmc.com> (Asia Pacific)
* MMC Helpdesk Call Center: +1 833 292 6769
* MMC Service Now: <https://mmcnow.service-now.com/esc>
* MMC Regions: EMEA (Europe, the Middle East and Africa), APAC (Asia-Pacific), NASA (North America and South America)

# Learn the Business

* Vendor Company About: <https://www.impetus.com/>
* Business Model of Reinsurance Companies: <https://investopedia.com/articles/insurance/082916/business-model-reinsurance-companies.asp>
* Guy Carpenter About: <https://www.guycarp.com/company/about.html>
* Parent of Guy Carpenter - MMC: <https://www.marshmclennan.com/about.html>
* MMC in Fortune 500 List: <https://www.marshmclennan.com/news-events/2023/february/marsh-mclennan-named-to-world-s-most-admired-companies-list.html>
* Mercer Sister Company of MMC: <https://mercer.com/about/company/about/>
* Oliver Wyman Sister Company of MMC: <https://www.oliverwyman.com/our-expertise/insights.html>
* Marsh Sister Company of MMC: <https://www.marsh.com/en/home.html>

# **Post- Onboarding Guide**

# Prerequisites and Assumptions

This documentation is dedicated to ATI employees only.

This document assumes you had completed **Getting Started – pre-onboard guide** prior to following guide.

Your VDI or MMC owned machine runs Windows OS.

All the commands and instructions must be carried out on a MMC machine.

# Introduction

First, welcome you’ll be onboarded to MMC & Guy Carpenter. Once you get onboard the Guy Carpenter you should follow the instructions below to configure your VDI/ MMC owned machine.

## Reporting Hierarchy – DEV CoE

**On site Team**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Email** |
| Shamith Hamid | Architecture Leader | [Shamith.Hamid@mmc.com](mailto:Shamith.Hamid@mmc.com) |
| Ruth Gargoles | Dev CoE Lead | [Ruth.Gargoles@mmc.com](mailto:Ruth.Gargoles@mmc.com) |
| Dibyendu Chatterjee | Senior Tech PM | [Dibyendu.Chatterjee01@mmc.com](mailto:Dibyendu.Chatterjee01@mmc.com) |
| Selvakumar Thiagarajan | Solution Architect | [Selvakumar.Thiagarajan@guycarp.com](mailto:Selvakumar.Thiagarajan@guycarp.com) |
| Jonathan Coronel | Lead Developer | [Jonathan.Coronel@guycarp.com](mailto:Jonathan.Coronel@guycarp.com) |
| Azel Amaechi | UI/ UX – Application Developer | [Azel.Amaechi@mmc.com](mailto:Azel.Amaechi@mmc.com) |
| Anthony Vaz | System Engineer | [Anthony.Vaz@mmc.com](mailto:Anthony.Vaz@mmc.com) |
| Jitendra Ambore | Analyst | Jitendra.Ambore@mmc.com |

**Offshore Team – Core Resources**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Email** |
| Mifraz Marzoon | Architect/ Analyst | [Mifraz.Marzoon@mmc.com](mailto:Mifraz.Marzoon@mmc.com) |
| Katheer Mizal | Lead/ Senior Developer | [Katheer.Mizal@mmc.com](mailto:Katheer.Mizal@mmc.com) |
| Nuwini Chamindi | PM/ Scrum Master | [Nuwini.Chamindi@mmc.com](mailto:Nuwini.Chamindi@mmc.com) |
| Samadhi Weerasinghe | Business Analyst | [Samadhi.Weerasinghe@mmc.com](mailto:Samadhi.Weerasinghe@mmc.com) |

# Complete Surveys

Once you successfully complete your Pre-onboard requirements, you should complete the Surveys as a company new user requirement which is usually received to your MMC email address. If not received, please take support from [Nuwini.Chamindi@mmc.com](mailto:Nuwini.Chamindi@mmc.com) for guidance.

**NOTE:** During the completion of surveys, you will ask for a set of questionnaires which are required to pass.

# BYOD – Bring Your Own Device

If you want to access MMC Teams and Outlook from your mobile, you should request access from the following ticket. Before requesting access, make sure you are having a BYOD compatible Google/ Samsung or Apple Device.

**Supported Devices:** [Knowledge - Employee Center (service-now.com)](https://mmcnow.service-now.com/esc?id=kb_article_view&sysparm_article=KB4967275)

**Request Access:** [BYOD Lite - Employee Center (service-now.com)](https://mmcnow.service-now.com/esc?id=sc_cat_item&sys_id=a6cb67be975ed1904b55b0e3a253afab)

# Access Management

To access MMC and GC resources there was a set of access groups we need to request from Stealth Audit based on your need.

**LINK:** [Access Information Center (mmc.com)](https://accessmanagement.selfservice.mmc.com/v2/users/pages/home)

You should have requested the following access groups based on your requirement and make sure always you are requesting the correct access group from correct AD domain.

**How to validate my AD domain?**

Run **set user** command on your Command Prompt.

C:\Users\U1318335>set user

USERDNSDOMAIN=EU.AD.GUYCARP.COM

USERDOMAIN=GCEUADDOMAIN

USERDOMAIN\_ROAMINGPROFILE=GCEUADDOMAIN

USERNAME=U1318335

USERPROFILE=C:\Users\U1318335

You should always make sure to use USERDOMAIN from above where you allocated with your resource name.

|  |  |  |
| --- | --- | --- |
| **Resource Name** | **Description** | **Suitable For** |
| <USERDOMAIN>\GCEU-AZURE-DevCoe-S-G | To access Azure portal | Developer |
| <USERDOMAIN>\GCEU-OKTA-Confluence-Users-S-G | To access Confluence with write access | Developer/ PM/ BA |
| <USERDOMAIN>\GCEU-OKTA-DataDog-S-G | To access Datadog and relevant APMs | Developer |
| <USERDOMAIN>\GCEU-OKTA-GitHub\_MMC-Tech-S-G | To access MMC (mmctech) GitHub and related services | Developer |
| <USERDOMAIN>\OKTA-PolarisLaunchpad-S-G | To access MMC Polaris Launchpad (OSS 2.0) | Developer |
| <USERDOMAIN>\OKTA-Voyager-S-G | To get access from Voyager rules engine | Developer/ PM/ BA |
| <USERDOMAIN>\snyk-gc-aande-developer | SNYK vulnerability assessment requirement | Developer |
| <USERDOMAIN>\snyk-gc-default-developer | SNYK vulnerability assessment requirement | Developer |
| <USERDOMAIN>\snyk-unclaimed-default-developer | SNYK vulnerability assessment requirement | Developer |
| <USERDOMAIN>\GCEU-O365-LIC-O365-E3 | Office 365 related | Developer/ PM/ BA |
| <USERDOMAIN>\GCEU-O365-LIC-O365-E3-EXCHANGE | Office 365 related | Developer/ PM/ BA |
| <USERDOMAIN>\GCEU-OKTA-ZscalerPrivateAccessUser-MMC-S-G | To use Zscaler private access | Developer/ PM/ BA |

# Import Base Bookmarks

Import bookmarks list that is dedicatedly designed for Guy Carpenter and GC Drive resources. Import this bookmark html to your Microsoft Edge Profile.

