Our Project Delivery Approach

Helping to guide you on your digital transformation journey

Objectives

Xpedition's flexible agile project approach can be tailored to meet our client's needs and supports the following:

Behaviours - transparency, collaboration and the engagement of key users from the outset

Concepts - prioritising what is to be delivered, working iteratively and incrementally, time focused

Techniques - design thinking, product backlogs, agreeing the minimum viable product (MVP), user stories, time boxing, retrospectives

1 Initiate

In order to successfully launch a project, it is essential that the client identifies from the outset, the individual(s) who will fulfil the role of product owner / subject matter expert (SME) to represent the business and work in close collaboration with the delivery team.

Project Kick-Off Meeting: We will provide an overview of the project, which includes the following:

- Introductions, business case and objectives
- Confirmation of project scope
- Project delivery approach
- Project structure
- Project team, roles & responsibilities
- Agree the risk, quality and change control approach
- Agree the communication management approach and project controls
- Project horizon plan
- Assumptions and risks
- Next steps

Time Assessment

The project kick-off meeting, typically requires 2hours of a clients time

Content/Deliverables

- Project kick-off agenda
- PowerPoint presentation
- Project initiation document (PID)
- Project horizon plan

Objectives

Often referred to as sprint zero, in the Discovery stage we discuss the client's requirements in more detail and collaborate to reach an understanding of their shared business goals. We do this by selecting the right tools and techniques that best suit the client's organisation.

Day in the life sessions: We spend time with one or more subject matter experts (SME's), identified by the client, to build a user profile/persona in order to understand their roles and responsibilities, goals and motivation, pain points, needs and opportunities.

Foresight and design thinking workshop: We draw upon, interpret and weight all the findings from the day in the life sessions, create high level user stories, and encourage all participants to work together in teams to discuss the key challenges, questions and opportunities raised to express their view on "what does good look like?".

Time Assessment

Day in the life sessions, typically require 2 hours of an individuals time

Design thinking and/or discovery workshops should be attended by the client's identified SMEs, the time required by the client is subject to planning

Content/Deliverables

- Persona/role profile summary
- Identified themes
- Prioritisation slide
- Prototype/storyboard
- Workshop agendas
- High level requirements catalogue

Ideate: Problem statements are defined and brainstorming in teams encouraged.

We focus on three areas:

- **Perspective** - understanding the past to help us comprehend what has happened up to the present day
- **Opportunity** – deals with understanding the needs of potential customers and how they might benefit from innovation
- **Solution** – building a prototype through storyboards to reflect a potential solution to a problem statement

Supported by a concept testing exercise, participants work within a team to develop as many different concepts as possible to one or more problem statement that should be addressed as part of the project implementation.

And present back their ideas to the rest of the group.

Prototype: One or more idea is selected by the client to storyboard. The prototype should be time boxed, within an agreed budget, and the principle of "love it! change it! or leave it!" encouraged.

Familiarisation Demo: Covers the core concepts and capabilities of Dynamics 365 and the Power Platform, together with any solution aspects demonstrated during a Catalyst engagement that focus on the elements relevant to the project.

Discovery Workshops: We share the output from the day in the life and design thinking exercise, discuss the client's requirements in more detail, and capture them in a requirements catalogue.

Xpedition

Objectives

Before we embark on the build stage, the client will have the opportunity to review, discuss and prioritise their requirements, which will form the baseline product for the project, often referred to as the minimum viable product (MVP).

The Xpedition delivery team will use this as the basis for a high-level solution design, to ensure it meets the client's business objectives, priorities and budget.

Solution Design: Following the discovery and/or design workshops, we present back the high-level solution design to the client for approval prior to the commencement of the build. This can be in the form of a flowchart, storyboard or PowerPoint presentation.

