

CRM - New Projects - How to Prepare?

During Project Preparation the following topics must be considered (meeting with Technical Architect and Release Manager)

- Identify the Release Stream to be used (Monthly or if a Long Run Project), questions to be taken into account:
 - When will the project start the build?
 - When will the project have its first Release?
 - What will be the cadence after first release (example, every month, every 2 months, every 3 months, etc)?
 - When will the project stop the build?
 - What are the Key Processes that will be changed/implemented?
 - How the maintenance for these processes will be managed during the project duration (if more than 1 release)?
 - The needed Periods for UAT matches with the Current Release Plan?
 - Any other project specificity that might affect current Release Plan?
- Identify the Jira Project to be Used
 - If new Jira Project: Try to reuse the same workflow as CCCME, and a new Jira Copado Integration will need to be setup
- Identify the **Tech Lead** to be assigned to the project, his main responsibilities will be:
 - Make sure the Squad Follows Development Guidelines
 - Make Sure the Squad follows the Technical Release Management Process
 - Onboarding on COPADO and Gitlab
 - Involvement on Solution Design
 - Support PO and Squad during PBR / Sprint Planning
 - Be the SPOC to escalate topics/Issues to Technical Architect (if needed)
 - Perform Code Review
 - Provide Support to junior Squad Members
 - Support Admins with deployments using GitLab (CORE CRM)
- Identify if Project will have a dedicated Release Manager, or if Managed Services Resources will be required, this profile might be needed if
 - Long Run project is complex in terms of deployment
 - Complex Cutover Plan needs to be elaborated
 - Dry Run needs to be coordinated across streams.
- Include in the budget INT, UAT and PROD Deployment, according to the guidelines provided by Managed Services.