**LINK:** [guy\_carp\_edge\_bookmarks\_v1.html](https://mmcglobalind-my.sharepoint.com/:u:/r/personal/aravinda_rathnayake_mmc_com/Documents/MMC/Guycarpenter/Post-onboard%20Guide/guy_carp_edge_bookmarks_v1.html?csf=1&web=1&e=xT7gk9)

**NOTE:** MMC preferred browsers are Microsoft Edge (recommended) and Chrome, rest of the browsers use with caution.

# Install Base Apps/ Libraries

Following Apps/ Libraries should be installed prior to your work.

|  |  |  |  |
| --- | --- | --- | --- |
| **App/ Library** | **Description** | **LINK** | **Suitable For** |
| Git | For interact with MMC GitHub | [Git - Downloading Package (git-scm.com)](https://git-scm.com/download/win) | Developer |
| NVM – Windows | Multiple Node version manager | [Releases · coreybutler/nvm-windows (github.com)](https://github.com/coreybutler/nvm-windows/releases) | Developer |
| Node on NVM | Install preferred Node version(s) | Check *.nvmrc* version on your project prior to install | Developer |
| VS Code | Development tool | [Download Visual Studio Code - Mac, Linux, Windows](https://code.visualstudio.com/download) | Developer |
| Roboto 3T | Mongo DB accessible UI | [Download Studio 3T for MongoDB | Windows, macOS & Linux](https://studio3t.com/download/) | Developer |
| Chrome | Secondary browser for you | [Google Chrome Web Browser](https://www.google.com/chrome/) | Developer/ PM/ BA |
| Postman | Interacting with API directly | [Download Postman | Get Started for Free](https://www.postman.com/downloads/) | Developer/ Tech BA |
| Joplin (Optional) | Manage your Notes | [Joplin (joplinapp.org)](https://joplinapp.org/) | Developer/ PM/ BA |
| NPKill (Optional) | Hassle free library to remove node\_modules from Windows | [npkill - npm (npmjs.com)](https://www.npmjs.com/package/npkill) | Developer |
| NX (Optional) | A mono repository manager | [nx - npm (npmjs.com)](https://www.npmjs.com/package/nx) | Developer |
| TS Lib (Optional) | Based on your project *package.json* | [tslib - npm (npmjs.com)](https://www.npmjs.com/package/tslib) | Developer |
| Typescript (Optional) | Based on your project *package.json* | [typescript - npm (npmjs.com)](https://www.npmjs.com/package/typescript) | Developer |
| Python 3 | Company requirement to run GG Shield | [Download Python | Python.org](https://www.python.org/downloads/) | Developer |

# Install Browser Extensions

Browser extensions are not allowed to be installed. But for Google Chrome there is set of pre-approved extensions list you can consider for installing.

**LINK:** [GIS-Google\_Chrome-Extensions-v1\_0q.xlsx](https://mmcglobal.sharepoint.com/:x:/r/sites/security/Security%20Hardening/GIS-Google_Chrome-Extensions-v1_0q.xlsx?d=w5fce550198074b708883bb2378865ea7&csf=1&web=1&e=1y8GEp)

# Configure Zscaler: Network Access and Security

Before you use Zscaler make sure you are having appropriate access for access group “<USERDOMAIN>\GCEU-OKTA-ZscalerPrivateAccessUser-MMC-S-G” on Stealth Audit as discussed on [Access Management](#_Access_Management) section.

Configure Zscaler as your network monitoring tool which tracks your network and works as a guard for your machine.

**NOTE:** Zscaler should display authentication status as “Authenticated” each time you log into MMC networks. If not, please Reauthenticate.

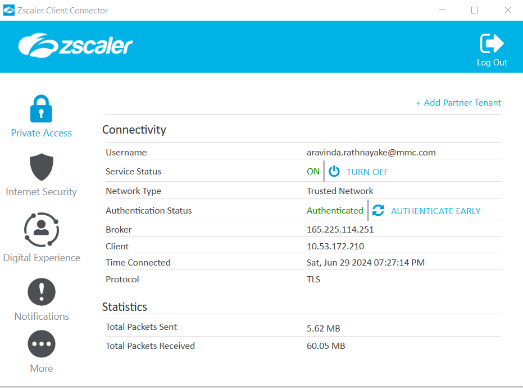


Figure 2: Zscaler Client view.

## Retrieve a valid Zscaler Certification

1. Follow the instructions on [Install GitGuardian CLI (GGShield) for local scans (sharepoint.com)](https://mmcglobal.sharepoint.com/sites/GIS-DevSecOps-SecureSDLC/SitePages/Install-CLI-GGShield.aspx?xsdata=MDV8MDJ8fGE3NTA1NmM0ZjdkOTRkMTk4YjgyMDhkYzY0OTBkOGI3fDJhNmU2MDkyNzNlNDQ3NTJiMWE1NDc3YTE3ZjUwNTZkfDB8MHw2Mzg0OTU4MjA0NTM3NDM0OTB8VW5rbm93bnxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxMMk5vWVhSekx6RTVPalprTkRZNU1tSTRORGxoT0RSbU1qRTROMk5pTlRBME5qVmtaVGt5WkdJNFFIUm9jbVZoWkM1Mk1pOXRaWE56WVdkbGN5OHhOekV6T1RnMU1qUTBPVFl4fGIzYzc5MThlMzRjNDQ3MjgyOTFlMDhkYzY0OTBkOGI1fGM0M2E1ZTM4NDYyYTQ0YjhhZGM4OTI2MjNlMGI2MDc4&sdata=RkZoTFV4VEFlaVNkU0ptdHUvU1BGR1BsYWZXV0l6Q3NqOGo1RmovYVNLTT0%3D&ovuser=2a6e6092-73e4-4752-b1a5-477a17f5056d%2CAravinda.Rathnayake%40mmc.com&OR=Teams-HL&CT=1719716105499&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNDA1MzEwMTQyMSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) document “Retrieve and add a valid Zscaler certificate” section to create the Zscaler certificate.

