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Delivery Guide



Component Name

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Revision and Signoff Sheet

Change Record

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Reviewers

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Guidance for IP Developers

This document is intended for the technical delivery resources who will be responsible for delivering the component to a customer. It should include any technical design and procedural guidance that’s not already documented elsewhere. It should also include a running list of known issues and links to useful information, internal or external. Some general rules for developing this document:

* **Name the document** using the “[Component Name] – Delivery Guide.docx” naming convention.
* Avoid modification to the **top-level table of contents** for the document. We want to keep these documents relatively consistent from component-to-component so that people can find similar information in the same places.
* Do not **repeat content** that’s already documented elsewhere in the component assets. If you’ve already documented design decisions and associated guidance in the design and plan document, don’t feel the need to repeat that here. Same applies for the procedures that are already documented in the delivery summary. Simply reference existing content wherever possible.
* In the theme of avoiding duplication, **don’t use this document to detail the objectives, scope, phase structure, or task list** for the component. All that content should be published in the component specification and WBS.
* Strive for **brevity and relevancy** in this document, as in others. This is intended to be a catch-all for internal guidance. Don’t feel the need to create content for content’s sake. If it’s not going to be useful, leave it out.
* **Don’t use pink text guidance** in this document. Your audience is internal. All normal text is guidance.
* Feel free to **write somewhat informally** and use the pronoun “you” when referring to the reader.

1. Introduction

This document includes internal delivery guidance for the PowerApps Dev Kitchen Microsoft Services intellectual property (IP) component. It includes general delivery guidance, design notes, procedures for completing some tasks, any known issues and workarounds, and links to available information. This guidance is not intended to be comprehensive. The content of this document augments, but does not summarize or repeat, content which is published in other component assets. Prior to customer delivery, be sure to review the component specification, work breakdown structure, and other key assets to familiarize yourself with all available content and training materials.

* 1. Intended Audience

This is an internal Microsoft document and the guidance herein is intended for consultants and engineers who are responsible for technical delivery of this component to a customer. Under no circumstances should the document be directly distributed to a customer.

1. General Delivery Guidance

This section includes all non-technical delivery guidance for the component, including any recommendations for minimizing risk, managing communications, or generally structuring delivery in a way that maximizes the chances of positive customer satisfaction.

* 1. Day 1
* **Topic 1: Introduction to the Training (15 mins)**

Initially, complete introductions of both yourself and the customer, ensuring you gain an understanding of any experience they have had with PowerApps so far.

Then please introduce the workshop, giving a brief overview of what each of the days will contain. More details on this can be found inline below. req

* **Topic 2: Power Platform Overview (45 mins)**

An introduction to what is PowerApps and how it fits into the O365 suite followed by a deep dive into the PowerApps studio. This will provide an overview of the options for creating an app and the different components that can be used on an app. Finally, in this section, you will run through 2 / 3 stories, showing examples of when PowerApps has made a large impact on an organization.

N.B. There are more than 3 customer stories in the deck so please pick the more appropriate and the one you feel most comfortable

* **Topic 3: Power Platform in Action (30 mins)**

Use the step by step guide to walk the customer through a demo of creating an app from blank, connecting it to a data source and display the information in a gallery on the app.

* **Topic 4: App in (half a) Day (4 – 5 hours)**

Allow the attendees to work through the app in a day lab on their own tenant. Depending on the attendees experience and technical ability, the amount of time it will take them to work through this exercise will vary. Ensure you are walking around the room and helping anyone with their questions.

* 1. Day 2
* **Topic 5: Review of Customer Business Problem OR Introduction to Out of Box Business Problems (30 mins)**

1. If the customer has brought a business problem, then use this time for them to review / explain their busi ness problem and their vision for how it can be transformed using PowerApps.

If the customer hasn’t brought a business problem, then introduce the out of box business problems that Microsoft has provided and give context on how it can be improved using PowerApps.

* **Topic 6: The Hackathon (5 hours)**

Give most of the day to work on building their apps. Be present in the room, engaging with the attendees, answering their questions and providing insight on the app they are building.

* **Topic 7: Present the Solutions (45 mins)**

Give the attendees a maximum of 10 minutes each to present back the app they have built, the journey they went through, challenges they face and what they have learnt from the two days.

* **Topic 8: Closeout and Summary (15 mins)**

Summarize the learnings of the two days, the next steps with the apps they have built and any other agreed follow up actions.

1. Design Notes

This section addresses any major design considerations for the component that are not already documented publicly or included in the workshop and/or design and plan. This content will be most useful during delivery of the workshop and preparation of the design and plan. Not all notes will apply to every scenario, so read carefully and exercise good judgment when determining when to apply this guidance.

Use this section to provide the delivery team with any notes that will help them navigate design options with the customer. Create whatever subheadings make sense and structure this like a grab bag of topics. If your component doesn’t have any relevant design guidance or all design guidance is already published elsewhere, state that under the preceding introduction and delete all subheadings.

* 1. Note 1

When documenting a design note, be sure to clarify the circumstances under which it will apply.

* 1. Note 2

1. Procedures

This section documents any step-by-step delivery procedures that are not already documented publicly or included in other customer-facing component assets. All procedures assume a strong working knowledge of the subject matter, and it is the responsibility of the delivery team to be sure that all changes made in a customer’s production environment are well understood, thoroughly vetted, and will not result in preventable issues.

Use this section to document any procedures that the delivery team may need to complete to implement the solution in the customer environment. You can use the section as a sort of knowledge base and include procedures that may only apply to a subset of customer situations. When documenting procedures, you can assume that the reader has a baseline understanding of the technology and keep it high-level. Don’t feel the need to go crazy with screenshots, but you can include them when they’re clearly helpful.

Organize the subsection headings as you see fit. It may be useful to group procedures into sections as this template assumes, or you can alternatively remove the sections and just use 4.1, 4.2, 4.3, etc. as an unsorted list of procedures.

* 1. Section 1

Include section notes when it makes sense

* + 1. Procedure 1

When documenting procedures, make sure to specify the circumstances under which they should be executed.

* + 1. Procedure 2
  1. Section 2
     1. Procedure 1
     2. Procedure 2

1. Known Issues

This section documents any known issues for the component, including issues that have been encountered during other customer deliveries. Any available workarounds are also documented. If you have an issue and/or workaround to contribute to this list, please use the feedback channel for the component to contact the IP owner(s).

Use this section to maintain a running list of known issues, documenting workarounds when they’re available. If there are no issues to report, delete the subheadings and state that here.

* 1. Issue 1
  2. Issue 2

1. Available Information

The following table contains links to internal and public information that may be useful during delivery of this component.

Update the following table with any available information. Formatting note: when you convert the first row to the Normal style, it will drop the font size down to the default 8-point font. Bump this back up to 10-point font to improve readability.

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| --- | --- |
| Content | Description |
| Type the name of the content, highlight it, and then use it to create a hyperlink to its location. | Include a brief description of the content |
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