

**i<sup>2</sup>d<sup>4</sup>**

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## i<sup>2</sup>d<sup>4</sup> METHODOLOGY

At eSols Worldwide Limited, we have defined different kind of project management methodologies for different classes of projects depending on the complexities of projects and the inherent requirements of the projects and customer.

A project management methodology is chosen depending on the class and the complexity of the project and then tailored according to the Specific needs of the project.

We at eSols use i<sup>2</sup>d<sup>4</sup> methodology for most of our projects. We also use the 5ive Process and DE process to define a project methodology.

### ***What is i<sup>2</sup>d<sup>4</sup> methodology?***

i<sup>2</sup>d<sup>4</sup> stands for ideation, initiation, definition, description, development and deployment. These comprise of six stages of eSols project management methodology.

This document briefly describes the methodology that will be used to manage the clients' project through out the projects life cycle.

This document also gives a brief overview of the various stages of i<sup>2</sup>d<sup>4</sup> methodology, description, deliverables and key quality assurance (QA) activities followed at each stage of i<sup>2</sup>d<sup>4</sup> methodology.

**Ideation:** A clear concept paper emerges as the output of this exercise. The team members of eSols and the client engage in major brainstorming session to understand the requirement of the client

**Initiation:** During this stage eSols will initiate the project by identifying and setting up onsite and offshore teams, defining service levels and standards, defining communication channels and norms and establishing benchmark for success.

**Definition:** The aim at this stage is two fold: a) to establish a thought process in the clients organization and translate the same into an effective it strategy that will produce results commensurate with the clients requirement.  
b) To elicit, analyze and explicitly and exhaustively document the requirement of the project.

**Description:** The aim of this stage is to plan and formally document the activities and artifacts needed to realize the requirement Specified in the definition stage. Estimates of the software product size, effort and schedule; content software development activities and deadlines, milestones and associated deliverables,

people resources allocated and their responsibilities, quality assurance plan and risk management plan.

**Development:** The development stage involves translating the strategy and Specified requirement of the project into reality. During this stage the project is managed in line with the documented project plan to keep it on schedule and within budget. At each major step client approval, sign off and ratification is taken to ensure that the project deliverables remain in line with the client requirement. The client is also provided with the access to a secure project site to facilitate communication and collaboration among all concerned people. The project site has status reports and progress charts posted to it periodically. This stage ends with successful Development and subsequent beginning of deployment of software product.

**Deployment and Devolvement:** This phase rounds off the assignment for the client. From this point newer and future strategies are defined, success of the product/site is analyzed, training, support and documentation are given, final payments are made and promotion plans are put in place. At this point in time, activities related to the ongoing maintenance of the product/site, update schedules and future Development are planned in detail.

The i<sup>2</sup>d<sup>4</sup> methodology ensures that the project achieves the desired results within the time and cost constraints

### **Stage1 - Ideation:**

A clear concept paper is defined at this stage along with the client.

- eSols key technical and support team thoroughly understands clients' requirements.
- Time is spent with the top management and functional team of the client.
- Clear concept paper on the project emerges after the deliberations with the client.
- The client ratifies the concept paper.
- A customer requirement Specification (CRS) is prepared by the marketing and tech support team of eSols, based on the concept paper.
- CRS is ratified by the customer

### **Stage 2 - Initiation:**

A)) Entry criteria

- A formal contract exists between the client and eSols for the supply of software products and or services to the client.
- Project scope document exists (PDS) or CRS exists

B)) Activities

- Define the roles and responsibilities for both eSols and the client.
- Form the core clients and eSols team; assign project management at either end.
- Identify other client resources that will be part of the project team.
- Define infrastructure requirements as well as software Development platforms to be provided by the client for the duration of the project.
- Install program management mechanisms and procedure, email systems, Special project management tools, including a project site for project tracking and status reporting and status reporting.
- Train team leaders on any Special technology or tools used in the project. If Special skills are to be bought out or outsourced, partners and resources are quickly defined and allocated.
- Establish baseline cost and volume metrics so as to be able to measure ongoing value of the services.
- Identify/define/tailor back-up and disaster recovery procedures to use during the project.
- Tailor eSols i<sup>2</sup>d<sup>4</sup> methodology to the projects needs and to suit the clients' process.
- Select appropriate software Development life cycle (SDLC) model for the project.
- Tailor and define the processes to be followed for software project management (SPM) and software product engineering (SPE).

C)) QA activities

- An initiation stage checklist is prepared and used to verify the stage activities completed. The stage outputs are checked for compliance to applicable standards and cleared by eSols quality assurance group (QAG).
- Project process for SPM and SPE are audited and approved by eSols QAG.

D)) Exit criteria:

All items in the initiation stage checklist are addressed and approved by eSols PM.

- All output documents are checked against applicable eSols/clients standards by eSols QAG and baseline by the PM.

E)) Output:

Project Initiation Note (PIN). Baseline project processes for SPM and SPE.

**Stage 3 – Definition:**

A)) Entry criteria:

- Project initiation note exists. Baseline project processes for SPM and SPE exists.

B)) Activities:

- The eSols project manager assigns responsibilities to
- To define offline goals
- Define interactive and on line strategies.
- Perform competitive analysis if required.
- Perform industry research if required.
- Define creative requirements.
- Define functional requirements
- Define performance requirements
- Define interface requirements.
- Define development environment and deployment environment requirement.
- Analyze, negotiate, filter and finalize all type of requirement.
- Document finalized creative requirements in a creative brief
- Document finalized functional and non-functional requirements in a SRS (Software Requirement Specification)
- Define content to be gathered and locate the source of the content.
- Get SRS and creative brief ratified by the customer /client.
- Create the requirement tracability matrix (RTM).