## Securely Store and Set Certificate to Environment

1. Once the Certificate is generated it is recommended to store in “C:\” root folder.
2. Then you should Update the REQUESTS\_CA\_BUNDLE as a **system** variable. Follow the instructions on [Install GitGuardian CLI (GGShield) for local scans (sharepoint.com)](https://mmcglobal.sharepoint.com/sites/GIS-DevSecOps-SecureSDLC/SitePages/Install-CLI-GGShield.aspx?xsdata=MDV8MDJ8fGE3NTA1NmM0ZjdkOTRkMTk4YjgyMDhkYzY0OTBkOGI3fDJhNmU2MDkyNzNlNDQ3NTJiMWE1NDc3YTE3ZjUwNTZkfDB8MHw2Mzg0OTU4MjA0NTM3NDM0OTB8VW5rbm93bnxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxMMk5vWVhSekx6RTVPalprTkRZNU1tSTRORGxoT0RSbU1qRTROMk5pTlRBME5qVmtaVGt5WkdJNFFIUm9jbVZoWkM1Mk1pOXRaWE56WVdkbGN5OHhOekV6T1RnMU1qUTBPVFl4fGIzYzc5MThlMzRjNDQ3MjgyOTFlMDhkYzY0OTBkOGI1fGM0M2E1ZTM4NDYyYTQ0YjhhZGM4OTI2MjNlMGI2MDc4&sdata=RkZoTFV4VEFlaVNkU0ptdHUvU1BGR1BsYWZXV0l6Q3NqOGo1RmovYVNLTT0%3D&ovuser=2a6e6092-73e4-4752-b1a5-477a17f5056d%2CAravinda.Rathnayake%40mmc.com&OR=Teams-HL&CT=1719716105499&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNDA1MzEwMTQyMSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) document “Update REQUESTS\_CA\_BUNDLE” section.
3. Add environment variable under **system** variable called “NODE\_EXTRA\_CA\_CERTS” and set same path where your Root certificate located in, or else Node cannot fetch packages through the network. (C:\ZscalerRootCertificate-2048-SHA256.cer)

# Configure GitHub

To get access to MMC GitHub “mmctech” organization you must raise a Stealth Audit request for “<USERDOMAIN>\GCEU-OKTA-GitHub\_MMC-Tech-S-G” as discussed on [Access Management](#_Access_Management).

Creating a GitHub account by yourself is not required. Since once access granted you will see your organization, once you successfully authenticate yourself.

## Create a SSH Key

Once you successfully get access to GitHub account, you should create an SSH key on behalf of yourself to Private/ Public Key Handshake with GitHub.

**LINK:** [Adding a new SSH key to your GitHub account - GitHub Docs](https://docs.github.com/en/authentication/connecting-to-github-with-ssh/adding-a-new-ssh-key-to-your-github-account)

## Access to MMCTECH on GitHub

Once you inserted your Public Key to GitHub, you should Click on “Configure SSO” button and authorize “mmctech” organization which you eventually verify with your Okta SSO.

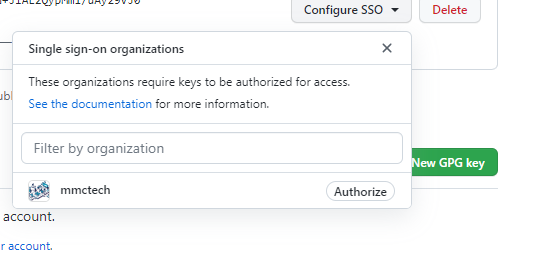


Figure 3: Authorize SSH key to use MMCTECH.

*(this space intentionally left blank)*

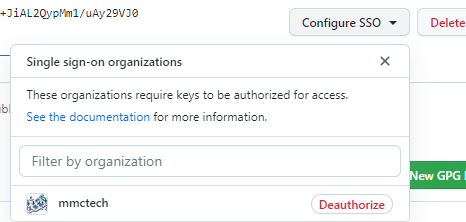


Figure 4: Authorization complete view.

This enforced by our GitHub Enterprise Managed User. any new SSH key, or create/update a PAT, you need to reauthorize it before it will work with EMU.

You can also create a token.

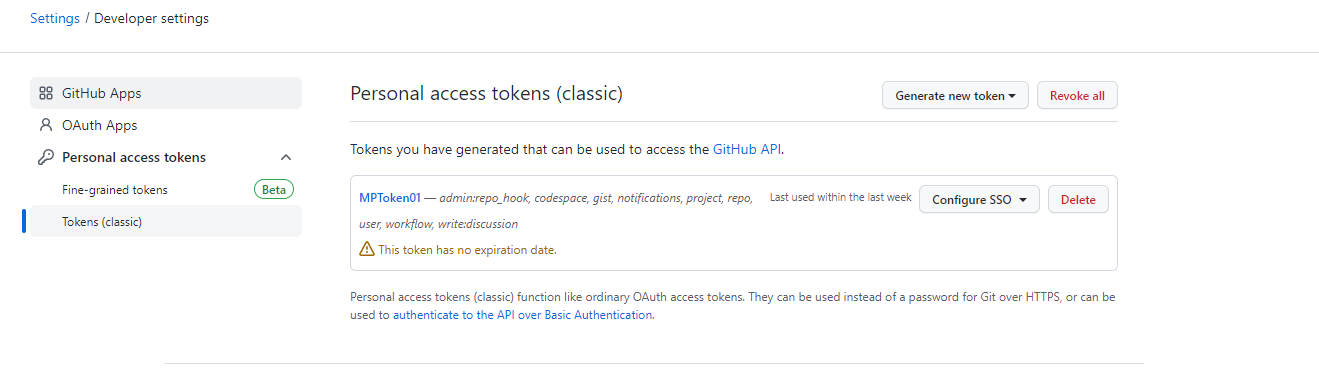


Figure 5: Configure Personal Access Token

(sources from: [GC COE Onboarding guide.docx](https://mmcglobal-my.sharepoint.com/:w:/r/personal/jonathan_coronel_guycarp_com/Documents/GC%20COE%20Onboarding%20guide.docx?d=w3e33872aa8074f00820d4d0d0ffdfec3&csf=1&web=1&e=2YmfvB))

# Configure Git Guardian Shield (GG Shield)

You should follow the below resource to configure GG Shield on your VDI/ or physical machine.

