

# 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.