

OUTLINE

How we run a Project

Produced for All prospective Clients:
Version Number: 1.0

Copyright © 2023 Akkha Ltd. The material presented in this Outline is confidential to Akkha Ltd and its client named above and must not be reproduced by any means without written consent from all parties.

Akkha Ltd: Software Consulting.
Registered Office: 128 City Road, London EC1V 2NX.
Company Number: 14539030

Email: DG@akkha.co.uk
Website: <https://www.akkha.co.uk>

Contents

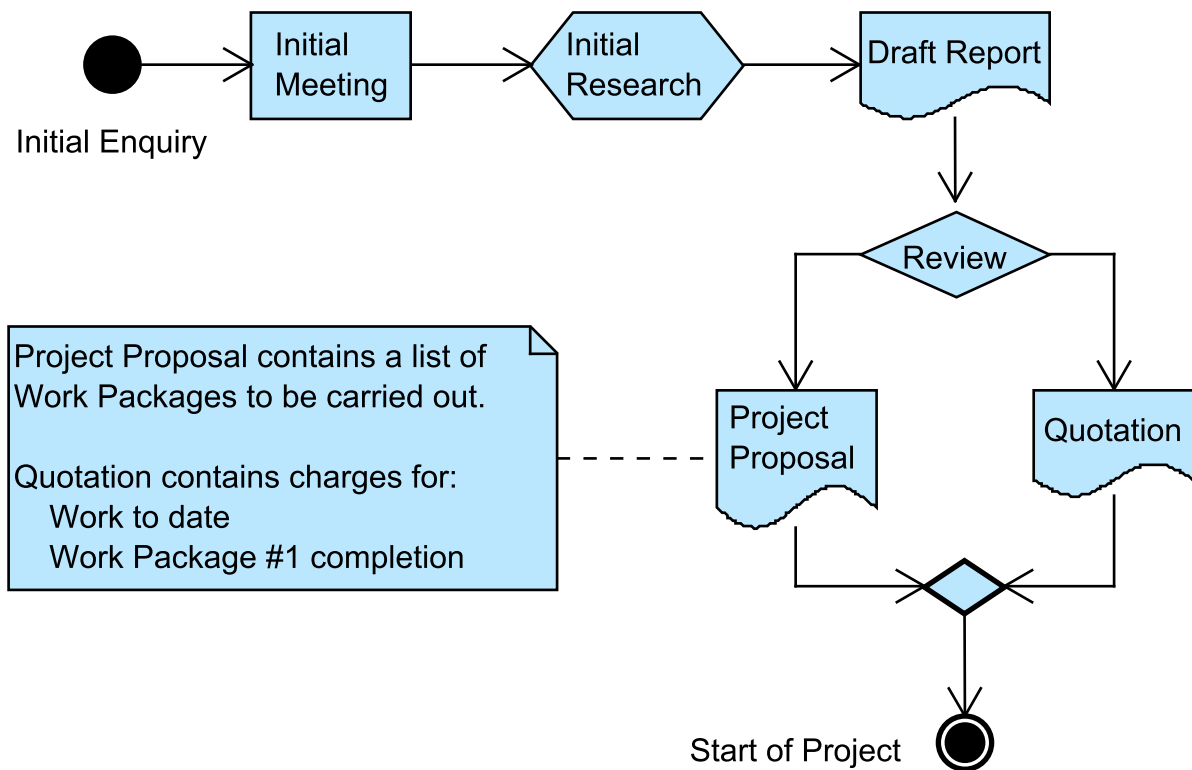
1	General Principles	2
1.1	Initial Analysis and Main Requirements	2
1.2	Work Packages	3
1.2.1	Collecting Detailed Functional Requirements	3
1.2.2	Implementation Planning and Resourcing	4
1.2.3	Test Planning	4
1.2.4	Implementation & Developer Testing	4
1.2.5	Acceptance Testing	5
2	Modification & Review History	5

1 General Principles

All projects undertaken by Akkha Ltd follow a similar flow. Since our goals are a maximum level of clarity, cooperation, and transparency, we can of course adapt to the details of your preferred way of working. However, we always advise clients to at least consider making use of our methods, which have been honed by long and repeated experience of software consultancy, from both the client's and the consultant's point of view.

1.1 Initial Analysis and Main Requirements

This is where we find out what your project means to you, what you intend it to achieve and when. We may be able to make specific technology recommendations at this stage, but may also be able to advise you on how the individual project should be handled to best promote your business needs.



