Prepared by
Alex Lashford & Ian Walker

WHY ARE WE HERE?

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Meeting Structure

- One conversation at a time
- Disruptive Questions
- Timings
- Day by Day Agenda

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Introductions

- What's your name?
- What's your role?
- What will your involvement in the project be?
- What do you want to get out of this engagement?

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Elevator Pitch

For [target customer]
Who [statement of need]
The [project name]
Is a [product category]
That [key benefit / compelling reason]
Unlike [alternative]
Our product [statement of differentiation]

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Project Goal

S **Specific**
State exactly what you want to achieve

M **Measurable**
So we can measure progress along the way

A **Achievable**
The goal is within reach

R **Realistic**
It is realistic and we can accomplish it

T **Timebound**
It must have a specific timeframe

Tell us about the problem you're trying to solve?

OR

About the service you wish to provide?

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Ways of Working

- Project Roles & Responsibilities
- Tools
- Communication (Time Zones)
- 60 Innovations Delivery Process
- Measuring Progress & Reporting

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Our Process

	EVALUATION	INCEPTION	DEVELOPMENT	THE FUTURE
INPUT	• Review of initial inquiry • Face to face meeting • Larger risk identified • Vision of product understood	• Facetime with stakeholders • Requirements gathering • Architecture planning • Prioritisation • High Level Estimation • Roadmap	• Agile SDLC • Minimum Viable Product • Early feature deployment with continuous integration • Identify Handover Requirements	• Review of deliverables • Identify future business needs • Inception V2.0 • Training
OUTPUT	• Indicative cost model	• Inception pack • Response to RFQ • Statement of work • RAID Log	• Stakeholder demonstrations • Minimum Viable Product created (MVP V1.0) • Updated RAID Log	• Handover training and documentation • V2.0 Roadmap

Innovate - Perform - Deliver

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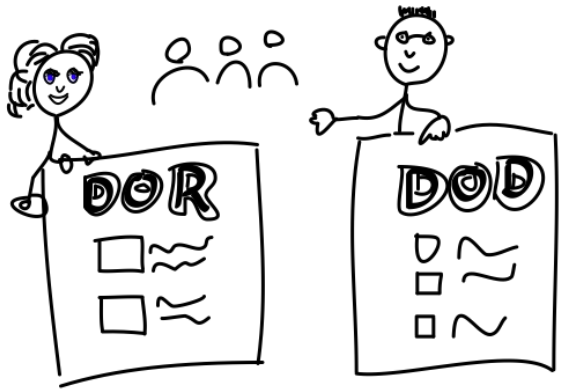
Story Clarity

- Definition Of Ready
- Definition Of Done



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Project Neighbours & Dependencies

Good Neighbours

- Who is depending on us?
- Who are we depending on?
- How do we talk?
- What are the dependencies?

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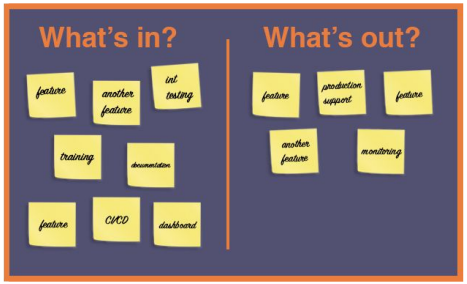
Checks & Balances

What's Most important?

- Time
- Cost
- Quality
- Scope



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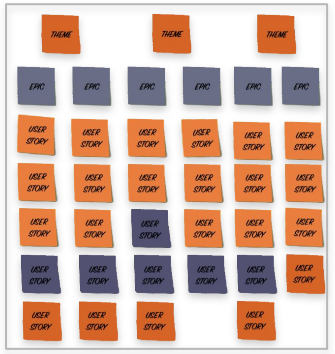
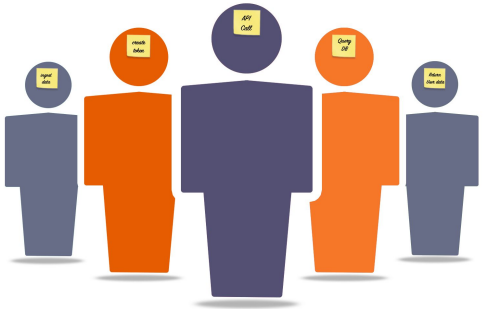
HEIST Planning

