**ReqVista - Roles and Responsibilities**

**1. Project Leadership**

**1.1 Project Sponsor**

**Responsibilities:**

* Provides executive support and championship for the project
* Secures and allocates necessary resources and budget
* Removes organizational obstacles and barriers
* Makes key strategic decisions affecting project scope and direction
* Approves major changes to project scope, budget, or timeline
* Participates in critical milestone reviews
* Ensures alignment with organizational goals and strategies

**Deliverables:**

* Project charter approval
* Budget approval
* Executive communications
* Final project acceptance
* Strategic direction guidance

**1.2 Project Manager**

**Responsibilities:**

* Develops and maintains project plan, schedule, and budget
* Coordinates project activities across all workstreams
* Manages project risks, issues, and dependencies
* Facilitates communication between all stakeholders
* Tracks and reports project progress and metrics
* Manages change control process
* Ensures quality standards are maintained
* Coordinates resource allocation and availability

**Deliverables:**

* Project management plan
* Project schedule and resource plan
* Status reports and dashboards
* Risk and issue logs
* Change control documentation
* Project metrics and performance reports
* Meeting agendas and minutes

**1.3 Product Owner**

**Responsibilities:**

* Maintains and prioritizes product backlog
* Defines acceptance criteria for requirements
* Makes decisions on product functionality
* Represents user and business needs
* Participates in sprint planning, reviews, and retrospectives
* Reviews and accepts completed features
* Ensures solution meets business needs

**Deliverables:**

* Product backlog
* User stories and acceptance criteria
* Feature prioritization
* Sprint acceptance
* Product roadmap

**1.4 Technical Lead/Solution Architect**

**Responsibilities:**

* Designs overall technical architecture
* Makes critical technology decisions
* Ensures architectural integrity throughout development
* Guides development team on technical standards
* Reviews technical deliverables and code
* Identifies and mitigates technical risks
* Ensures non-functional requirements are met

**Deliverables:**

* Solution architecture document
* Technical design specifications
* Architecture decision records
* Technical standards and guidelines
* Technical risk assessments
* Performance and scalability designs

**2. Development Team**

**2.1 Backend Developers**

**Responsibilities:**

* Develop database schema and data access layer
* Implement API services and business logic
* Create integration points with external systems
* Implement security and authentication features
* Optimize backend performance
* Perform unit testing of backend components
* Participate in code reviews
* Fix defects in backend components

**Deliverables:**

* Database implementation
* API services code
* Backend business logic
* Integration components
* Unit tests for backend code
* Technical documentation

**2.2 Blazor Web Developers**

**Responsibilities:**

* Develop web application user interface
* Implement client-side business logic
* Create responsive layouts and components
* Ensure accessibility compliance
* Optimize web application performance
* Perform unit testing of web components
* Participate in code reviews
* Fix defects in web components

**Deliverables:**

* Web application UI components
* Client-side business logic
* Responsive layouts
* Web application unit tests
* Web-specific documentation

**2.3 .NET MAUI Mobile Developers**

**Responsibilities:**

* Develop mobile application user interface
* Implement offline storage and synchronization
* Create mobile-specific features and capabilities
* Optimize mobile application performance
* Ensure compatibility across target platforms
* Perform unit testing of mobile components
* Participate in code reviews
* Fix defects in mobile components

**Deliverables:**

* Mobile application UI components
* Offline data store implementation
* Synchronization services
* Mobile application unit tests
* Mobile-specific documentation

**2.4 Shared Components Developers**

**Responsibilities:**

* Develop reusable components for web and mobile
* Create shared business logic libraries
* Implement common validation and utility functions
* Ensure compatibility across platforms
* Optimize shared component performance
* Perform unit testing of shared components
* Participate in code reviews
* Fix defects in shared components

**Deliverables:**

* Shared component libraries
* Cross-platform business logic
* Common validation rules
* Utility functions
* Shared component unit tests
* Component documentation

**3. Quality Assurance Team**

**3.1 QA Lead**

**Responsibilities:**

* Develops test strategy and plans
* Allocates testing resources
* Oversees testing activities across the project
* Tracks and reports on testing progress and metrics
* Ensures adequate test coverage
* Facilitates defect triage and resolution process
* Approves test results and quality gates

**Deliverables:**

* Test strategy document
* Test resource allocation plan
* Test progress reports
* Quality metrics and dashboards
* Testing process documentation
* Quality gate criteria

**3.2 Test Analysts**

**Responsibilities:**

* Develop detailed test cases and scenarios
* Create test data sets
* Perform manual testing across applications
* Validate bug fixes and regression testing
* Perform user acceptance testing
* Document and report defects
* Participate in defect triage meetings

**Deliverables:**

* Test cases and scenarios
* Test data
* Test execution reports
* Defect reports
* UAT documentation
* Testing evidence

**3.3 Automation Engineers**

**Responsibilities:**

* Develop automated test scripts and frameworks
* Implement continuous testing in CI/CD pipeline
* Perform API and service-level testing
* Execute performance and load testing
* Create and maintain test environments
* Monitor automated test results
* Improve test automation coverage

**Deliverables:**

* Automated test scripts
* Test automation framework
* CI/CD testing integration
* Performance test results
* Test environment configurations
* Automation coverage reports

**4. DevOps and Infrastructure Team**

**4.1 DevOps Engineer**

**Responsibilities:**

* Designs and implements CI/CD pipelines
* Automates build and deployment processes
* Configures development, test, and production environments
* Sets up monitoring and alerting
* Manages source control and branching strategy
* Implements security scanning in pipelines
* Ensures infrastructure as code practices

