This document lists all the tasks\* to be done (see Deliveries Innovation Project to see when those tasks should be done).

\* This list of tasks includes only what is necessary to produce the prototype (excluding work organization and project presentation tasks).

# Task 1 – Work base (cf workshop 1)

* Written synthesis of the project idea,
* Modelisation of the project ecosystem,
* Innovation project canvas v1
* Collaborative tools
* Organisation of pre-studies

# Task 2 - Business - Targets / beneficiaries

**Objective:** understanding future users and their need, estimating market potential, determining key succes factors

## Segmentation of target groups

* identification of different user categories (classification criteria have to match the project (B2C : socio-professionnal, income, demography, usages,… B2B : corporate key figures, type of structures, usages,…),
* quantification (existing studies, official statistics, press, litterature, white papers, scientific papers,… and/or polls or other studies led by your team, model-based estimates)

## Profiling of target groups

analysis of the context of the future users (financial means, purchaising behaviour, rhythm and conditions of usage, preferences,…) for the main target groups.

## Needs – Expectations – Desires

Analysing the need in terms of functionalities, the expectations and desires that your product will raise for the main target groups

## Constraints

Identification of the constraints of the main target groups (economic, laws, regulations & standards, conditions of use, technologies, accessibility, disponibility, ergonomy…)

## Choice of a target group for v1

Identification of the most promissing target group for the launch of v1 of your product/service. Identification of important secondary target groups in view of future growth/extensions.

# Task 3 - Business - Potential partners

Identify necessary partners for your project (access to information, access to contents, access to technologies, access to markets/users,…), analyze the stakes and interests of the partnership, propose forms of collaboration.

# Task 4 - Business - Potential suppliers

Identification of suppliers and potential for outsourcing which could allow you to focus on the core of your project.

# Task 5 - Design - Potential Technologies

Choose the best technologies for your project.

* alternatives, evaluation of advantages & inconveniences
* tests et conclusions
* choice of technologies for the POC
* training

# Task 6 - Business - Laws, standards and other constraints

Analyze the context (juridical, normative, environmental, deontology, ethics…) of your project, identify the constraints for technological, functional & business aspects.

# Task 7 - Business - Direct & indirect competition

Identify existing solutions which address the same need, synthetize their fonctionning (products, sales, clients-customers, communication, positionning, business model, technologies, functionalities, user experience, additional services,…)

# Task 8 - Business - Do's & Don'ts, best & worst practices

**I**dentify strenghts and best pratices to be integrated and weaknesses to be avoided.

# Task 9 - Business - Differenciation & innovation

Identify the elements of differenciation of your project (technology, usage, business model, design, ergonomy…), describe the innovative aspects and their degree of innovation.

# Task 10 - Business - Potential revenues

List (and study later on in the project) the different possibilities for the generation of revenues (licencing, open source, services, packages (hardware, software, services), traffic/data valorisation, ads, sponsoring, subsidies, calls for projects…).

# Task 11 - Business - Product definition v1

Formalisation of the project vision after this pre-project phase. Establish a synthesis of the need, target group, technological solution (concept, functionalities, technology), competitive situation and other important aspects under the format of a professional presentation (20 min).   
Establish V2 of the innovation project canvas, v2 of written synthesis of the project idea

# Task 12 – Design - General functional Diagram

Draw a general diagram showing the users, the data workflow, and the main features.

# Task 13a - Project Management - Product backlog using Gitlab

**D**efinition of an ordered list of everything that is known to be needed in the product.

Copy the backlog into the Gitlab Board (use issues to define a use story):



# Task 13b - Project Management - Release planning using Gitlab

Divide the stories into the three Sprints defined in the general planning.



User story

|  |  |  |
| --- | --- | --- |
|  | |  | | --- | | Milestone as sprint | |

# Task 14 - Design - Requirement analysis for the first Sprint

Analyses the needs for the stories of the Sprint 1:

* User Interface Design
* Add acceptance criteria to stories (see scrum course) using Gitlab
* Add no functional specifications (security, performance…) to stories using Gitlab

# Task 15 16 17 - Design

Define the architecture, data structure:

* UML class diagram or relational model
* Algorithm design (UML activity diagram…)

Technical setup:

* Setup the full stack (GUI technology, front-end technology, backend technology, sensors) using framework (Spring, Laravel…)
* Setup the databases with test data
* Algorithms
* Setup the tools (Integrated Development Environment…)
* Prepare the Git repository for code

# Task 18 - Project Management - Sprint backlog using Gitlab

Divide each story into task and assign tasks to team members (update the Gitlab board).



User story

Assignee

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | Tasks for this story | | |  | | --- | | Milestone as sprint | |

# Task 19 - Development – Sprint job

* Working on the project: make the first user stories
* Publish the code to the Gitlab repository
* Update the sprint backlog

# Task 20 - Project Management - Sprint review

* Attendees include the Scrum Team and key stakeholders invited by the Product Owner;
* The product owner explains what Product Backlog items have been “Done” and what has not been “Done”;
* The development team discusses what went well during the Sprint, what problems it ran into, and how those problems were solved;
* The Development Team demonstrates the work that it has “Done” and answers questions about the Increment;
* The Product Owner discusses the Product Backlog as it stands. He or she projects likely target and delivery dates based on progress to date (if needed);
* The entire group collaborates on what to do next, so that the Sprint Review provides valuable input to subsequent Sprint planning;
* Review of how the marketplace or potential use of the product might have changed what is the most valuable thing to do next; and,
* Review of the timeline, budget, potential capabilities, and marketplace for the next anticipated releases of functionality and capability of the product.

The result of the Sprint Review is a revised Product Backlog that defines the probable Product Backlog items for the next Sprint. The Product Backlog may also be adjusted overall to meet new opportunities.

# Task 21- Business - Revenues

Defining a method of revenue generation which ensures the financial perenity of the project and which is coherent with the approach (profit or non-for-profit). Improve the analysis of the pre-study, choose a model, define a pricing, establish estimates of the number of users /sales and the revenues (short-, mid-, long -term).

# Task 22 – Business - Analysis of the user’s view

Study the impact of the utilization of your product on the user:

* Value Added (savings, revenue opportunities, efficiency, quality, image, well-being...)
* Total cost of ownership (all internal and external costs that can be attributed to using your product): (your bills + work, training, transition from the existing solution, equipment, consulting...)