- High Level Recap
- Scoping Session
- Story Workshop
- Heist Calls Game





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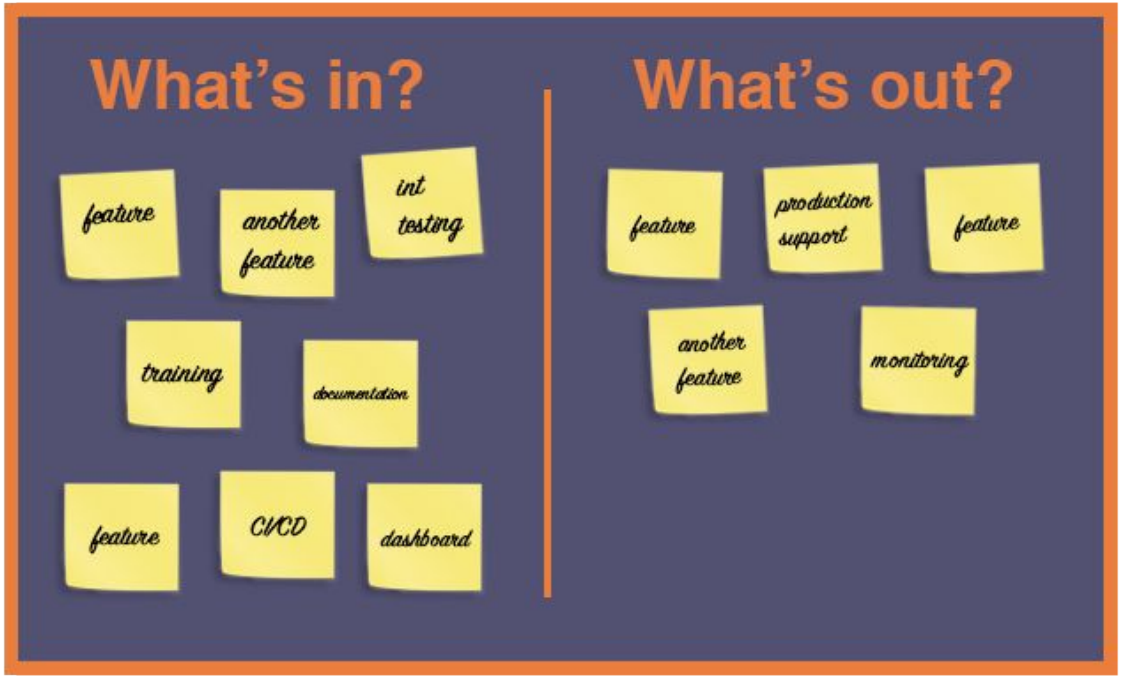
Scoping



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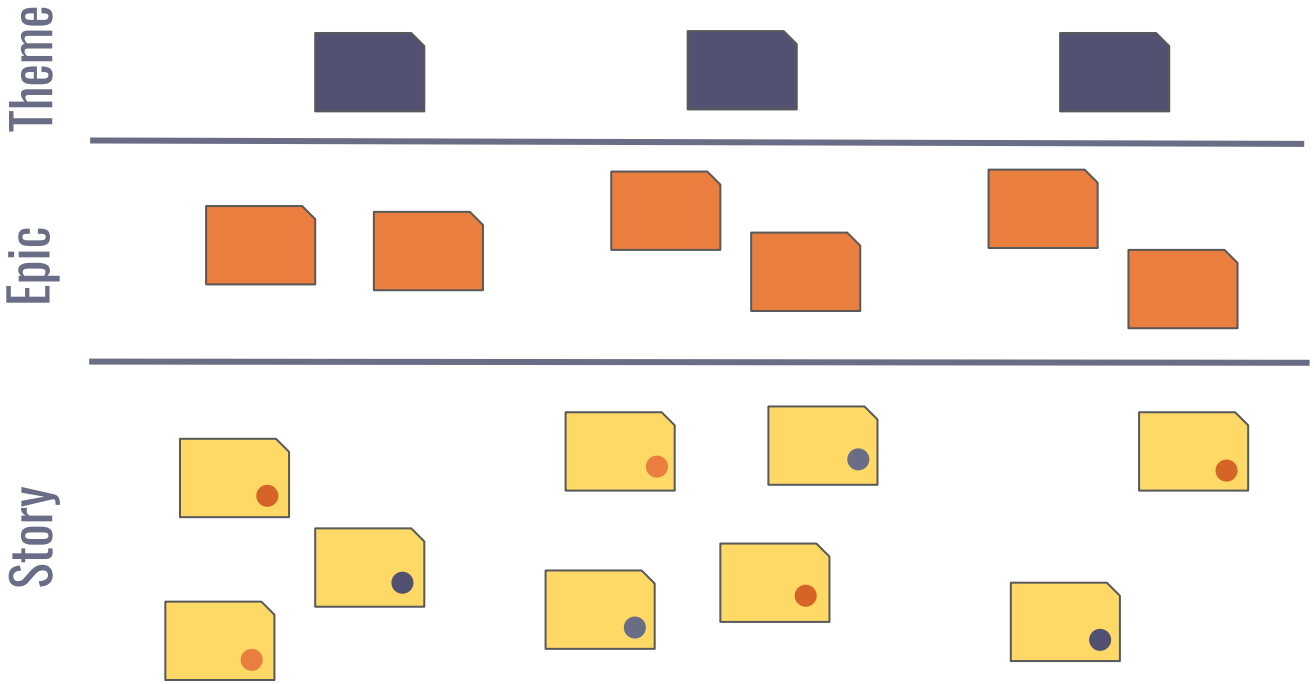
Story Workshop