1. Go to <https://pypi.org> and Export the GlobalSign Certificate from Certificate Details Bar.

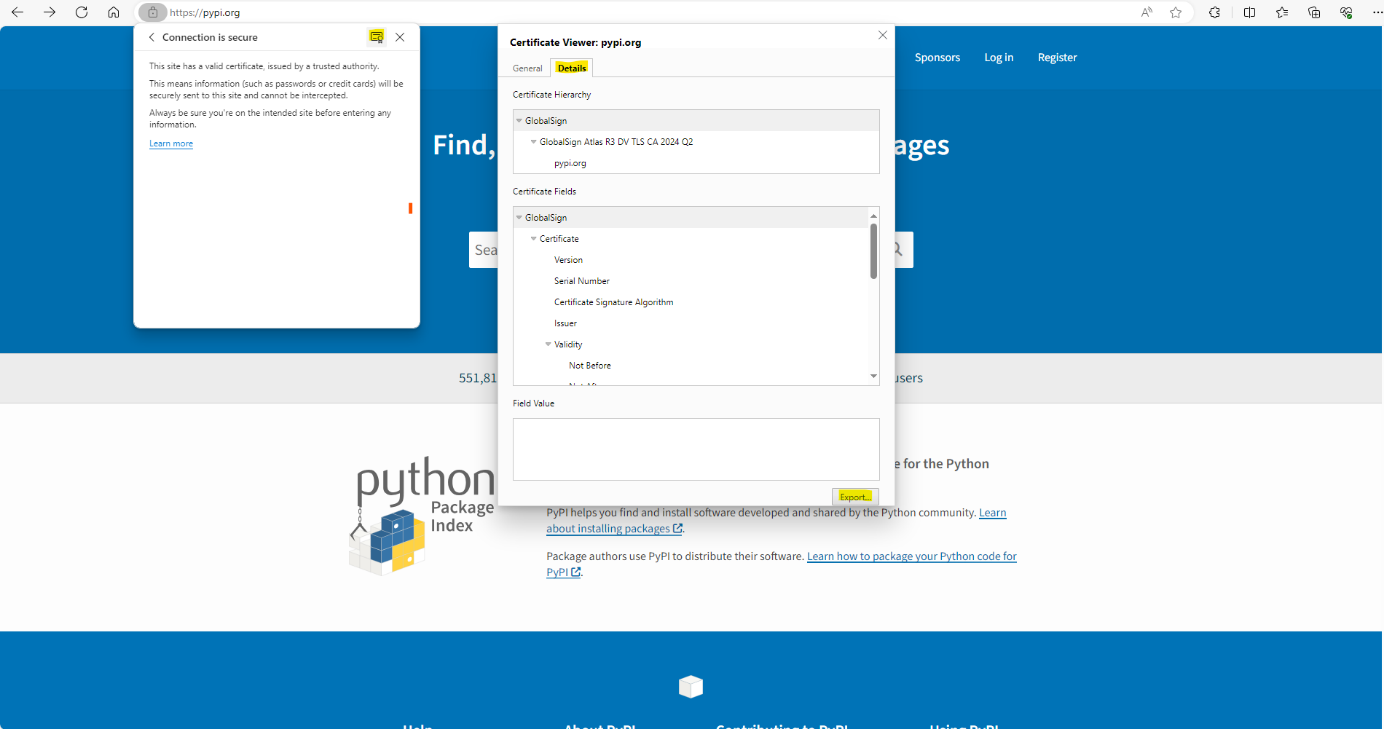


Figure 6: Export GlobalSign certificate

1. Store the certificate file in C:\GlobalSign.crt
2. Go to “Environment Variables” of windows and update the system variable called “REQUESTS\_CA\_BUNDLE” to path of GlobalSign certificate. C:\GlobalSign.crt
3. Follow this ([Install GitGuardian CLI (GGShield) for local scans (sharepoint.com)](https://mmcglobal.sharepoint.com/sites/GIS-DevSecOps-SecureSDLC/SitePages/Install-CLI-GGShield.aspx?xsdata=MDV8MDJ8fGE3NTA1NmM0ZjdkOTRkMTk4YjgyMDhkYzY0OTBkOGI3fDJhNmU2MDkyNzNlNDQ3NTJiMWE1NDc3YTE3ZjUwNTZkfDB8MHw2Mzg0OTU4MjA0NTM3NDM0OTB8VW5rbm93bnxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxMMk5vWVhSekx6RTVPalprTkRZNU1tSTRORGxoT0RSbU1qRTROMk5pTlRBME5qVmtaVGt5WkdJNFFIUm9jbVZoWkM1Mk1pOXRaWE56WVdkbGN5OHhOekV6T1RnMU1qUTBPVFl4fGIzYzc5MThlMzRjNDQ3MjgyOTFlMDhkYzY0OTBkOGI1fGM0M2E1ZTM4NDYyYTQ0YjhhZGM4OTI2MjNlMGI2MDc4&sdata=RkZoTFV4VEFlaVNkU0ptdHUvU1BGR1BsYWZXV0l6Q3NqOGo1RmovYVNLTT0%3D&ovuser=2a6e6092-73e4-4752-b1a5-477a17f5056d%2CAravinda.Rathnayake%40mmc.com&OR=Teams-HL&CT=1719716105499&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNDA1MzEwMTQyMSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)) guide to install prerequisites and GG Shield and make sure to skip the “Retrieve and add a valid Zscaler certificate” section since it was already configured during [Securely Store and Set Certificate to Environment](#_Securely_Store_and) section.
4. Continue with Share Point Guide until pip installation of GG Shield is completed with your GlobalSign certificate.
5. Now let’s set back Zscaler certificate to environment variables. Replace GlobalSign certificate with your already existing ZScaler certificate path for REQUESTS\_CA\_BUNDLE system variable.
6. GG Shield is now successfully configured on your computer.

# Clone Your First Project

Once you successfully completed configuration of GitHub, you should be able to clone your preferred projects under MMCTECH organization, by using SSH as preferred cloning method.

**RUN:** git@github.com:mmctech/<project\_name>.git on your command prompt or Git Bash.

# VS Code Setup

There is a set of work to do for VS Code prior to your developments.

## Install Extensions on VS Code

You should install the following extensions.

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Company Required?** |
| Snyk Security | Vulnerability scanner | Yes |
| Prettier – Code formatter | Code formatting tool | Yes |
| Jest Runner | Jest test runner supporting tool | No |
| gitignore | Ignores .gitignore files | No |
| GitHub Pull Requests | Pull request and issue provider | Yes |
| GitHub Actions | GitHub actions workflows | Yes |
| ESLint | Code quality tool | Yes |

## Configure SNYK on VS Code: Code Vulnerability Scan

Prior to this, you must receive the access from Stealth Audit for below access groups:

|  |
| --- |
| <USERDOMAIN>\snyk-gc-aande-developer |
| <USERDOMAIN>\snyk-gc-default-developer |
| <USERDOMAIN>\snyk-unclaimed-default-developer |

You should follow the below instruction guide [Install IDE Plugins for SNYK Code (sharepoint.com)](https://mmcglobal.sharepoint.com/sites/GIS-DevSecOps-SecureSDLC/SitePages/Install-IDE-Plugins-for-SNYK-Code.aspx) section under “SNYK Code - Visual Studio Code Extension” to configure SNYK on your VS Code.

# Setup your Postman Authorization

You should configure POSTMAN to use Authorization method as OAuth 2.0 to avoid unnecessary key expirations and POSTMAN will handle your token validity by one click.

Contact [Aravinda.Rathnayake@mmc.com](mailto:Aravinda.Rathnayake@mmc.com) for configuration support.

# LenAI – Yours Chat GPT

If you stuck with something else that you think you need support from, reach out Len AI which is a very owned product of MMC. This product will not persist your data and will be cleared out once the browser session ends.