C)) QA activities:

SRS review is conducted, deviations/corrections are recorded and actioned and completed to closure.

- Creative review brief is conducted
- Deviations are recorded and actioned and completed to closure.
- SRS, Creative brief and requirement tracability matrix are audited by the QAG for compliance with eSols and clients standards.

D)) Exit criteria:

- SRS and creative brief is signed off and ratified by the client.
- SRS, creative brief and RTM are baselined and placed under configuration management.

E)) Output:

- Baselined SRS, RTM and creative brief.

**Stage 4 – Description:**

A)) Entry criteria

- SRS, creative brief and RTM exists.

B)) Activity:

eSols project manager prepares a project plan comprising the following

- Scope statement ,including the project objectives and project deliverables
- Key or required staff

- Work breakdown structure (WBS) to the level at which control will be exercised.
- Software estimate (size, effort and cost) in accordance with eSols estimation process.
- Schedules start dates , and responsibilities assignments to the level of the WBS at which controls will be exercised
- Performance measurement baselines for schedules and costs.
- Major milestones, targets and deliverables for each
- The eSols project manager prepares a risk management plan in accordance with eSols risk management process, identifying and accessing key risks, including constraints and assumptions, with planned responses for each. Prepares a quality plan in accordance with eSols software quality (SQA) process.
- Baselines the renewed approved project plan and all associated plans and place them under configuration management.

C)) Quality assurance activities:

- Peer reviews of project plan ,risk management plan(RMP) and quality plan (QP)is done
- Project plan, risk management plan, quality assurance plan (QAP), software estimation file (SEF) and all review records are audited and approved by QAG.

D)) Exit criteria:

- Quality plan, risk management plan are approved by QAG and the client
- Project plan and risk management plan and risk management plans are baselined and placed under configuration management.

E)) Outputs

- Baselined project management plan, quality plan and risk management plan.

**Stage 5 - Development:**

A)) Entry criteria:

Baselined project plan, risk management plan and quality plan exists.

B)) Activities

eSols development team performs the following activities:

- Develop information architecture and navigation strategy.
- Develop the look and feel of the product /site (graphic design)

- Develop the prototype and finalize the navigation strategy and graphic design.
- Develop software design (architecture design, high level design and detailed design)
- Complete copy writing and content gathering.
- Complete application development and integration.
- Prepare integration test plan and system test plan
- Prepare acceptance test plan and get it ratified by the client.
- Prepare deployment plan.
- Test functionality of integrated products (integration test) as per approved integration test plan.
- Perform system testing as per approved system test plan.
- Deploy the product in line with the deployment plan.

eSols project manager obtains sign off from the client after successful completion of acceptance testing.

C)) During this stage eSols project manger performs the following activities

- Posts projects progress and status data to the project site for the benefit of the client and the members of the development team
- Continuously tracks the actual results of the development activities against the planned values and takes appropriate corrective actions to correct all significant deviations
- Ensures that the developed software code complies with eSols and clients Specified coding standards and other standards
- Collects and reports metrics as agreed with the client and as required by eSols software process standards.
- Maintains ongoing communications with the onsite project coordination team.
- Prepares performance reports.
- Manages issues that arise.
- Monitors and periodically reports the defect fix status to the client.
- Handles all changes according to the appropriate change management process defined in the project.
- Ensures that baselined software work products are modified after appropriate approvals
- Ensures that the various versions of the product are built from appropriate configuration from the baselined code library.

D)) Quality assurance activities

- Peer reviews of the following software work products (SWP) – software design document, test plans, software source codes.
- Audits by eSols QAG of the following SWP: test plans, software course codes (for compliance with eSols and clients specified coding standards), configuration management records, review records, test records.

E)) Exit criteria

- eSols QAG audits project records and software work products and certifies the culmination of development stage.
- Developed product is deployed.
- Acceptance test is completed, all detected defects fixed and signed off and ratified by the client.

F)) Outputs

- Baselined software source codes, software product release, configuration management records, review records, test records, acceptance test records.

**Stage 6 - Deployment and Devolvemnet:**

A)) Entry criteria

- Acceptance test completed and signed off and ratified by customer.
- Software product deployed successfully.

B)) Activities:

eSols project manger and QAG organizes and performs a project closure analysis.

- eSols project management team organizes a training program for clients team on product maintenance (if there is no maintenance contract) else,
- The project transitions in to maintenance phase and will be governed by the terms and conditions of the maintenance contract.
- Detailed SLA for the maintenance of the product is signed between eSols and the client.
- Activities relating to ongoing maintenance of the product, update schedule, future development etc are planned in detail.
- Final payment s are realized

C)) Quality assurance activities:

- eSols QAG monitors the product for a pre-agreed period, reports anomalies and get them fixed by the development team.

D)) Exit criteria:

- Product is observed to be stable for a pre-agreed period ,
- Product maintenance documentation is provided and relevant training is imparted to concerned clients staff.



- Payment realized.
- Maintenance contract incorporating SLA is signed between eSols and the client.

E)) Output:

- Project closure analysis report.
- Maintenance contract.