Prioritisation

- Mo — Must have
- S — Should have
- Co — Could have
- W — Won't have

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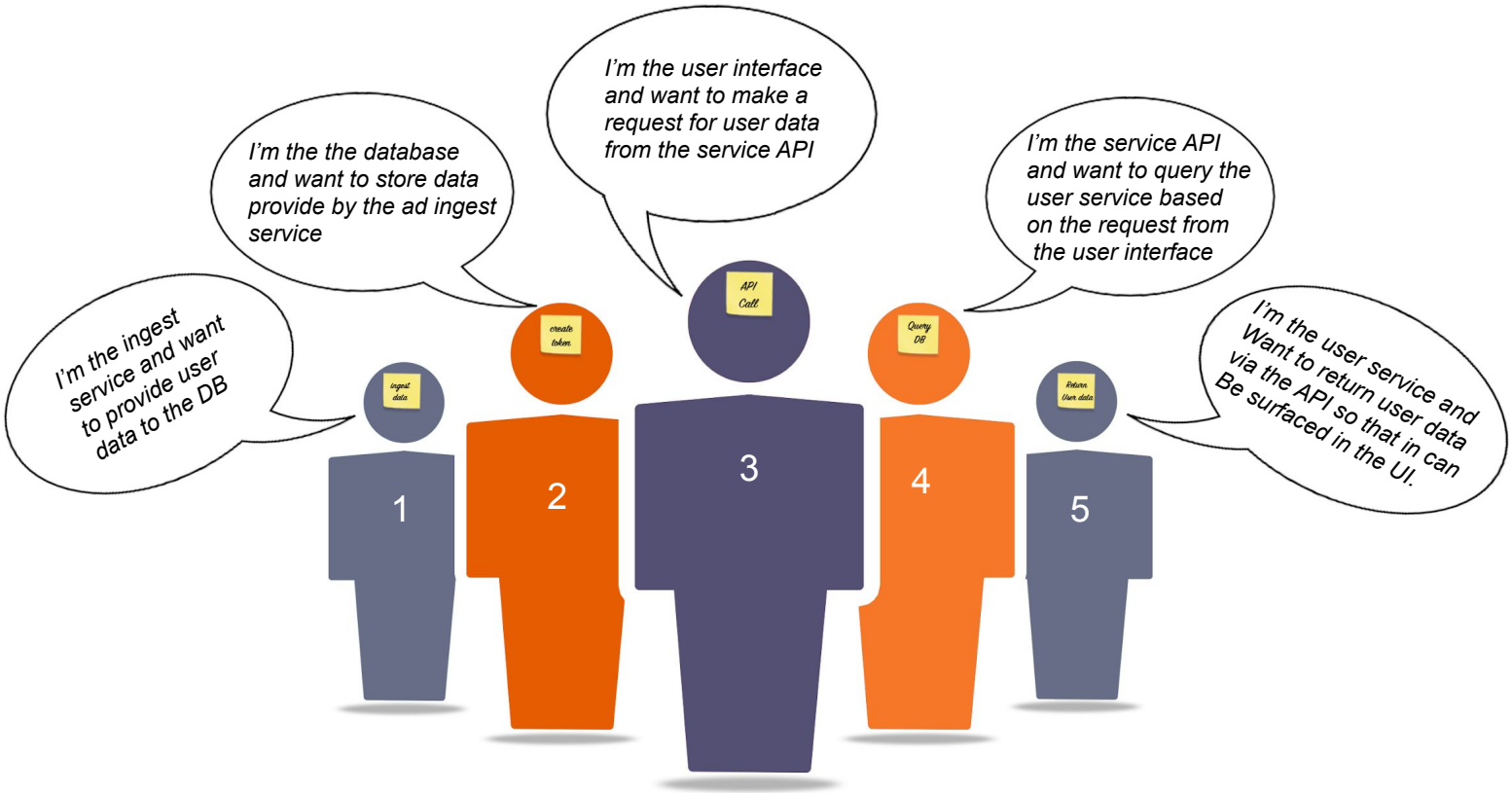
HEIST CALLS GAME