**LINK:** [LenAI (mmc.com)](https://lenai.mmc.com/)

# Docker CE

Since Docker Desktop is no longer supported for free to use for large businesses, you may install Docker CE (CLI) to interact with Docker. To install docker on MMC machines there was few steps you may follow.

## Enable WSL on Windows

Raise a Service Now ticket from here:

[Install WSL - Ubuntu 20.04 LTSB - Employee Center (service-now.com)](https://mmcnow.service-now.com/esc?id=sc_cat_item&table=sc_cat_item&sys_id=a298c22c1b0af15073f3b8ce034bcb96)

## Enable Virtualization on VDI

Since Virtualization on VDI is a must to install Docker CE, once successfully [Enable WSL on Windows](#_Enable_WSL_on). You should send an email addressing your reporting manager in the onsite team describing your requirement.

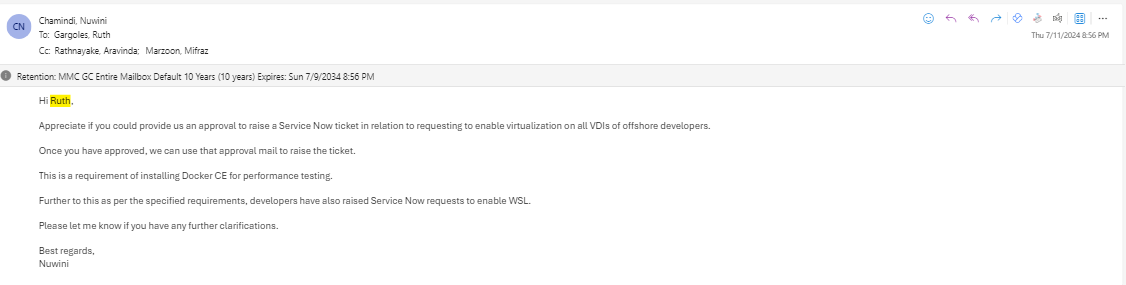


Figure 7: Approval request for enable virtualization on VDI

Once you get the approval from the reporting manager, raise a Service Now ticket by attaching the approval email.

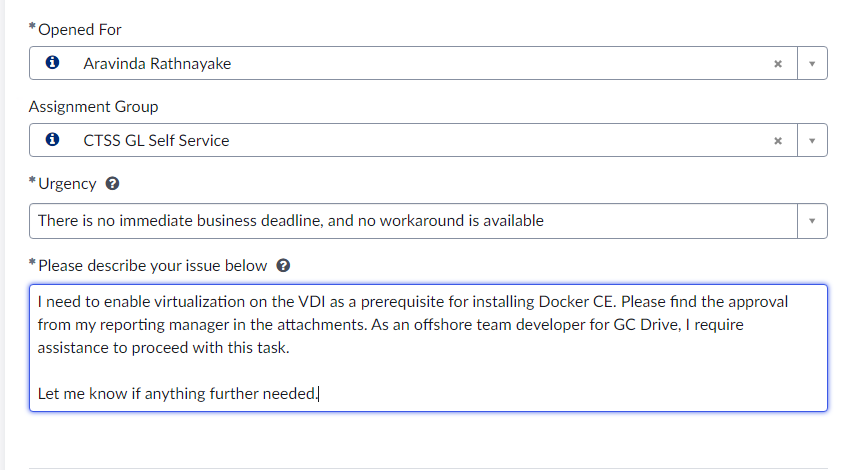


Figure 8: Service now Request to enable VDI Virtualization

## Install

(TBA)

# Upgrade Your VDI

If you feel your VDI performance is not sufficient for your day-to-day work, you may request an upgrade with proper justification.

**LINK:** [VDI (Virtual Desktop) - Employee Center (service-now.com)](https://mmcnow.service-now.com/esc?id=sc_cat_item&sys_id=e20ca77d1b12e15073f3b8ce034bcbf0&sysparm_category=e4f0377c976b5d104b55b0e3a253afcc)

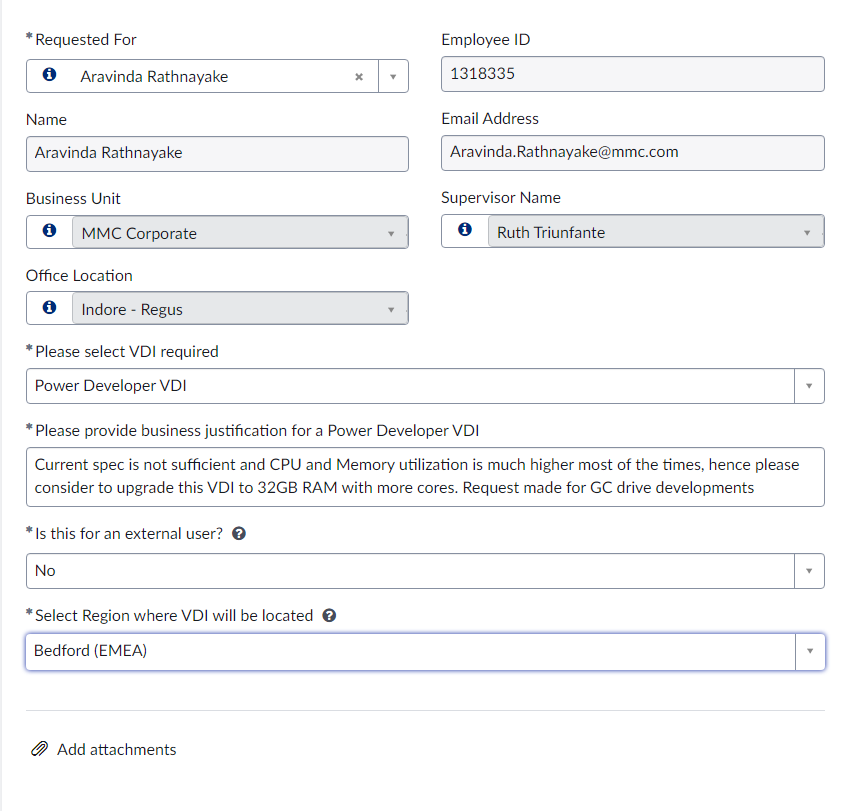


Figure 9: VDI upgrade request through Service Now

**NOTE:** Before making the request make sure you have selected the correct region where your VDI lives in.

# Beyond Trust – Windows Administrator

**What is Beyond Trust?**

You will be granted on demand Windows Administrator privileges to install/ run applications without granting them on permanent basis. Previously, they used Elevated Access (Permanent Windows Administrator Access) starting from July 19th of 2024 will be revoked from all VDI/ Machines and instead introduced Beyond Trust. Physical MMC machines will get revoked this privilege by machine basis.

