

LB Project Coordinator Role

Project Coordinator RACI

Responsible (R)

- ENFORCE the use of LB solutions to all listed users [in this User List GSheet file](#)
- INCREASE the adoption via any means listed in the process below
 - Provide MONTHLY detailed analysis on how the adoption is enforced by UPDATING [this ELN s/s Monitoring GSheet file](#)
 - Send a MONTHLY email to Patrick Moreau, Vincent Schanen, Vincent Colegrave, Laurianne Moity, Alexia Dubail, Claire Pellerin & Nicolas Roscetti by giving a summary update of how the adoption was enforced and improved with the previous file
- TRAIN R&I with LB solutions
 - Create attractive Gslides for the training with LB solution content
- Provide detailed feedback to LB squads during scheduled meetings/Agile squads
 - DOCUMENTED and UPDATED in this [Recap Training Agro Users Gsheet](#)
- Keep the R&I user list up-to-date [in this User List GSheet file](#)
 - Confirm the list with R&I Managers
 - Communicate each update with LB Service Owner (Prasanth) and Product Owners
- Must be an expert user of LB solutions. You know every features and limitations of the solutions very well to answer the users. If not sure, always ask POs before getting back to the users

Accountable (R)

- Provide features and bugs user requests to LB team

Processes

During Sprint Review

- Before meeting, make sure all the right users are invited
- Active Participation, open questions, make sure everybody gives feedbacks
- Gather and document feedback
 - Exchange and challenge user feedbacks with Product owners after the meeting

ON-SITE, outside meetings - spontaneous conversations

- Write feedback in this [Gsheet](#)
- Action plan behind feedback:
 - Build an action plan for every feedback with Laurianne or Alexia

Schedule and lead Training sessions

- Add [PELLERIN, Claire](#) to the trainings
- All users MUST be on calls and be trained (schedule additional meetings for users who could not make it)
- Camera MUST always be ON. Do NOT record the meeting otherwise cameras will be off
- Share screen to show the Gslide of the training - Personalized scenario/use case for each user on the call. No one should be lost or feel like the training is useless
- Dig to get feedback (outside trainings as well, weekly meeting), put a process in place - Need to know very well the app to know what is a possible new requirements from what already exists.
- Communicate back feedback to LB Team if LB squad members asked you to ask users specific questions
- Training doc to be documented ([Doc](#))
 - Meeting notes: [NV Agro](#) & [NV CTS](#) (ONE Gdoc per training) [Moutsinga-ext, Brenda](#) *Please update with the shared doc*
 - Recap Training Users Gsheet: [NV Agro](#) & [NV CTS Moutsinga-ext, Brenda](#) *Please update with the shared doc*

Follow adoption with the dashboard and the use of the ELN

- Conduct MONTHLY manual checks for each user in the ELN in [this ELN s/s Monitoring GSheet file](#)
 - The goal is to know if they are using the ELN s/s template properly
 - If not, have 1:1 meetings with every user to make them enter every past experiment through the ELN s/s without missing information. Adoption will increase!