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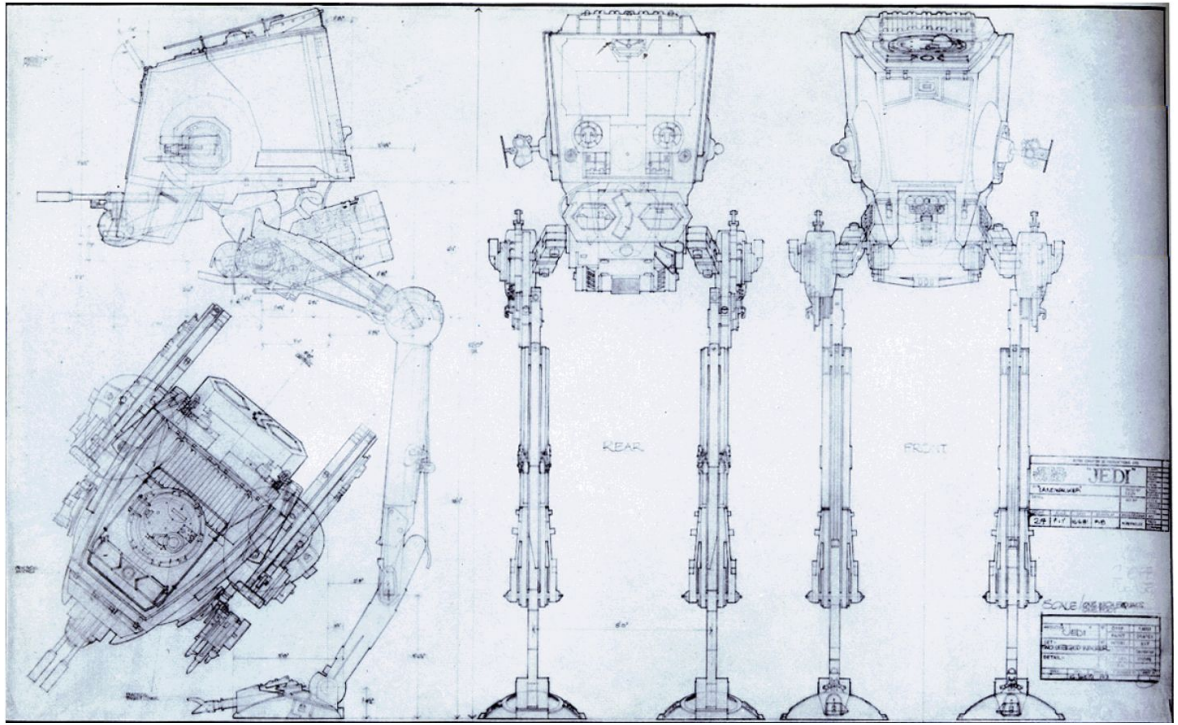
Technical Deep Dive