**Have you already granted Elevated Access?**

If you already requested [Windows Elevated Access - Employee Center (service-now.com)](https://mmcnow.service-now.com/esc?id=sc_cat_item&sys_id=6343513c979b65104b55b0e3a253af5f&sysparm_category=0847ba1c1b9f0550b74b99f32a4bcbf5), your VDI will get install Beyond Trust **automatically** and to make Beyond Trust full effect, please restart your VDI **twice** and check following Policy **PMC: GC-POC (r20)** got reflected.

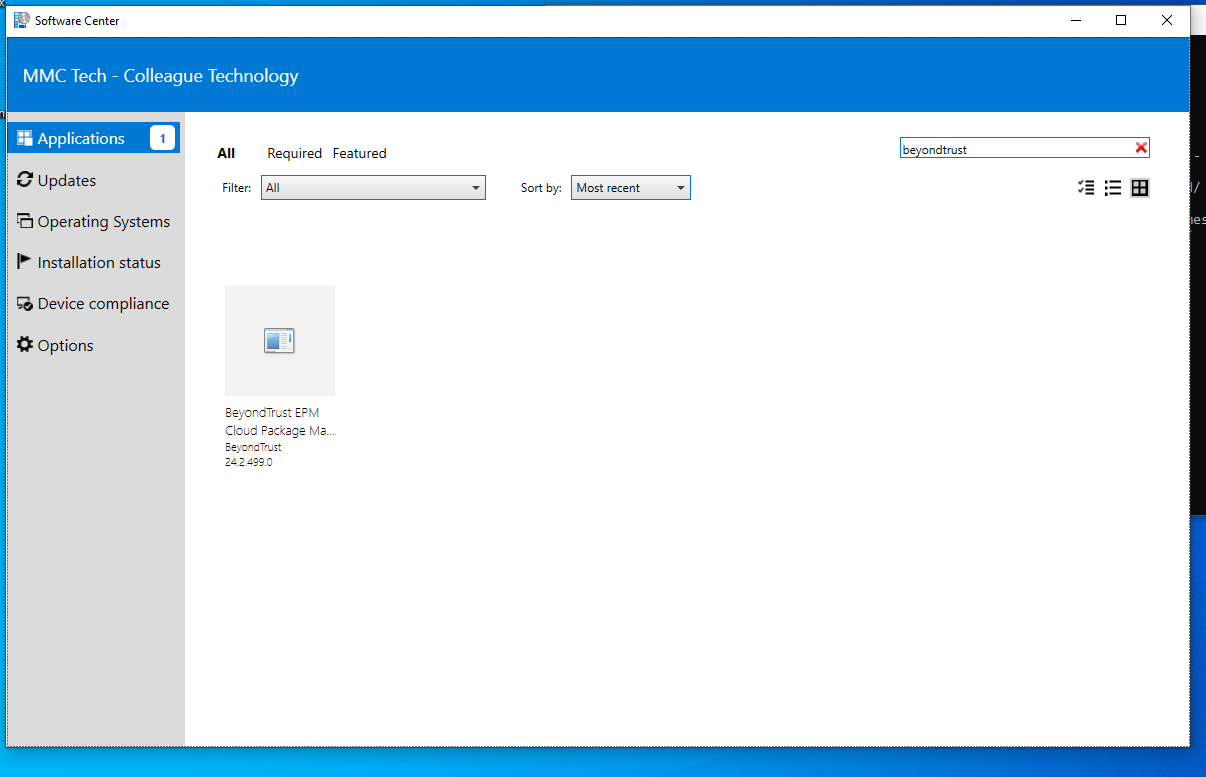


Figure 10: Software Center Beyond Trust



Figure 11: Beyond Trust Task Icon

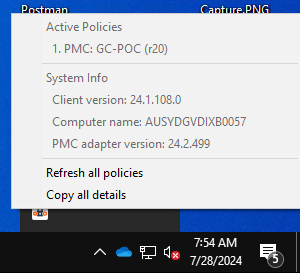


Figure 12: Beyond Trust Active Policies

**Have you onboarded GC recently?**

If you are **received** a VDI/ Machine after 23rd of July 2024, probably Beyond Trust will get pre-installed on your computer. If NOT Beyond Trust appears on Task Box of your VDI, please request access through:

**LINK:** [Beyond Trust Service Now Template](https://mmcnow.service-now.com/esc?id=sc_cat_item&sys_id=550e73d847938a9062915ae8536d439e&referrer=recent_items)

Once granted the request from Service Now you may restart your VDI to get reflect Beyond Trust policies.

Once you have successfully completed/ received access of Beyond Trust you may ask for on demand verifications on where applications need to be installed/ run with Administrator privileges.



Figure 13: Beyond Trust Verification prompt

**NOTE:** Please do not request Windows Elevated Access from Service Now starting from 19th of July 2024.

**How to check I’m having administrator privileges?**

C:\Users\U1318335>net localgroup administrators

Alias name     administrators

Comment

Members

-------------------------------------------------------------------------------

GCEUADDOMAIN\APAC-MGTI-Desktop\_Admin-S-L

GCEUADDOMAIN\AU-MGTI-Desktop\_Admin-S-L

GCEUADDOMAIN\EMEA-MGTI-Desktop\_Admin-S-L

GCEUADDOMAIN\NASA-MGTI-Desktop\_Admin-S-L

GCEUADDOMAIN\U1318335

GCEUADDOMAIN\US-MGTI-Desktop\_Admin-S-L

mmcadmin

The command completed successfully.

# Plan View Timesheet Submission

You must submit plan view time sheets for the current week on or before the last day of the week (Sunday of each week). Best practice is to submit the timesheets on daily basis.

If Work was not showing, as an example if you want to put holiday or planned leave select “Select Work” button and add relevant category to current time sheet. Once you enter the timesheet hours on relevant Work, click on “Sign and Submit”.

**NEVER** press “Complete” checkbox on your timesheet view. Unless asked by PMs

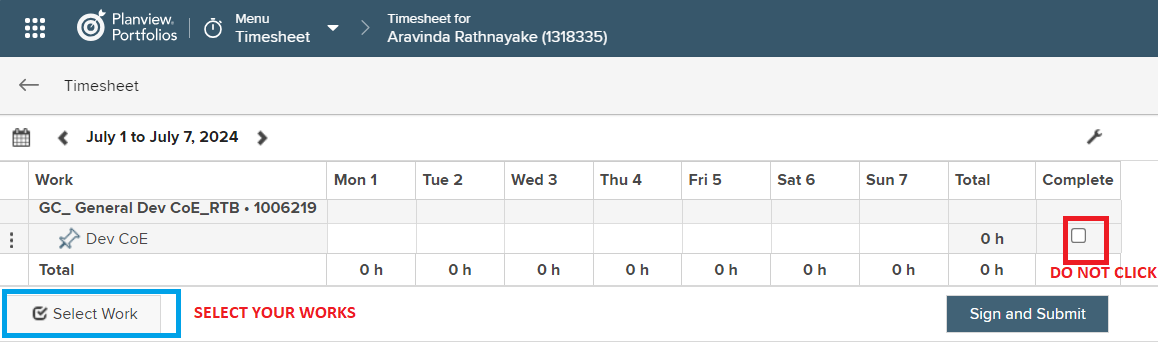


Figure 14: Plan view timesheet submission.

