

Team Processes

NHS Proxy Access

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No headings included in this document

Below is a list of processes identified by the team that we need to articulate and agree upon.

The first table is a more general list of processes for the team and the second is more specific to the tech.

Process Name	Process
Raising a Bug	<p>A bug is an unexpected error or problem that has been found.</p> <p>Anyone who finds a bug should raise a ticket for it.</p> <p>PM and Lead Dev should be alerted of the bug and they will decide on it's priority level and discuss with DM if it needs to be brought into the current sprint.</p>
Assigning PR's	<p>When a ticket is ready to be PR'd, a message should be sent in the bramble tech channel asking for a PR.</p> <p>Once this has been picked up, the individual who takes it should self-assign the PR ticket and on self-assign on GitHub and add a comment once complete. (whether there is work to do or not)</p> <p>If nobody picks the PR up, the person who has done the ticket should follow up and speak to DM for support.</p>
Decision making	<p>Decisions that affect the scope, product, delivery or other big items should be recorded on the Decision Log and shared with the team as soon as appropriate.</p>
Bringing work into a live sprint	<p>All work in sprint should be prioritised by the Product Manager with support from the Lead Dev. If a ticket is deemed to be important and should be prioritised immediately, the PM should agree this with the DM to discuss capacity and trade-offs.</p>
Prioritising the work	<p>The PM is responsible for prioritising the work with input from all team members where appropriate. This is often initially a joint venture with the Tech Lead.</p>
Raising blockers, risks or issues	<p>All blockers, risks and issues should be raised immediately to the DM in the first instance via slack or video chat. Blockers can also be raised by moving the ticket to 'blocked' and adding a comment.</p>
Assigning tickets to individuals	<p>We will assign tickets as a group in sprint planning and then continue to discuss and assign throughout the sprint.</p>

Process Name	Process
Testing Process	<p>Testing can be done by anyone who is able and available. However, in most cases it is good practice to ensure someone other than the assignee who worked on the ticket completes the testing.</p> <p>Once a test is passing and complete, it should move into Quality Review where the QA (or Tech Lead or Lead Dev) will approve the testing to ensure nothing has been missed.</p>
Rejecting Tickets	<p>The PM is responsible for managing the backlog and as such may decide to reject tickets that are not deemed to be needed (via conversations with Tech Lead or others). When rejecting a ticket, a comment should be added as to why it is no longer needed so others can see.</p> <p>The same process should be followed for tickets in sprint that need to be rejected.</p>

Process Name	Process
Release to QA Process	At the end of a Sprint the code on main should be tagged (tagging convention TBC) and that tag deployed to QA using the Manually Deploy All Stacks to Non-Prod Envs (github) ¹ action. This action requires approval from the Lead Dev or the Tech Lead.
Release to Prod Process	TBC
API Spec Changes	Changes to the API should be created on a branch in the validated-relationships-service-api (github) ² repository. A PR should be raised and reviewed by the System Architect and a member of the development team before it is merged. The API version number should be updated using the Semantic Versioning ³ standard.
Committing Code	Anyone with proxy-service-developers (github) ⁴ team can commit code to a branch. All commits should start with the Jira ticket number and a meaningful commit message.

¹ https://github.com/NHSDigital/proxy-validated-relationships-service/actions/workflows/manual_deploy_all_stacks_non_prod_envs.yaml

² <https://github.com/NHSDigital/proxy-validated-relationships-service>

³ <https://semver.org/>

⁴ <https://github.com/orgs/NHSDigital/teams/proxy-service-developers>

Process Name	Process
Merging PR's	PRs can be merged once an approval is given by a reviewer and all the automated Quality Gates have passed. The PR template (github) ⁵ gives guidance to the PR author and reviewer.

⁵ https://github.com/NHSDigital/proxy-validated-relationships-service/blob/main/.github/pull_request_template.md