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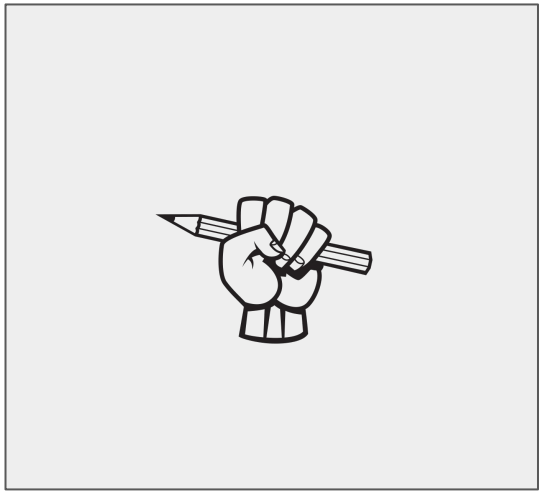
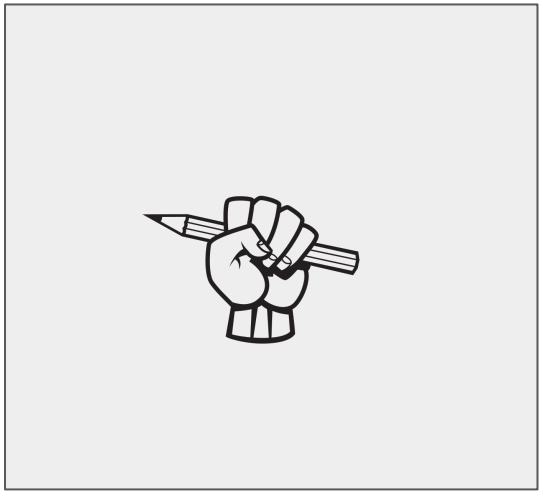
Architecture

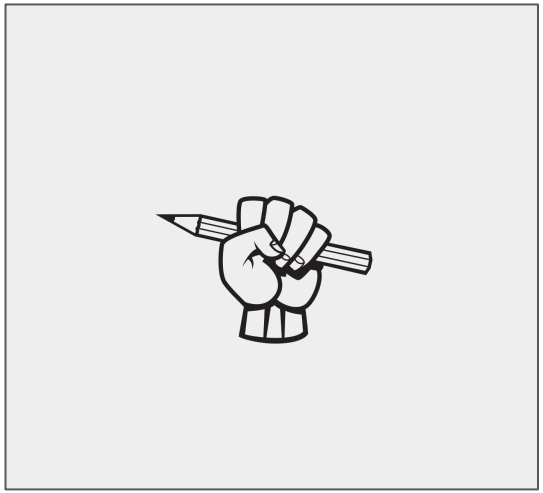
Current



Proposed (MVP)



Future



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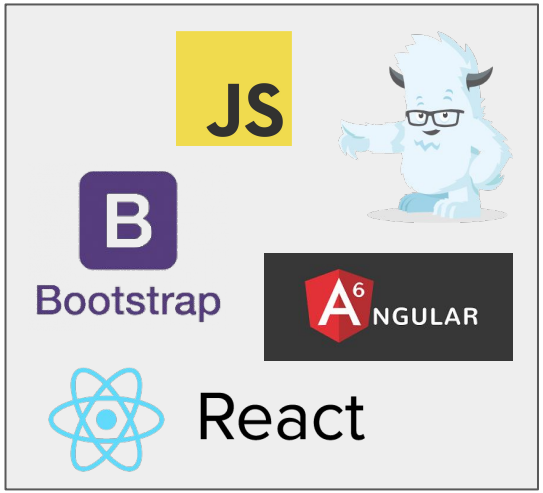
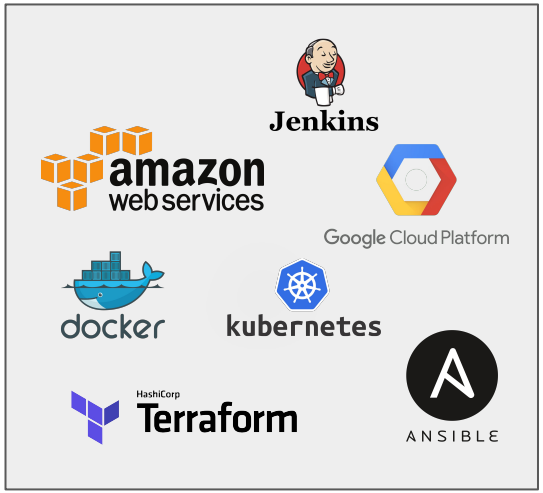
Technology & Tooling