Step	Inputs from you	Deliverables to you
1	Meetings, emails, documentation etc. Any implementation details which may be useful.	A Draft Report outlining our understanding of what the project must do and making any relevant recommendations about the overall architecture and its implications.
2	Your review of the report to check we've got it right.	A corrected Final Draft of the Project Proposal including a breakdown of the Work Packages that will be needed to complete the project.

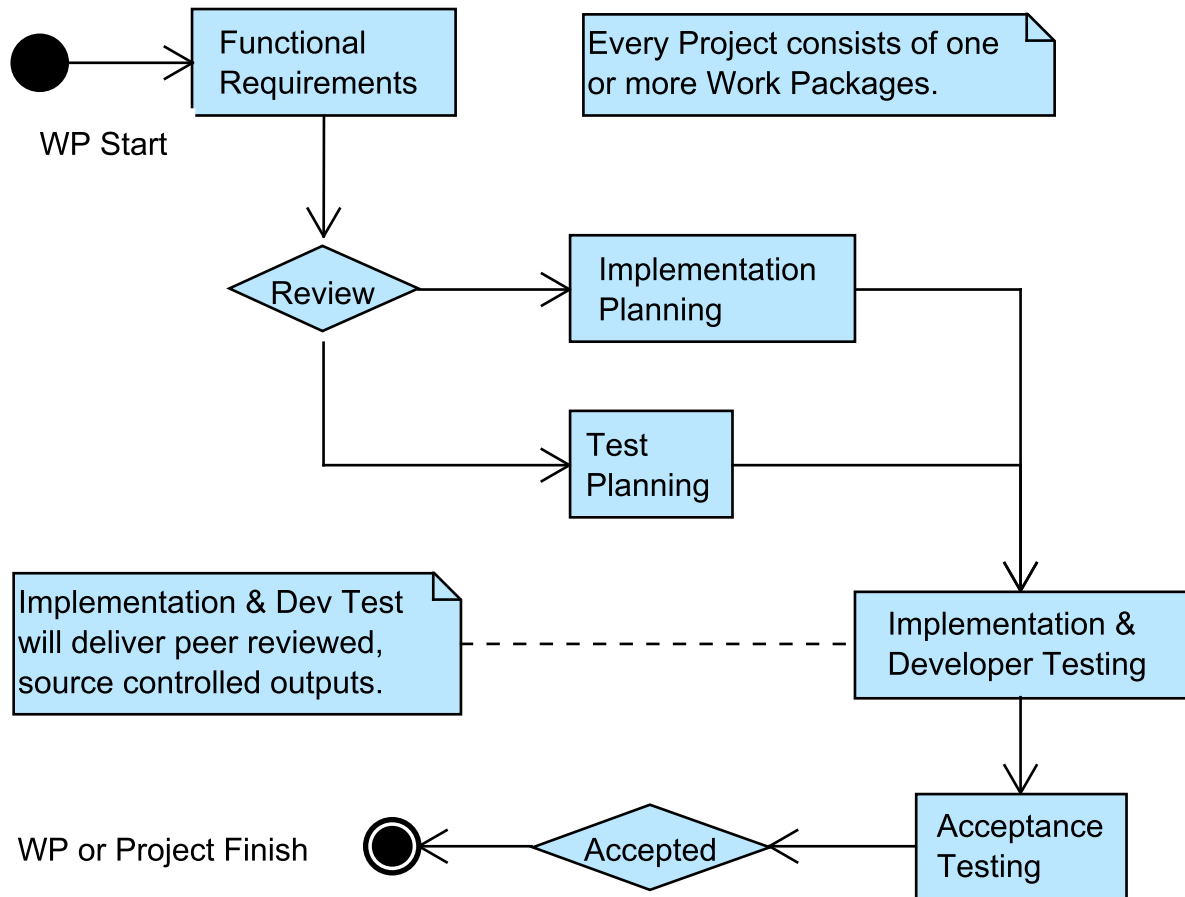
Once its goals have been properly understood, every project, apart from the very simplest, should be divided into discrete Work Packages, with each one having clear goals and agreed deliverables and delivery dates.

For substantial projects with demanding timescales, it may be possible to run more than one Work Package concurrently. However, we warn against committing to the illusion of progress rather than

to real progress; undertaking too much at once in the early stages can be counterproductive, and can lead to oversights and later rework.

1.2 Work Packages

These activities form the core of every project. The simplest projects will consist of a single Work Package, but most will entail several, each of which will take the form outlined in the diagram below and in the following subsections.