Product Backlog: The client's requirements will be reviewed and broken down into a series of user stories to aid the prioritisation and approval process.
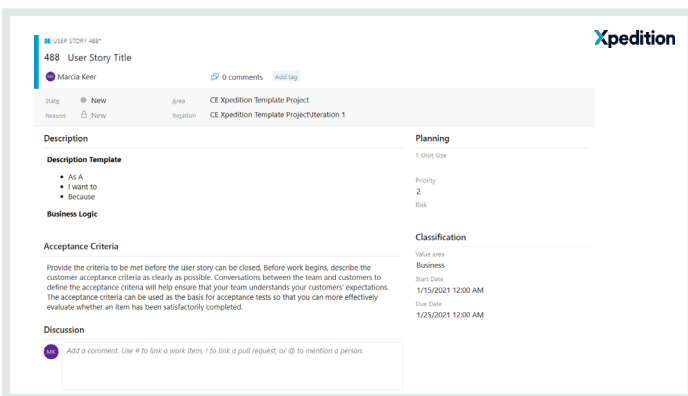
Azure DevOps: The product backlog will reside in Azure DevOps and secure access will be provided to the client to aid collaboration throughout the project.

Time Assessment

Review, feedback and prioritise the user stories in the product backlog.

This activity will be supported by Xpedition. The time required by the client is dependent on the number of user stories in the product backlog.

Content/Deliverables

Presentation including the:

- High level solution design
- Prioritised product backlog
- Updated project plan
- An overview of how to access, review, approve, and prioritise user stories in the product backlog

4 Build

Objectives

The build phase consists of one or more sprints, each typically 2-3 weeks in duration.

Key to this component are:

Deployment Plan: Forms part of the project planning process and aims to identify how often, and at what point in the project, a solution will be deployed to the customers live (production) environment.

Sprint Planning: The client's product owner/SME will attend a planning session at the beginning of each sprint and will work in collaboration with the delivery team to review the deployment schedule, determine the sprint goal and prioritise what should be delivered from the product backlog.

The delivery team consider the design and estimate the associated effort. Once approved these user stories will be moved out of the product backlog to form a sprint backlog.

Stand-up meetings: Regular meetings, typically 15 minutes in duration to check in with the team, review work to be done and issues that may be blocking progress.

Sprint Review: An informal meeting, held at the end of each sprint, where the delivery team demonstrate what was done, answer any questions about the increment, and collaborate on what should be worked on next.

Time Assessment

Sprint planning and reviews typically requires 2 to 4 hours each of a clients time

Content/Deliverables

- Updated project plan including the deployment plan
- Sprint planning meetings
- Sprint backlog – contains items approved by the clients product owner/ SME for inclusion in a sprint
- Risk register – captures any items raised during the stand-up meetings
- Sprint review – demonstration of what has been "done" during the recent sprint

(5) UAT

Objectives

Xpedition's blended agile project approach promotes the concept of continous delivery, prioritising what is delivered from a product backlog and working iteratively and incrementally.

Solutions delivered to the client's test (sandbox) environment can be reviewed by the client at the end of each sprint as part of the sprint review process. The client is responsible for completing user acceptance tests (UAT). Once these tests have been completed, the client will provide feedback, and raise any issues for resolution prior to the solution being deployed to the client's production environment based upon the deployment plan.

To support this activity we provide:

Super User Training: To support UAT. Ideally the attendees will already have a good understanding of the solutions component parts following sprint review meetings.

Train the Trainer Training: Where appropriate, the client's resources can be upskilled in order for them to deliver end user training.

Administrator Training: To guide the client in the management of the application.

Time Assessment

The time required by the client, is subject to planning and the complexity of the solution(s) scheduled to be included in the deployment.

Content/Deliverables

- Training agendas
- An overview of how to raise an issue/bug/change request in Azure DevOps
- UAT sign off
- Production deployment sign off

(6) Deploy

During the lifecycle of an agile project, updates are applied to the sandbox environment at the end of each sprint.

A deployment plan will be agreed with the client, which will include when the solution or elements of the solution will be deployed to the production environment.

Time Assessment

Typically requires 2 to 4 hours of a clients time from the IT team

Content/Deliverables

- Production release sign off
- Project final go live sign off

To learn more about Xpedition, visit:

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