UI / UX



Backend

Infrastructure



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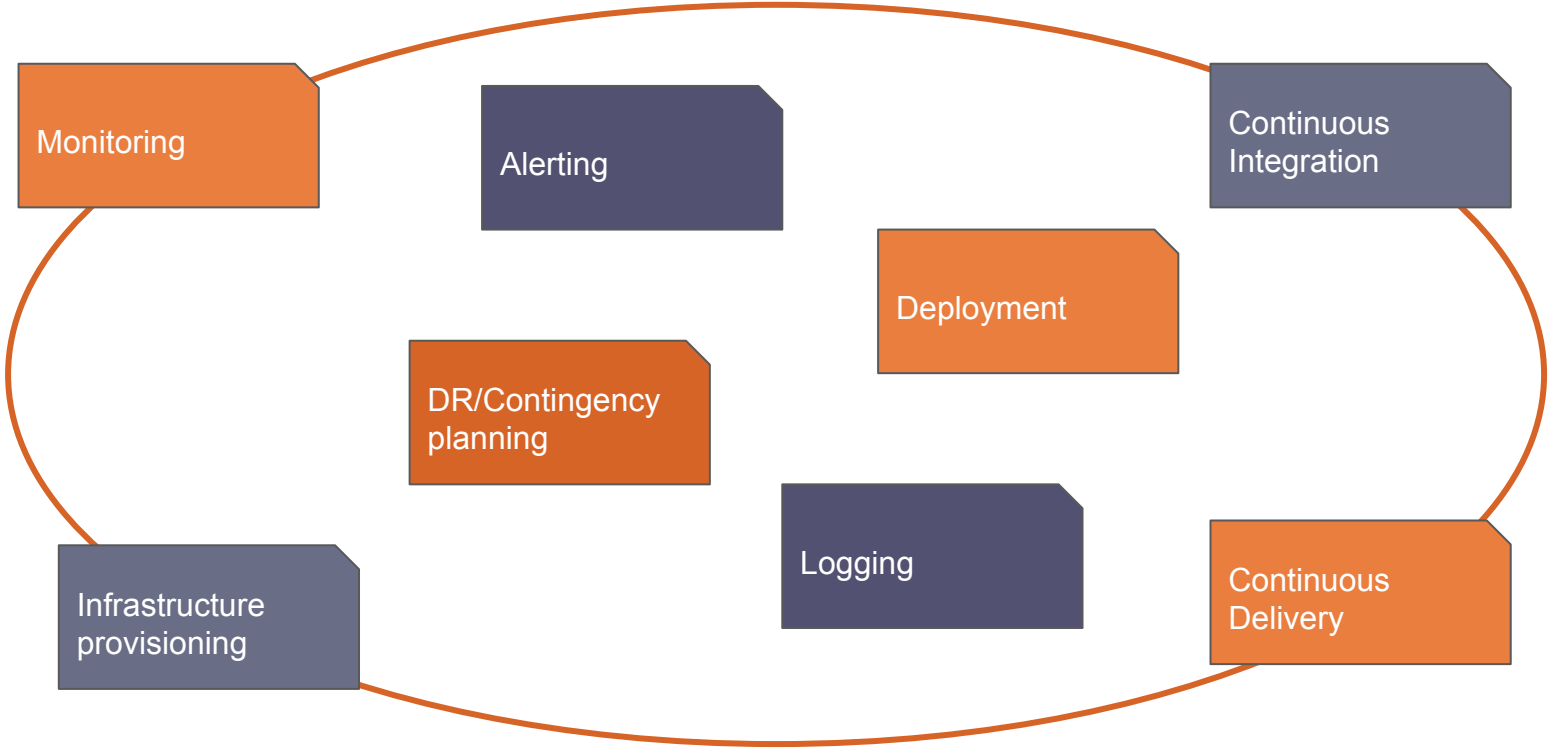
Infrastructure & Operations



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Roadmap The First Plan

- By Sprint?
- By Milestone?
- By Functionality?
- How do you measure yours?

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Risks

- What are they?
- How do we mitigate?
- How often do we check?

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What Happens Next?

- We Create an Inception Pack - for acceptance
- Do we create a Project Backlog in JIRA?
- Do we plan likely dates for sprint Zero?

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