1.2.1 Collecting Detailed Functional Requirements

This is where we help you refine your initial ideas about what the project entails and the order in which you would like them completed. Functional Requirements state what features and facilities are needed to fulfil your goals. Having a good, clear set of these requirements is one of the most important factors in the success of any stage of software development. Not only do they ease the design and implementation of a system that actually does what you want, but they also feed directly into a high quality Acceptance Testing regime.

We will document the precise aims of each Work Package and consult with you about the relative importance of each feature, as well as the stage of the overall project at which they need to be completed.

Step	Inputs from you	Deliverables to you
2.1	Meetings, emails, documentation etc. Possibly contact with your Customers.	A Draft set of detailed Functional Requirements covering the Work Package for you to review.
2.2	Your review of the detailed requirements to check they are right.	A corrected Requirements Specification.

1.2.2 Implementation Planning and Resourcing

Basing our work on the detailed requirements reached in the previous stage, we will produce a Work Breakdown which will give you good visibility of how much effort and time it will take to complete the Work Package.

If you have in-house Project or Program Managers, we will work with them to ensure that they are able to keep control of the progress of your project. We can also report more directly to you if you prefer.

Step	Inputs from you	Deliverables to you
2.3	Agreement of previous Requirements	A Draft Work Breakdown of estimated effort involved in completing the Work Package, with any resourcing shortfalls identified.
2.4	Your review of the Work Breakdown and requirements in terms of timing.	Final, fully resourced, Work Breakdown and timescales.

1.2.3 Test Planning

You are strongly advised to give adequate thought to preparing an Acceptance Test Plan. This should be started alongside development activities, and should be refined as the project progresses.

The strategies for carrying out acceptance testing will vary according to the nature of your project and product line. But whatever techniques you use, the earlier you can start the better chance of the functionality you want being error-free and fit for purpose when it is delivered.

Step	Inputs from you	Deliverables to you
2.5	Meetings with your Test Department, including insights into test methodologies you use.	Help coordinating the agreed Requirements with your existing test methods. Written reports and records of conclusions.

If you do not have an established Acceptance Test regime, we can advise you on which methods will be most effective, given the nature of your product and your budgetary expectations.

1.2.4 Implementation & Developer Testing

Where you decide to engage our implementation services, we will supply the resources necessary. During implementation, we will keep you up to date on progress using your preferred method of reporting and/or interacting with your own Project Management regime.

For Work Packages which are estimated to take two weeks or less, we advise that progress reporting is relatively informal; for such short-lived packages the overhead of more formal reporting can add unnecessary cost. For example, a short phone call or email once a week and a final written report seems enough. For longer-running work packages, you may prefer our presence at project management meetings, formal reports at agreed intervals, etc. From our point of view, the most important factor is that you have accurate and timely information about how your project is going.

Anyone involved in the implementation stage of your project will be required to comply with a strict set of standards, which are applied to Design Documentation, Coding, Developer Testing and Maintenance Documentation. All output will be peer reviewed before being submitted for your acceptance. If your company already applies standards in these areas, we will be happy to comply with them if you require. If your regime does not promote the practice of peer reviewing all output, however, we strongly advise you to consider adopting the practice.

All material is kept under secured, full source control, and all build processes are fully explained. Every element of the work is accurately versioned.

Step	Inputs from you	Deliverables to you
2.6	Agreed contact with your Project/Program Management.	Regular progress reporting.
2.7	Review input if available.	Design Documentation, reviewed and under version control.
2.8	Review input if available.	Code, fully commented and reviewed, under version control.
2.9	Review input if available.	Appropriate developer testing modules, explained and reviewed, under version control.
2.10	Review input if available.	Suitable Maintenance Documentation, including build instructions, reviewed and under version control.

1.2.5 Acceptance Testing

The final stage of each Work Package is when we submit its outputs to you for acceptance. The flow of this part of the process will depend on your testing regime. Its main purpose is to establish whether or not the material delivered fully conforms to the agreed Functional Requirements.

We aim to provide error-free material to you, but in the event that your testing process reveals that any of the features listed in the Functional Requirements have not been provided, or need modification in order to fulfil your expectations, we undertake to fix them.

Whether we do so free of charge depends on the nature of the issues you report; if a feature does not work in the way described in the Functional Requirements, we will not charge you for correcting it. If, however, the application works as described in the Functional Requirements but you want it to work differently, we reserve the right to submit an estimate for the extra work needed to carry out the correction.

This underlines the importance of working closely with us at the Functional Requirements stage.

2 Modification & Review History

Version	Actions	Author
1.0	Initial release.	D Glendinging