



{o'} TEAM O'NEILL PROJECTS

The ideal instrument in any project manager's toolbox

An Introduction to Our Process



INTRODUCTION

► **We are Agile**

Our process customizes Agile methods to accommodate smaller projects, small teams, quick starts and actual project completion.

► **Keep It Simple**

Our process returns to basics: the who, why, what, where and when of things. Too often, project management methods and tools for small projects have become overly-complicated.

► **One Stop**

Our process provides all the project management experience to kick off your project rapidly (days not weeks), collaboration tools to communicate continuously, and technical skills and experience to meet every challenge.



WHO AM I?

The Who

There are several distinct roles for members of any Team O'Neill Project

- **The Sponsor**
- **The Project Manager**
- **The Team**



WHO AM I?

➤ The Sponsor

The sponsor is the genesis and reason for the project. That's probably you.

- The sponsor authors the epic, a thorough description of the project features intentions and goals, gets the project started.
- The sponsor defines the requirements, necessities and limitations, that all project tasks are bound by.
- The sponsor approves the user stories, which describe the features of the project in distinct (but brief) business-friendly terminology.
- The sponsor accepts (or rejects with explanation) all completed tasks .



WHO AM I?

The Project Manager

The project manager guides the project from start to finish. This is probably us.

- ▶ The project manager curates the project definition, schedule, meetings and work results.
- ▶ The project manager establishes all expectations to the entire project team.
- ▶ The project manager communicates assignments to the project team.
- ▶ The project manager encourages the fastest possible project velocity



WHO AM I?

The Team

The team is everyone involved in the project.

- The sponsor and project manager, plus
- Software developers,
- Business analysts,
- Project coordinators,
- Quality assurance testers,
- And other roles, depending on the nature of the project.



The Big Picture

The Why

- Tell us your epic story
- Share your spirit
- Have no regrets, but do look back



The Big Picture

Tell us your epic story

Every project is your epic story realized in action

- ▶ After identifying the sponsor, authoring an epic story is the next pivotal step.
- ▶ Your epic story is an expression of the big picture of the project. It describes the problem needing a solution and the assumptions necessary to solve it.
- ▶ Every subsequent detail outlining specifics about the project should directly or indirectly support realizing your epic story.



The Big Picture

Share your spirit

Your epic story is the heart of your project

- ▶ For your project to start quickly, every possible fact about it can't be known up front before we begin.
- ▶ The team's agility in adapting throughout the project depends upon your epic story sharing the spirit of your organization's overall culture, your strategic reasoning and any certain requirements and known obstacles that exist.
- ▶ The better we know you, the fewer surprises and better results.



The Big Picture

Have no regrets, but do look back

Your epic story is insurance against uncertainty

- ▶ The foundation of project fidelity is ensuring every significant project planning decision reflects your epic story.
- ▶ Your epic story is not a living document updated throughout the life of the project. Rather, it is authored up front by the sponsor. It is the initial interpretation of everything heading into the project.
- ▶ The more elaborate and specific your epic story is, the better for your project.



Details, Details, Details

The What

- Requirements
- User Stories
- Statement of Work



Details, Details, Details

Requirements

The conclusion of your epic story

- ▶ Requirements are authored by the team but approved by the sponsor.
- ▶ Requirements are as thorough, specific and unambiguous as possible.
- ▶ Requirements can be business or technical in nature.
- ▶ Requirements detail what must be done as well as what is prohibited.
- ▶ Clarifications may be made to requirements once approved, but non-trivial changes to them put the project at risk.
- ▶ Requirements are where "Done" for the project is defined.



Details, Details, Details

User Stories

The public square of your project

- User stories are authored by the team but approved by the sponsor.
- User stories facilitate deeper understanding of each requirement.
- Project tasks are making user stories come alive.
- Write user stories in natural language from the perspective of the sponsor.
- Each requirement generally requires one or more user stories.
- User stories will be improved and added throughout the project.



Details, Details, Details

Statement of Work

The handshake document

- ▶ The SOW is authored by Team O'Neill Projects and approved by both the sponsor and project manager
- ▶ The SOW is an explanation of the scope of work for each milestone.
- ▶ The SOW states who, what, where, when and how work will be done and delivered by the team.
- ▶ The SOW states how and when payments are executed by the sponsor.
- ▶ The SOW's purpose is to prevent any confusion about the relationships and responsibilities of the sponsor and Team O'Neill Projects.



Collaborate

The Where

- **Our place or yours?**
- **Office365 collaboration**
- **Continuous integration**



Collaboration

Our place or yours?

Your preference, your choice

- ▶ If your organization already has established collaboration tools you prefer, we are prepared and able to use any standard set of tools.
- ▶ However, if your organization would prefer to use our collaboration tools, we can setup everything in a day in our Office365 collaboration environment.
- ▶ Either our place or yours, the days of confusing email threads and barging out-of-date Excel attachments back and forth is over.



Collaboration

Office365 collaboration

Team O'Neill Projects is Office365 ready

- ▶ Microsoft **Planner** - a streamlined project management board for task and sprint assignment and scheduling
- ▶ Microsoft **Teams** - a unified communication channel for project specifications, team conversations, document sharing and more
- ▶ Microsoft **OneDrive & SharePoint** – share everything and anything
- ▶ **Skype** – meetings with voice & video to keep your project on track



Collaboration

Continuous delivery

Your project source code automatically tested and published instantly

- ▶ **Git** source code repository available as needed for reliable and discrete control of your code
- ▶ **Visual Studio Team Services** available as needed to provide a secure and segregated source control for code review, bug tracking and continuous delivery rules
- ▶ **Microsoft Azure** services available as needed for dedicated, secure and accessible target platforms for continuous delivery



Milestones

The When

- **Transparency**
- **The Board**
- **Completion**



Milestones

Transparency

No more pleading for updates

- ▶ Every task, every sprint and every release leading to milestones is on the project schedule, keeping the project team informed in real-time.
- ▶ All project timeline statuses are continuously available in summary and in detail.
- ▶ Every collaboration tool uses a single credential for streamlined access and is available securely over the public Internet. No special firewall rules or VPNs needed.



Milestones

The Board

No more burying the truth in complexity

- ▶ Approved user stories and estimated tasks are ready for a sprint to completion on the board.
- ▶ Sprints are weekly groupings of work based on available team resources.
- ▶ The board is a visually simplified expression of what will be done, when and by whom.



Milestones

Completion

No one wants the project that never ends

- ▶ Our process guides the sponsor to provide enough up front information necessary to both start **and complete** the project
- ▶ We demonstrate your project is on track is by completing milestones successfully and on schedule.
- ▶ However, if your project is off track and corrective action is required, our tools make this truth apparent sooner rather than later.

[Tell us about your project](#)