**VBooks Project Roles and Responsibilities Document**

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| **Role** | **Responsibilities** |
| **Project Manager** |  |
|  | * Responsible for accomplishing the project objectives with in the the constraints of project. * Responsible for the outcome (success or failure)of the project. * The Project Manager controls and monitors “triple constraints”—project scope, time and cost. * The Project Manager collects metrics data (such as baseline, actual values for costs, schedule, work in * progress, and work completed) & reports on project progress and other project specific information to * stakeholders. * The Project Manager is responsible for identifying, monitoring, and responding to risk. * Responsible for conducting daily, weekly and monthly project meetings and track the action itmes to closure. * Responsible for conducting architcture, design review calls. * Responsible for performance appraisal of the team members including team lead/technical lead. * Serves as a liason to the steering committee. |
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| **Junior Developer/Software Engineer** | * Develop software programs and applications passing through all stages. * Analyze and resolve software errors accurately on time and provide required status reports. * Design and develop new software programs and applications assisting developers, analysts and designers. * Help in preparation and documentation of program requirements and specifications. * Suggest, plan and implement software improvements and upgrades. * Write, translate and code software programs and applications commensurate to specifications. * Assist in development and maintenance of user manuals and guidelines. * Install software products for end users as needed. * Resolve problems with software products or company software systems working with network administrators, systems analysts and software engineers. * Should adhere to coding standards. * Write unit test cases, execute and document the results. * Participate in peer to peer code reviews. * Should participate in daily standup meetings. * Provide status updates on a daily basis to the Tech Lead. * Should document the LLD on the programs/modules he is working on. * Should fix the bugs/issues assigned to him within the SLA's defined in the Project Plan. |
| **Senior Developer/Senior Software Engineer** | * Develops software solutions by studying information needs; conferring with users; * studying systems flow, data usage, and work processes; investigating problem areas;   following the software development lifecycle.   * Develop features across multiple subsystems within our applications, including collaboration in requirements definition, prototyping, design, coding, testing and deployment. Understand how our applications operate, are structured, and how customers use them. * Provide engineering support when building, deploying, configuring and supporting systems for customers * Participate with the engineering and operations teams to define plans for * standardizing, scaling and enhancing our products and the services utilized to deploy/install/release those products * Investigate, analyze and make recommendations to management regarding technology improvements, upgrades and modifications * Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. * Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code. * Prepares and installs solutions by determining and designing system specifications, standards, and programming. * Improves operations by conducting systems analysis; recommending changes in policies and procedures. * Provides information by collecting, analyzing, and summarizing development and service issues. * Accomplishes engineering and organization mission by completing related results as needed. * Supports and develops software engineers by providing advice, coaching. * Should review the code written by junior developers. * Responsible for preparing HLD docs(HLD’s). * Should review the Design and architecture along with Technical Lead. |
| **QA** | * Prepare Software QA Test Plan. * Estimate and review QA efforts as part of the overall development effort * Check / Review QA artifacts * System, Integration and User Acceptance prepared by test engineers. * Get involved in analyzing requirements during the requirements analysis phase of projects. * Keep track of the new requirements from the Project. * Forecast / Estimate the Project future requirements. * Arrange the Hardware and software requirement for the Test Setup. * Develop and implement test strategies. * Escalate the issues about project requirements (Software, Hardware, Resources) to Project Manager / QA Lead * Assign task to other QA Team members and ensure that all of them have sufficient work in the project. * Attend the regular client call and discuss the weekly status with the project leadership team. * Track and report upon testing activities, including testing results, test case coverage, required resources, defects discovered and their status, performance baselines, etc. * Assist in performing any applicable maintenance to tools used in Testing and resolve issues if any. * Ensure content and structure of all Testing documents / artifacts is documented and maintained. * Document, implement, monitor, and enforce all processes and procedures for testing is established as per standards defined by the organization. * Review various reports prepared by QA Engineers. * Log project related issues in the defect tracking tool identified for the project. * Check for timely delivery of different milestones. * Identify Training requirements and forward it to the Project Manager/QA Lead Reporting and Ownership * Reports to the Project Manager/ QA Lead * Owns QA of entrusted components or subsystem. |
| **DBA** | * Installation, configuration and upgrading of DB software and related products * Evaluate DB features and DB related products * Establish and maintain sound backup and recovery policies and procedures * Take care of the Database design and implementation * Implement and maintain database security (create and maintain users and roles, assign privileges) * Perform database tuning and performance monitoring * Perform application tuning and performance monitoring * Setup and maintain documentation and standards * Plan growth and changes (capacity planning) * Work as part of a team and provide 7x24 support when required * Perform general technical trouble shooting and give consultation to development teams * Interface with Oracle Corporation for technical support. * Patch Management and Version Control * Implement and maintain the database design * Create database objects (tables, indexes, etc.) * Write database procedures, functions and triggers * Assist developers with database activities * Tune database queries * Monitor application related jobs and data replication activities |
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| **Technical Lead** | * Own the Responsibility of the overall sprint or iteration outcome * Use project’s best practices and coding standards * Prepare and help team to prepare the design; should have a very good understanding of the project * architecture * Coding and unit testing including JUnits * Conduct peer review and provide feedback * Remove the technical impediments * Update regular associates RAG (Red, Amber, Green) status; discuss the Red cases on the immediate basis * with the project manager to help the manager in the attrition management * Update sprint tracker with accurate information to identify the risk and issues proactively at the * sprint level * Conduct project risk identification and mitigation action planning with the PM at the project level * Participate in CAR and help in preparing the data * Conduct FIR; Process check master – to make sure that his team is following all the listed procedures * Constantly looking for ways to increase the team’s velocity/productivity by eliminates the waste. This * should be one of the discussion points in the annual appraisal. * People management & Technical management * Help PM in the annual and mid-year appraisal process * Assist project manager in the project coordination/management * Report the status with alarms, explanations and solutions;   + Promptly escalate issues to the reporting manager   + Track and resolve issues * Target - Zero surprises; proactively react to the surprises with the detailed written explanation * Last but not the least, tech lead should be a reference book for your team members * Interface between team and management * Write quality code, set an example of quality in front of the team members * Gain the team’s respect with the quality of your work and by doing what you are preaching * Define early on what success means for you, the team and the business   + Set reasonable expectations in front of the team * Should be part of the design team   + Should have design vision and understanding * Be firm but fair * Admit your mistakes * Build and maintain high team morale * Should not be biased towards any individual professionally but personally you can J * Task assignment should be fair   + Tasking should be done with the team together   + Match people and tasks based on their skills and their personal preference   + Work the estimate with the team * Try to become a role model for the team * Take necessary measures to avoid centralization of knowledge. There should not be any dependency in the * project on anybody. * Mentor people; It is your job to raise the education level of your team * Quality with on time delivery of agreed deliverable * Team can approach lead any time for any functional or technical concern   + Tech lead requires balancing between technical and leadership talents. * Lead should Motivate/encourage the team members   + Especially when team is under pressure with the tight deadline * Lead should share the limelight with the team * Don’t blame anybody publicly for anything * Work as hard or harder than anyone else in the team * Focus on the technologies associated with the software or application you are building**.** Learn those * technology thoroughly * Flexible enough to work under different work environments settings. * Should be responsible for doing code reviews, design and architecture reviews and provide feedback and track them to closure. |
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