**LINK:** [Planview](https://mmc.pvcloud.com/planview/Shared/PortfolioPicker.aspx?pt=PORTFOLIO&st=PORTFOLIO&sname=$Plan&uut=Xqh7BS0jM/mwpNl7BgVxqi)

**NOTE:** For tracking perspective, make sure to take a screenshot of submitted timesheet for each week. Since you cannot go back for the previous month's timesheets in case of emergency.

# Communication

All the written communication should be conducted through MMC Outlook or Teams. Verbal communication should be carried out by Zoom if you are a VDI user since VDI does not support sound drivers.

1. Teams – for all types of communication (if VDI user, except verbal and visual).
2. Zoom – for verbal/ visual communications, especially if you are a VDI user.
3. Outlook – use as official/ written communication method.

**NOTE:** You can install Zoom on your local machine if you are a VDI user and log into MMC account using SSO setup.

# Task Management

Guy Carpenter – DEV CoE uses Scrum framework and runs 2 weeks sprint. Team primarily uses Azure DevOps board for all sprint task tracking. [Nuwini.Chamindi@mmc.com](mailto:Nuwini.Chamindi@mmc.com) will be your Offshore PM/ Scrum Master and Dibyendu (Diby) will be your Onsite Tech PM.

**Task Hierarchy:** Epic  Feature  PBI (Product Backlog Item)  Task

**Feature/ PBI Estimation**

* **1 Point:** Half Day

**3 Points:** Full Day

**5 Points:** 3 Days

**8 Points:** Week of Work

**Above 8 Points:** Not allowed, reconsider to break it further.

**Task Estimation**

* Estimation can be put as hours as an example 6.5 means 6 hours and 30 minutes. Consider maximum hours per day as **capacity** that defined for yourself for the current sprint.

**LINK (GC Drive Example):** [GC Drive Project Backlog items Backlog - Boards (visualstudio.com)](https://guycarp.visualstudio.com/GC%20IT%20Architecture/_backlogs/backlog/GC%20Drive%20Project/Backlog%20items?showParents=true&System.AssignedTo=Aravinda.Rathnayake%40mmc.com&System.WorkItemType=Product%20Backlog%20Item&System.IterationPath=GC%20IT%20Architecture%5CGC%20Drive%20Piliot%20Launch%5CSprint3&System.State=Approved%2CCommitted%2CIn%20Progress&System.AreaPath=GC%20Drive)

# Team SyncUPu

You should be participated for the 15 mins team sync up with Onsite teams which carried out weekly basis on Monday, Tuesday and Thursday (GC Drive), and should be discussed the followings:

1. Tasks I worked on yesterday.
2. What am I working on today?
3. Any blockers I should be notify to the team.

Apart from sync up meetings you will ask to join Technical/ Non-technical workshops.

# Sprint Planning

You should be participated for 1 hour Sprint Planning with Onsite team which is carried out bi-weekly basis on Mondays and should be discussed the followings:

1. Prioritized features for the sprint.
2. Sprint capacity and holidays,
3. PBIs that team will work during the sprint

# Sprint Demo

You should demonstrate the work you carried out during the sprint at the 1-hour Sprint Demo with Onsite team which is carried out on a bi-weekly basis on Fridays.

Product Backlog Items (PBI) are marked as Done after the demo if there is no feedback and if there is feedback those PBIs will be taken to next sprint to address them.

# Sprint Retrospective

This is to reflect on the past Sprint and identify improvements.

* **Participants** - The Scrum Team
* **Structure** -
  + Review what went well and what didn’t during the Sprint.
  + Discuss potential improvements.
  + Create a plan to implement improvements in the next Sprint.

# Leave Plan

Apart from Sri Lanka Holidays, all your pre-planned/ unplanned leaves should be communicated to [Nuwini.Chamindi@mmc.com](mailto:Nuwini.Chamindi@mmc.com) and the Onsite team in a preferred communication method described in [Communication](#_Communication) section and provided by Nuwini.

# Reset AD/ Okta Password

During the event of windows asking to reset your password, you can easily reset the password for AD and Okta both by running Alt + Ctrl + Delete on your Windows machine and click on “Change Password”.

OR

You can use [My Apps Dashboard | Marsh & McLennan Companies, Inc. (okta.com)](https://mmcglobal.okta.com/app/UserHome?session_hint=AUTHENTICATED) to reset the password.

**NOTE:** Make sure to change your password before it gets expired or else you need to reach out to Help desk to reset your password.

# Work Ethics and Best Practices

* Do not copy/ screenshots anything from your MMC machine to the outside, if it’s necessary, make sure to use Outlook with your ATI email with proper subject and make sure to double check it does not include any secrets and update naming convention compared to original. But this is encouraged as a DONTs.
* You must participate in all SyncUP/ workshops that are required and collaborate with each team member effectively.
* Make sure to submit Plan view time sheets on or before Sunday.
* If you are a VDI user, as a best practice make sure to restart the VDI couple of times per week for the best performance.
* If you are a VDI user, remember C:\ drives persist the data however it will not back up any data to One Drive. If you need to backup any data use Desktop, Documents or Pictures.
* If you are a VDI user, do not use Z:\ drive as data storage.
* Use LenAI to boost your performance.

# Useful Information

* Employee Type: CWR
* User Type: Internal
* Username: U1234567 (Your VDI Login name)
* Employee ID: 1234567 (Your VDI Login name without “U”)
* Domain: GCEUADDOMAIN (refer [Access Management](#_Access_Management) how to find AD domain section)
* Vendor Company: <https://www.impetus.com/>
* Location of Office: Indore, Regus, India
* Country: India
* VDI Server(s): <https://vdi1.emea.mmc.com> (Europe) / <https://vdi1.apac.mmc.com> (Asia Pacific)
* MMC Helpdesk Call Center: +1 833 292 6769
* MMC Service Now: <https://mmcnow.service-now.com/esc>
* MMC Regions: EMEA (Europe, the Middle East and Africa), APAC (Asia-Pacific), NASA (North America and South America)

# Q & A

**What is ADO?**

ADO is Azure DevOps, Service (cloud) or Server (on-prem).

**What is MGTI?**

MGTI is a group that technically no longer exists. It is the global technology group that was responsible for most corporate technology & infrastructure. MGTI teams have been broken into various groups with separate reporting lines. E.g. Alan Carse now reposts to Richard Giles (EA), other facts report to Jeff Lund (GIS).

