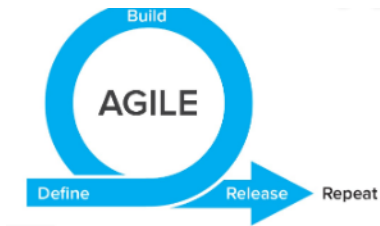


BPM Agile Project Management



- webMethods BPM projects follow a mix of waterfall and agile methodology.
- We define the project in various small phases i.e. preparation, development, user acceptance, training, roll outs, hyper care etc.
- In order to make the project more Agile we first identify the following:
 - **Core Team** - The business contacts who helps, provide details of the requirement & coordinates with technical team during each phase of the project.
 - **Key Users** - Provided inputs during preparation phase and performs the user acceptance.
 - **Champions** - Get trained in the newly designed solution and follows the train the trainer approach i.e. champions train their respective team and they in turn train their team and so on. In case of any doubts Champion should clarify and if required they can always reach out to technical team for any assistance.

Preparation Phase - In this phase we define the detailed project plan along with timelines. If required perform the workshops remotely or face to face to have a better understanding of the requirements and provide the appropriate technical solution. If required capture the details of Integration required with any other systems i.e. SAP, Salesforce, Google APIs, Content Management etc and identify the complexity involved.

Prototype

Once the requirements are clear, we built and showcase the prototype of the solution, which gives more clarity to the business on how the solution is going to look after completion and what all features will be there in the system.

Development Phase - During this phase the technical team develops the solution as per requirements and provide the timely updates to the project core team.

Status

Bi-weekly meeting - Technical team provide an update on the project status to the core team, discuss any open points wrt any functionality, business scenario etc.

Bi-Monthly meeting - Technical team provide an update and a demonstration of the project to the core team along with key users to capture the quick feedback and implement them right away.

Steering committee meeting - Technical project lead provide an update to the core team, sponsors of the project about the status, budget details, change management, communication strategy, roll outs strategy, risk management etc.

User Acceptance Phase - During this phase the key users are involved completely and perform some tests as per the test case prepared along with test data. In case of any issues report to technical project lead or if all looks good provide the approval to move ahead.

Change Management - The communication is the key, in order to make a project a success. Announcements to be made so that the awareness can be there in users and this eventually helps in training and roll outs.

Training Phase - Technical project lead provided the training to champions and key users, in order to make them acquitted with the newly developed system.

User Manual

A user manual guide and wiki is provided which covers all the functionality of the application along with screenshots, which helps user to learn the usage of this new system without having any dependency on Technical team or champions.

Roll Out - The roll out of the project is done as per the business needs i.e. either region or phase wise or global roll out.

Support & Closure - For details on support please refer the page by clicking [here](#).