### **Initial Contact**

We encourage potential partners to provide as much information as possible but we're happy to hear about concepts even in their early stages.

### **Internal Assessment**

Based on the information our partners provide, we consider whether the proposed project is a good match for KDL. That means considering things like requirements, time frame and how it might fit with our overall strategy.

## **Requirements Assessment**

We'll have an in-depth discussion with you to understand your requirements. That then feeds into further internal assessment to produce a Product Quote, outlining high level requirements, our approach, and project costs.

## **Evolutionary Development**

This is when the actual development happens. We divide the project into increments (typically 4-6 weeks), deciding at the end of the previous increment which requirements we'll focus on in the next increment. It's further sub-divided into 2 week timeboxes, keeping the development tightly focused. It includes regular testing during each increment, to catch bugs and other issues early, when they're easier to change.

Evolutionary Development is cyclical with Deployment, as the project moves back and forth between stages.

### **Kick Off**

If the project is funded, we'll go over the plan for working together at the very start. We use an industry-standard Agile project managment approach, which focuses on communication, collaboration and flexibility. This allows us to work with you to adapt to changing requirements.

## **Funding Application**

The Product Quote will provide the majority of the information you should need to incorporate KDL into your funding application. We're also happy to work with you to write and check technical, cost and other relevant sections before submission.

Of course, we'll skip this step if you already have funding available.

## **Deployment**

After each increment, we aim to deploy some portion of the project. This may be a public deployment, or it may be a case of making the functionality available to our partners only in the first instance. This incremental deployment allows us to refine the solution as the project proceeds and test regularly.

Deployment is cyclical with Evolutionary Development, as the project moves back and forth between stages.

### Release

Ahead of release we work closely with our partners to incorporate final changes and carry out final testing. At the release stage we'll normally ask you to sign a Service Level Agreement (costed in the Product Quote), detailing the provision for ongoing hosting and maintenance of your project. When everything is ready we'll agree a final release date with you, including any support needed for launch activities.

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# **Post Project**

All of our projects incorporate consideration of long-term hosting and maintenance needs. The individual project requirements are outlined in the project's Service Level Agreement, and we will contact you toward the end of this period to discuss the future of your project.