# Governance Plan

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| **Meeting** | **Day** | **Time** | **Input** | **Structure** | **Output** | **Owner** | **Participants** |
| Client Interviews | Monday-Friday (until all clients are interviewed and requirements have been gathered) | Any time the client is available within organization working hours. | Interview project clients about their desired functionality from AutoParts.com. | Each interview is conducted by a requirements engineer, who asks questions to the client to get more insight on what the client needs from the final product. | The client expressed their needs from the project in terms of functionality and the requirements engineer creates project requirements based on the client interviews. | Requirements Engineers | Project clients |
| Internal Team Standup | Monday - Friday | 9:30-10AM | Talk about project progress, discuss issues/roadblocks that need to be resolved. | Current tasks that are being worked on will be discussed to provide an update on project progress and evaluate if any risks or issues have occurred.. Each standup is performed within a functional unit and led by the functional unit team lead. | Team is aware of tasks progress and on the same page. Issues/roadblocks have been acknowledged and resolved. | Development, Test, and Design Leads | Engineers from all project functional units (Front-end, Back-end, Requirements and Deployment), Test engineers, Designers |
| Project Leads Status Meeting | Friday | 10-11AM | Discuss tasks progress, defects found, team performance, budget and change in personnel within each project functional unit. Issues/roadblocks are surfaced and analyzed to determine severity, priority, and how to adjust project schedules to eliminate these roadblocks. | Review project progress. The Project Manager will lead these meetings. Each functional unit lead will provide a status update on project progress and make aware of any roadblocks or issues that have surfaced. Project Manager will assist in scheduling and hosting inter-functional unit discussions on assessing risks. | Functional unit leads are aware of progress and are on the same page. Issues/roadblocks have been acknowledged and resolved. Meeting minutes recorded. | Project Manager | All project functional unit leads |
| Internal Progress Demo Meeting | Friday (Bi-Weekly) | 2-3PM | Demo project functions, major milestones, technical challenges | Demo project core functions, achievements, and challenges faced | Team is aware of all changes and features implemented & meeting minutes recorded. | Development, Test, and Design Leads | Engineers (Front End, Back End, Requirements,, and Deployment), Testers, Designers |
| Mid Level Stakeholder Demo | Friday (Monthly) | 2-3PM | Showcase progress on project. Discuss changes & blockers. | Only items on the agenda will be discussed. Change Requests will be handled at the end of the meeting. Schedule followup to discuss any changes or issues found during the meeting. | Client is updated on the progress of the project & team leads are aware of any changes if necessary. Meeting minutes are recorded. | Project Manager, Engineering, Test, and Design Leads | Dallas AutoParts LLC, Senior Managers |
| Internal Story/Tasks Scheduling | Monday, Tuesday, Wednesday (Every 3 months) | 9AM-5PM | Schedule project task agenda for 3 months. | Functional unit leads and Project Manager will establish a schedule for the upcoming 3 month based on team size, size of tasks, and days off. | Organized backlog of tasks. Tasks have priorities assigned. Update if the team is on schedule. Meeting minutes recorded. | Project Manager | Engineering, Test, and Design Leads (functional unit leads) |
| High Level Stakeholder Update | Friday (Quarterly) | 12-1PM | Update Level 3 & 4 stakeholders on project progress | Project Manager recaps progress with clients and discusses project direction. | A unified understanding of project progress is created amongst the Project Manager and stakeholders. Meeting minutes recorded. | Project Manager | Desired Solutions Leadership Team,  Auto Parts Vendors & ManufaChange Management Team Lead, Risk Assessment Team Lead  Third-party shipment companies  Auto accessories companies |
| Deployment Meetings | Friday  (Bi-Weekly), during Deployment Phase | 10-11AM | Deployment engineers and AutoParhs.com Server Providers meet to discuss progress & blockers. | Chance for the internal engineering team to interface with external service providers so that any blockers/conflicts can be addressed and task items assigned. Meeting will be facilitated by the engineering lead. | Deployment team understands any updates that need to be made. Conflict resolution recorded and change request issued if necessary. Meeting minutes recorded. | Engineering Lead | AutoParts.com Server Provider, Deployment Engineers |
| Tasks assignment meeting | Hold when project change request has been approved | TBD | Assign new tasks or remove old tasks due to project scope change | Every employee works on new assigned tasks | Every employee understands the updates of new tasks. | Project Manager | Engineers (Front End, Back End, Requirements,, and Deployment), Testers, Designers |