

1.3 Project Kick-Off

Office or Division:	Systems Development Division and Systems Quality Assurance Division			
Classification:	Simple			
Type of Transaction:	G2G - Government Agency/Employee/Official			
Who may avail:	All Subject Matter Divisions (SMDs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Request for Systems Support (RSS)		Softcopy Template provided by SDD to be accomplished by SMD		
Business Process Flow		SMD		
User Stories with Acceptance Criteria		Template provided by SDD to be accomplished by SMD		
Data Entry Specifications		Template provided by SQAD to be accomplished by SMD		
Data Validation Specifications		Template provided by SQAD to be accomplished by SMD		
Table Formats		To be provided by SMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the business process flow that the requested application / program would address	1. Identify the initial PBIs/User stories and determine the product milestones to come up with a timeline in which the system development schedule/release plan would be based on	None	1 Day	Scrum Team, Scrum Master, and QA team, and if possible, other stakeholders
	1.1 Present the systems development process using Agile with Scrum 1.2 Identify the platform and infrastructure requirements of the requested application 1.3 Prepare request for allocation of database	None	1 Day	Scrum Master with the Scrum Team

	<p>space from RDMD through RDMD Database Request Form</p> <p>1.4 Prepare request for provision of required infrastructure from SOID through SOID Infrastructure Request form</p>			
TOTAL:		None	2 Days	