**Deliverables:**

* CI/CD pipeline configurations
* Build and deployment scripts
* Environment configurations
* Monitoring setup
* Source control management
* Security scanning implementation
* Infrastructure as code templates

**4.2 Cloud Infrastructure Specialist**

**Responsibilities:**

* Designs Azure cloud architecture
* Provisions and configures Azure resources
* Sets up networking and security
* Implements disaster recovery and backup solutions
* Optimizes cloud resource utilization
* Monitors cloud performance and costs
* Ensures cloud security best practices

**Deliverables:**

* Cloud architecture design
* Resource provisioning scripts
* Networking and security configurations
* Disaster recovery setup
* Cloud optimization recommendations
* Cloud resource documentation
* Security compliance documentation

**4.3 Database Administrator**

**Responsibilities:**

* Designs database schema and optimization
* Configures database servers and services
* Sets up data backup and recovery processes
* Implements database security measures
* Monitors database performance
* Develops database maintenance procedures
* Plans for database scaling and growth

**Deliverables:**

* Database architecture design
* Database configuration
* Backup and recovery procedures
* Database security setup
* Performance monitoring
* Maintenance scripts and procedures
* Scaling recommendations

**5. User Experience Team**

**5.1 UX Designer**

**Responsibilities:**

* Creates user interface designs
* Develops user experience workflows
* Designs responsive layouts
* Ensures consistency across platforms
* Creates design system and component library
* Conducts usability testing
* Incorporates user feedback into designs

**Deliverables:**

* UI design mockups
* User workflows and wireframes
* Design system documentation
* Usability test results
* Design guidelines and standards
* Interactive prototypes

**5.2 UI Developer**

**Responsibilities:**

* Implements UI designs in web and mobile applications
* Creates CSS styles and themes
* Ensures responsive behavior
* Implements accessibility features
* Optimizes UI performance
* Creates animations and interactions
* Ensures cross-browser compatibility

**Deliverables:**

* Implemented UI components
* CSS styles and themes
* Responsive layouts
* Accessibility implementations
* UI animation and interactions
* UI performance optimizations

**6. Business Stakeholders**

**6.1 Subject Matter Experts**

**Responsibilities:**

* Provide domain knowledge for requirements
* Validate business requirements and functionality
* Review and provide feedback on design and implementation
* Participate in user acceptance testing
* Provide guidance on business rules and workflows
* Support training material development
* Assist with user adoption

**Deliverables:**

* Requirements validation
* Business rules documentation
* UAT participation
* Business process mapping
* Training content review
* User feedback

**6.2 End Users (Representatives)**

**Responsibilities:**

* Participate in requirements gathering sessions
* Provide feedback on user interface designs
* Validate user workflows and processes
* Participate in usability testing
* Engage in user acceptance testing
* Provide feedback on training materials
* Act as champions for system adoption

**Deliverables:**

* User requirement input
* Usability feedback
* UAT participation
* Training feedback
* Workflow validation

**7. Support and Operations Team**

**7.1 System Administrator**

**Responsibilities:**

* Configures and manages production systems
* Implements security policies and controls
* Performs system maintenance and updates
* Monitors system health and performance
* Responds to system incidents and issues
* Manages user access and permissions
* Implements backup and recovery procedures

**Deliverables:**

* System configuration documentation
* Security implementation
* Maintenance procedures
* Monitoring setup
* Incident response procedures
* Access control implementation
* Backup/recovery implementation

**7.2 Support Analyst**

**Responsibilities:**

* Provides first-level support for end users
* Troubleshoots and resolves user issues
* Documents common problems and solutions
* Creates and maintains support documentation
* Escalates complex issues to development team
* Tracks support metrics and trends
* Provides feedback for system improvements

**Deliverables:**

* Support procedures
* Troubleshooting guides
* Knowledge base articles
* Support metrics reports
* User guides and documentation
* Improvement recommendations

**8. RACI Matrix**

| **Task/Deliverable** | **Sponsor** | **PM** | **PO** | **Tech Lead** | **Dev Team** | **QA Team** | **DevOps** | **UX Team** | **SMEs** | **End Users** | **Support** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Charter | A | R | C | C | I | I | I | I | C | I | I |
| Requirements | I | A | R | C | C | C | C | C | R | C | C |
| Solution Architecture | I | A | C | R | C | C | C | C | I | I | C |
| Technical Design | I | A | C | R | C | C | C | C | I | I | C |
| Database Design | I | A | C | R | R | C | C | I | C | I | C |
| API Development | I | A | C | R | R | C | C | I | I | I | I |
| Web Application | I | A | C | C | R | C | C | C | C | C | I |
| Mobile Application | I | A | C | C | R | C | C | C | C | C | I |
| Testing | I | A | C | C | C | R | C | I | C | C | I |
| Deployment | I | A | I | C | C | C | R | I | I | I | C |
| Documentation | I | A | C | C | C | C | C | C | C | C | R |
| Training | I | A | C | I | C | I | I | I | R | C | R |
| Support Handover | I | A | C | C | C | C | C | I | I | I | R |

Legend:

* R: Responsible - Person who performs the work
* A: Accountable - Person ultimately answerable for completion
* C: Consulted - Person who provides input
* I: Informed - Person who is kept up-to-date on progress