

### ★TIME TO START THE PROJECT

1. Get project information from Program Manager, Senior PM, Account, Managers
2. Create basic plan about timeline & resource
3. Request resource from Managers: Team Leaders (TL), Architect, BE, FE, QC
4. Request working environment & GIT from IT

5. Kick off with team      Work with TLs to have detail pplan

How to work internal (team rule, team setup)?

6. Kick off with client      Get agreement about scope, timeline, milestone

How to deliver?

How to report (daily, weekly)?

7. Setup Project      Check if project exists on our system? if not, request IT to create

Update project information: Start date, End date, Sold numbers

Create tasks for team timing

8. Setup JIRA      Agree with client to use client's system or our system

Request IT create JIRA for project if need

9. Setup Confluence      Agree with client to use client's system or our system

Request IT create Space for project if need

If you feel something wrong, you can **scroll down** for useful tips

### ★HOW TO FOLLOW THE PROJECT

1. Scope - Planning - Progress      How many phases/ delivery?

How many delivery done? Next delivery time?

Client's UAT time & When to close the project

How to do UAT?

2. Quality      Internal bug status? Overview status is good or bad?

3. Centralize & Track all project information      Share server: sm-file (for internal document like estimation)

JIRA/ Confluence or other system for specific project

### ★HOW TO FOLLOW THE PROJECT (cont)

4. Rule to remember      Always use group chat for Skype - No private chat

For internal emails: Always include Line Manager

For external emails: Always include Program Manager, Line Manager, Account, relevant Manager & TL

5. Report      Follow daily report, weekly report

Prepare Production report every week

6. Delivery      Always send email to IT for delivery

Team is not allowed to deliver by them selves

Well, the above list is enough for executing/ following the project.

One rule for all:

**Always understand clearly project status (both overview & detail), be ready for all questions relating to project in any situation especially production meeting**

Okay, how to do this? You can read below to "Get your hands dirty" when you are ready.

### 📅 WHEN START IS NOT EASY...

1. Get clear information as much as possible      Know who are the contact points (responsible account, client contact)

Understand the project's big picture, what is the product

Understand project's feasibility, try to detect all risks

2. Risks/ Issues checklist      Proactive in warning about project issues & Risks in production meeting, report

Is there any issue/ risk with the scope/ requirement?

Is the timeline feasible?

Is the budget feasible? Is there risk about over budget?

Is there any issue/ risk with the resource? Enough resource assigned? Resources' skill?

### ☕ WHEN START IS NOT EASY... (cont)

Is there any issue/ risk from client?

Other issues/ risks like upcoming holiday,...

3. - If you see there is no group chat with client or project team, need to check the list

Internal - Account:  
Account, Managers, TLs

Internal - Team:  
Managers, TLs & Team members

External: Client,  
Account, Managers & TLs

This list is recommended to read if you feel "something wrong" when starting the project

### ☹ GET YOUR HANDS DIRTY

1. Scope -  
Planning -  
Progress

What is team doing?

Is there any blocker? If have, team has solution yet?

Is there any "hot" topic in the project? Any solution or steps to solve it?

How many CRs do we have now? CRs status: approve or not?

Is there any impact to the plan? Have it been shared with client?

How is the project being tracked? Are all status/ information updated on tracking tools?

2. Quality  
(always quality)

Is there any feedback from client? How many feedback?

What is the overview quality status with current bugs/ feedback?

Do we need to improve the quality? Solution, people need to involve?