**What is AMS?**

AMS is an application maintenance service. They are a group that has historically managed the "keep the lights on applications" that are no longer in active development. They have expanded a bit and are trying to own additional shared services but are still staffed more towards the maintenance end of the spectrum, not leading edge.

**What is ARE?**

We have a team in India who we refer to as the ARE (Application Reliability Engineering) team. They would share some similarities with approaches to DevOps in terms of breaking down the silos between development and operations teams and promoting cross-functional collaboration to achieve shared goals. Those goals for the ARE team typically revolve around improving the reliability and scalability of systems with emphasis on automation and monitoring.

Aspects of their work include:

1. Dev Labs (capabilities to move non-prod cloud environments to scheduled/on-demand)
2. Advocating and supporting continuous integration and deployment practices (support the Mercer CORE pipeline)
3. Participating in migrating MMC Tech to common platforms (Artifactory, GitHub, ADO, etc.) and associated operational support.
4. Support (e.g., upgrades) of (some?) Jenkins instances.
5. Shift-left self-service capabilities (e.g., starting/stopping services in non-prod, self-paced Java upgrades, etc.)
6. Environment mapping including auto-generation of ADDs.

This team is also the primary operations support group for tasks AMS picks up from the OSS2.0 team.

(sources from: [GC COE Onboarding guide.docx](https://mmcglobal-my.sharepoint.com/:w:/r/personal/jonathan_coronel_guycarp_com/Documents/GC%20COE%20Onboarding%20guide.docx?d=w3e33872aa8074f00820d4d0d0ffdfec3&csf=1&web=1&e=2YmfvB))

# Reading Materials

* Dev CoE Onboarding Guide: [GC COE Onboarding guide.docx](https://mmcglobal-my.sharepoint.com/:w:/r/personal/jonathan_coronel_guycarp_com/Documents/GC%20COE%20Onboarding%20guide.docx?d=w3e33872aa8074f00820d4d0d0ffdfec3&csf=1&web=1&e=2YmfvB)
* Information and Processes: [GC Drive Information and Processes.pptx](https://alliontech.sharepoint.com/:p:/s/GuyCarpenter/Ee6wcD7obcBIqLahgvo91TwB0hWFiPYpGCebMa8de1JjXQ?e=sygPyU)
* Secrets in Software Development: [Secrets in software development (sharepoint.com)](https://mmcglobal.sharepoint.com/sites/DevCoE/SitePages/Secrets-In-Software-Development.aspx)
* REST API Standards: [REST API standards (sharepoint.com)](https://mmcglobal.sharepoint.com/sites/EnterpriseArchitecture/SitePages/REST-API-standards.aspx?web=1#2-client-guidance)
* Allowed Library List: [GC Allowed Dev Library List](https://confluence.guycarp.com/display/GA/Techonlogy++Standards)
* Polaris Plugins Library: [Polaris: Plugins - Directory (sharepoint.com)](https://mmcglobal.sharepoint.com/sites/EnterpriseArchitecture/SitePages/Polaris--Schematics-List.aspx#polaris-schematic-node-microservice)
* Top Ten OWASP: [OWASP Top Ten | OWASP Foundation](https://owasp.org/www-project-top-ten/)
* MMC Share Point: [Colleague Connect - Home (sharepoint.com)](https://mmcglobal.sharepoint.com/sites/home)
* GitHub Source Code Management: [GitHub: Source Code Management (sharepoint.com)](https://mmcglobal.sharepoint.com/sites/DevCoE/SitePages/Github.aspx)
* Check my Assets: [My Assets | MMC ServiceNow (service-now.com)](https://mmcsandbox.service-now.com/now/nav/ui/classic/params/target/$pa_dashboard.do)

# **Allion Project Management**

# Scrum Ceremonies

**1. Daily Scrum Meetings (DSMs)**

* **Participants** - The Development Team, Scrum Master.
* **Structure** -
  + What did I do yesterday that helped the Development Team meet the Sprint Goal?
  + What will I do today to help the Development Team meet the Sprint Goal?
  + Do I see any impediment that prevents me or the Development Team from meeting the Sprint Goal?

**3. Sprint Demo Prep**

This isto prepare to showcase the work completed during the Sprint to stakeholders.

* **Participants** - The entire Scrum Team and stakeholders.
* **Structure** -
  + The Development Team demonstrates the completed work.

# Time Entry in Odoo

It is a mandatory requirement for the project members to log time entries daily in Odoo.

Below are the steps to follow.

**Log in to Odoo**

* Open your web browser and navigate to your Odoo
* Enter your login credentials (username and password) to access your dashboard.

**Navigate to the Time sheet Module**

* From the dashboard, click on the **Timesheets** module to open the Timesheet interface.

**Log Your Time**

* Go to the list view for the ease of time adding. (Using icons in Top Right most corner )

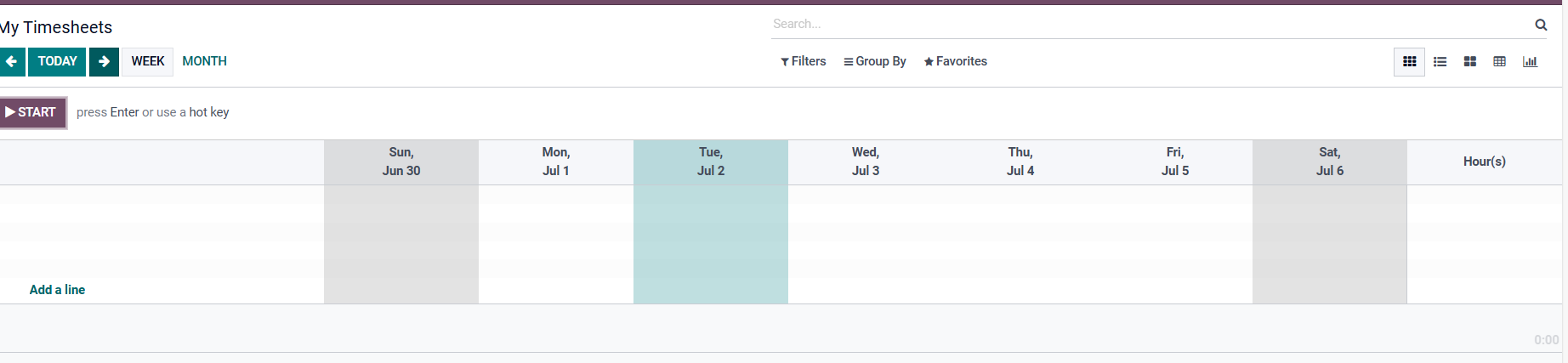


Figure 15 - Odoo Time Sheet View 1

* In the task view, you will see a the **Create** button in left most corner.



Figure 16 - Odoo Time Sheet View 2

* Click on **Create** to create a new time entry.
* Then click **Save**

**(END)**