Introduction:- Project teams need to finalize the processes & practices that are relevant to their project before project kick-off meeting. This Process Relevance Matrix contains the necessary guidelines for choosing the processes & practices for the project.

Note:

Essential:Need to be followed.Desirable:Highly recommended processes/practices.Optional:Left to the Project Manager's decision.

S. No.	Project Phase	Process / Practice	Priority	Very Small Client Project	Small Client Project	Medium-sized Client Project	Large Client Project	Very Large Client Project	Internal Project	Data manipulation Project (Client)
		Size guideline	>	(<= 20 p-days)	(21 - 60 p-days)	(61-240 person-days)	(241-720 p- days)	(> 720 p-days)		(<= 60 person-days)
		Typical methodology followed	>	Agile	Agile / Iterative	Iterative / Waterfall	Waterfall	Waterfall	Iterative	Agile
1	Initiation									
1.1		Creating a project id	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
1.2		Project kick-off meeting	2	Optional	Desirable	Essential	Essential	Essential	Desirable	Optional
1.3		Project schedule prepn.	1	Essential	Essential	Essential	Essential	Essential	Desirable	Essential
1.4		Project Plan preparation	3	Not required	Optional	Optional	Desirable	Desirable	Optional	Not required
1.5		Risk Plan preparation	2	Optional	Desirable	Desirable	Essential	Essential	Optional	Essential
1.6		Config.Mgmt. Plan prepn.	2	Not required	Not required	Desirable	Essential	Essential	Essential	Essential
1.7		Knowledge Management Plan	1	Desirable	Desirable	Desirable	Essential	Essential	Optional	Essential
1.8		Infrastructure Plan (h/w, s/w)	2	Not Required	Desirable	Desirable	Essential	Essential	Not required	Desirable
2	Planning			•						
2.1	J	Requirements Summary Sheet	1	Essential	Essential	Not Required	Not Required	Not Required	Essential	Essential
2.2		Business Ramnts Document	1	Not Required	Optional	Essential	Essential	Essential	Optional	Not Required
2.3		Use cases / FS	1	Not Required	Optional	Essential	Essential	Essential	Desirable	Not Required
		Review of Rgmnts Summary or BR,								
2.4		by PM/BA and by client	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
2.5		Review of FS with client	3	Not Required	Not Required	Desirable	Desirable	Essential	Desirable	Not Required
2.6		Early prototyping	2	Desirable	Essential	Desirable	Desirable	Desirable	Essential	Not Required
2.7		Get client Sign-off on RS/BR/FS/Proto or Communicated deemed approval	2	Desirable	Desirable	Essential	Essential	Essential	Not required	Desirable
2.8		WBS / UCP / TaskComplexity based Effort estimation	1	Optional	Desirable	Essential	Essential	Essential	Essential	Desirable
2.9		Test Plan preparation & review	2	Not Required	Optional	Essential	Essential	Essential	Desirable	Not Required
2.10		Initial team training	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
2.11		Traceability Matrix prepn.	2	Not Required	Desirable	Desirable	Essential	Essential	Desirable	Not Required
2.12		Knowledge Transfer Deliverables	3	Not Required	Not Required	Desirable	Essential	Essential	Not required	Not Required
3	Design									
3.1		Solution Architecture review	1	Essential	Essential	Essential	Essential	Essential	Essential	Not Required
3.2		Class diagrams, HLD	1	Not required	Essential	Essential	Essential	Essential	Essential	Not Required
3.3		Class diagrams, HLD review	1	Not required	Essential	Essential	Essential	Essential	Essential	Not Required

3.4		Detailed design & reviews	2	Desirable	Desirable	Essential	Essential	Essential	Desirable	Not Required
3.5		Database Design & Reviews		Not Required	Desirable	Essential	Essential	Essential	Desirable	Not Required
3.6		Review comments logging/tracking	3	Not required	Essential	Essential	Essential	Essential	Desirable	Not Required
3.7		Identifying re-use of components / re-usable components creation	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
4	Coding	To asable components creation	<u>'</u>	Essertiur	Essertial	Essertial	Essertiai	Essential	Essertiai	Essential
4.1	coung	Following defined coding standards, wherever available	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
4.2		Code reviews by peer / superior	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
4.3		Nunit testing	1	Desirable	Essential	Essential	Essential	Essential	Essential	Essential
4.4		Unit testing issues logging	2	Not required	Desirable	Desirable	Desirable	Desirable	Desirable	Desirable
4.5		Adhering to re-use considerations	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
5	Testing									
5.1		Test cases prepn. & review	1	Optional	Essential	Essential	Essential	Essential	Essential	Not Required
5.2		Test data planning	1	Optional	Desirable	Essential	Essential	Essential	Desirable	Not Required
5.3		Test environment checklist	2	Optional	Essential	Essential	Essential	Essential	Essential	Not Required
5.4		Test execution tracker	2	Optional	Desirable	Essential	Essential	Essential	Desirable	Not Required
5.5		Defects logging	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
5.6		Daily test dashboard	3	Not required	Desirable	Desirable	Essential	Essential	Not required	Desirable
5.7		Test summary report	2	Optional	Desirable	Essential	Essential	Essential	Desirable	Essential
5.8		Root Cause Analysis		Optional	Essential	Essential	Essential	Essential	Desirable	Optional
5.9		Unstructured Testing		Essential	Essential	Essential	Essential	Essential	Essential	Essential
5.10		Test Scenario Planning		Optional	Desirable	Essential	Essential	Essential	Desirable	Optional
6	Config.Mgmt.									
6.1		Project / Release folders setup	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
6.2		Maintaining all code/docs/Cls in VCS	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential
6.3		Lead reviews of CIs before check-in	2	Desirable	Desirable	Desirable	Desirable	Desirable	Desirable	Desirable
6.4		Mid-project baselining/labelling	2	Not required	Desirable	Essential	Essential	Essential	Desirable	Not required
6.5		End-of-phase baseline audits	3	Optional	Desirable	Desirable	Essential	Essential	Desirable	Optional
7	Project Mgmt.									
7.1		Change tracking & impact analysis	1	Essential	Essential	Essential	Essential	Essential	Essential	Not Required
7.2		Weekly status reporting - Client	1	Optional	Desirable	Essential	Essential	Essential	NA	Essential
7.3		Weekly status reporting - Internal	2	Not required	Optional	Desirable	Essential	Essential	Essential	Desirable
7.4		Weekly project reviews - Internal	1	Essential	Essential	Essential	Essential	Essential	Essential	Not Required
7.5		Regular intra-team meetings	2	Desirable	Desirable	Desirable	Desirable	Desirable	Desirable	Desirable
7.6		Issues/Actions tracking thru TRAC	1	Essential	Essential	Essential	Essential	Essential	Essential	Not Required
7.7		Project Closure with Learnings & KT	1	Essential	Essential	Essential	Essential	Essential	Essential	Essential