ICT Project Guidance

Stakeholder Desires – Delivery Coordinator

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## Description

<TODO>

## Synopsis

<TODO>

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## Introduction

BOSSCARD/ RAID: Background [], Objective, Options, Scope[In/Out], Stakeholders [Users], Constraints, Assumptions, Risks, Dependencies, Decisions, Deliverables.

# Desires

|  |
| --- |
| Desires |
| As a Delivery Effort Coordination SME, I Desire being Provisioned with an Admin Role in the ALM's Project Space |
| As a Delivery Effort Coordination SME, I Desire being Responsible for requesting the development of a Dashboard within the ALM to review and report on Planning, Velocity, Progress, Quality, Coverage, Issues |
| As a Delivery Effort Coordination SME, I Desire being Responsible for the Development of an internally and externally accessible Kanban to track Development Effort |
| As a Delivery Effort Coordination SME, I Desire being Responsible for separating acccess between a Customer Issue board, and the Production Kanban Board |
| As a Delivery Effort Coordination SME, I Desire being Responsible for keeping the customer and production boards synced by Automation (manual until it is available) |
| As a Delivery Effort Coordination SME, I Desire being Responsible for most Kanban's Columns be split in two (Doing/Done) to ensure Work Items are Pulled and not Pushed, removing ambiguity as to whether effort is Pending or In Progress |
| As a Delivery Effort Coordination SME, I Desire being Responsible for setting Personal WorkItem Limits on people in order to not overload them with work beyond their ability |
| As a Delivery Effort Coordination SME, I Desire being Responsible for the Backlog Kanban be Organised as follows: TODO |
| As a Delivery Effort Coordination SME, I Desire being Responsible for the Sprint Kanban Boards be Organised as follows: TODO |
| As a Delivery Effort Coordination SME, I Desire being Responsible for displaying on WorkItems how long they have been in a column, potentially indicating dependencies & holdups |
| As a Delivery Effort Coordination SME, I Desire being Responsible for organising Work Items as Themes, Epics, Features, User Stories, Tasks -- and Issues |
| As a Delivery Effort Coordination SME, I Desire being Responsible for User Stories being used to capture Stakeholder Desires that can be achieved in one work iteration. |
| As a Delivery Effort Coordination SME, I Desire being Responsible for Features being used to Group User Stories to be delivered at the same time. A Feature may take longer than one work iteration to complete. |
| As a Delivery Effort Coordination SME, I Desire being Responsible for Epics being used to Group multiple Features together to be released at the same time. An Epic will span multiple work iterations. |
| As a Delivery Effort Coordination SME, I Desire being Responsible for Themes being used to group Users, Features, Epics into related work, irrespective of delivery expectations. |
| As a Delivery Effort Coordination SME, I Desire being Responsible for Tasks being used to break User Stories down into targetted Logical, S.M.A.R.T. Outcomes |
| As a Delivery Effort Coordination SME, I Desire being Responsible for the effort and time of Work Item Tasks be sized in hours (1=hour, 4=halfday, 8=day, 20=halfweek, 40=week, 80=2 week sprint) |
| As a Delivery Effort Coordination SME, I Desire being Responsible for the effort and time of Work Item Tasks be estimated by the assigned/tasked person |
| As a Delivery Effort Coordination SME, I Desire being Responsible for the effort and time of User Stories be only developed from the Sum of its associated QA and Development Tasks |
| As a Delivery Effort Coordination SME, I Desire being Responsible for Estimation exercises introducing ROPE (Realistic, Optimistic, Pessimistic, equilibristic) |
| As a Delivery Effort Coordination SME, I Desire being Responsible for Estimation exercises introducing User Story Task "T-Shirt" Sizing (e.g.: XS=1, S=4. M=8, L=16, XL=32, XXL=74) |
| As a Delivery Effort Coordination SME, I Desire being Responsible for introducing Poker Sizing (and optionally Task Bidding) to decrease the chance complexity is underestimated by only having one person look at a problem |
| As a Delivery Effort Coordination SME, I Desire being Responsible for Developers not accepting to work on or even Size User Story development Tasks prior to the Test Task being Defined |
| As a Delivery Effort Coordination SME, I Desire being Responsible for Organising the Iterative Development of systems in the following order: Work Organisation, Delivery Automation, Service Server, Service Client, Integration, Data Migration |
| As a Delivery Effort Coordination SME, my Role is to Coordinate available Capabilities to apply the Effort -- within budgeted time and resources -- required to develop the agreed Deliverables |
| As a Delivery Effort Coordination SME, my tasks involve coordinating work in approximately the following order: Work Organisation, Reporting, Delivery Automation, Automated Infrastructure Delivery, Automated Tests, Vendor Service delivery, Custom service Server Development, custom Service API Client Development, custom Service Client Development, System Integration, Legacy Data Migration |

Appendices

Appendix A - Document Information

### Images

[Figure 1: TODO Image 2](#_Toc144995112)

### Tables

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### References

**There are no sources in the current document.**

### Review Distribution

The document was distributed for review as below:

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### Audience

The document is technical in nature, but parts are expected to be read and/or validated by a non-technical audience.

### Structure

Where possible, the document structure is guided by either ISO-\* standards or best practice.

### Diagrams

Diagrams are developed for a wide audience. Unless specifically for a technical audience, where the use of industry standard diagram types (ArchiMate, UML, C4), is appropriate, diagrams are developed as simple “box & line” monochrome diagrams.

### Terms

Refer to the project’s Glossary.

##### IT

: acronym for Information, using Technology to automate and facilitate its management.

##### ICT

: acronym for Information & Communication Technology, the domain of defining Information elements and using technology to automate their communication between entities. IT is a subset of ICT.