Project management - Structure

Going forward whenever a project is assigned to you below are the steps you need to follow,

1. Prepare detailed requirement document (You have to give a deadline of when you will finish this document)
2. Once the document is approved by me or your TLs you have to send the SRS and development document with complete flow chart and below details
    1. Documentation time (Filled by developer)
    2. Development completion time (Filled by developer)
    3. Unit Testing completion Time (Filled by TL)
    4. Unit Tested Bug Fixing completion Time (Filled by developer)
    5. Testing completion time (Filled by testers)
    6. Staging completion time (Filled by release manager)
    7. Production completion time (Filled by release manager)
3. Development starts here (You have to exact date of when you will finish coding development)
4. TLs will test the application(Unit Testing by TLs)
5. Bug fixing by you (Developer)
6. Re-testing by TLs
7. The steps 3,4,5,6 will include the complete development and unit testing phase
8. After TL approve through email, the testers will test the application
9. After testers test, finds issues, needs to fixed immediately
10. Then staging testing by Arun
11. Production release by Arun

The document should have everything for which you need not re-think while coding. If you have understood the purpose of the requirement then its easy for you to develop the application in less time.

This will be applicable from 24 Oct 2018

Meeting deadline is important. Failed to meet the same will be less rated. As I have informed earlier the more projects you work on BUG FREE, higher your weekly rating.

The weekly rating will be based on below conditions which will be shared to Sudheer every week and you performance will be rated by Sudheer.

1. No of projects you take up
2. Time taken for each project based on your experience
3. Meeting deadlines per project
4. Preparation of requirement document with flow chart
5. Bug Free application (Before coming to TLs for testing)
6. Followed coding standards (Before coming to Tls for code review)
7. Table structure with proper index and query framing(I will help you in case needed)

You are rated by your experience level as well.

The above should be followed strictly.

Let me know for any concerns

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