

Project Management Approach

Pariksha follows a transparent and collaborative model for all project/program management. We have matured our communication and project management processes based on exposure to and successful deployment at leading India based global software R&D organizations with multi-location engineering operations.

Communication Resources & Tools

A communication plan will be created by the Pariksha team thru collaboration with the customer's team, early in the project to indicate their agreement on how the teams in India, US and any other location will communicate important information during the project—status, meetings, issues, access to deliverables, and design and document reviews etc.

Pariksha will employ and use the following tools & techniques for communication:

- **Stakeholders** – This project has approximately xx stakeholders. They consist of members of one of the following three classes:
 - *Core Team Members (CT)*
 - project lead, technical architect, feature development engg, Quality engg & field support engg
 - client team – technical resource in USA
 - project executive sponsor/champion
 - *Extended Team Members (ET)*: Includes any experts/consultants to be included in reviews, functional managers of Core Team members, administrative personnel, key vendor representatives, and three key customers we have chosen to include in some activities.
 - *Partner Team Members (PT)*: Includes team members from our development partner Company X who are supplying customized hardware and software for the project.
- **Collaboration Space** – Secure project space accessible to all stakeholders. The space will be used to store:
 - Project status summaries
 - Action item lists
 - Any project review documents that core team needs to access
 - Other information as determined by the project manager



- **Knowledge Management Space** – All project information and knowledge is centrally available to the entire team. This includes all documents, code, test artifacts, change requests etc. This will be managed using a version managed repository with web-based role-based access engine.
- **Email Distribution List** – All core & extended team members are included on an email list to communicate with the team on matters that affect the entire team
- **Teleconferencing System/Account** in order to hold team meetings that include remote team members
- **Security of Communication** – We treat all project communications as extremely sensitive & all team members are bound to keep all information within the office

Communication PLAN

Formal communication related to project management will consist of *written status reports, project plan updates, project team meetings, and monthly reports to the Executive Committee.* (Senior executives from all stakeholding teams) All written communication will be emailed to all indicated stakeholders.

Type of Communication	Who/Target	Purpose	Media/Tools	Frequency of Communication
Weekly Status Report	CT, XT	Team leads generate weekly status report stating current week's progress, issues needing attention, goals for next week/upcoming milestone	MS Word doc	Due before weekly team meeting



Weekly Team Meetings	Core team members	Standard status meeting with predefined agenda listing key objectives of the meeting & subjects to be covered	Face-to-Face meeting / Conference call Action Plan is distributed to all concerned	Weekly / Fixed Time
Weekly Project Plan Updates	Client & all managers	Project manager generates an updated project plan each week based on weekly status report & weekly team meeting	Plan published in MS Word & stored in the project collaboration space, email sent to all.	Weekly
Design Reviews	All CT members, specific PT members, invited XT members.	Review the Preliminary System/Project Design, System Detailed Design and Final System	Face-to-Face meeting / Conference call Action Plan is distributed to all concerned	As needed (during the design phase)
Monthly Executive Meeting	All stakeholders	Project manager creates a summary project report covering progress against project milestone, upcoming milestone, issues concerning upcoming milestone and/or overall project success	Status report published in MS Power Point	Monthly
Working Sessions	CT-CT or CT-XT	Informal meeting to resolve instant issues	Email, Chat, Conference call, informal F-2-F	As needed

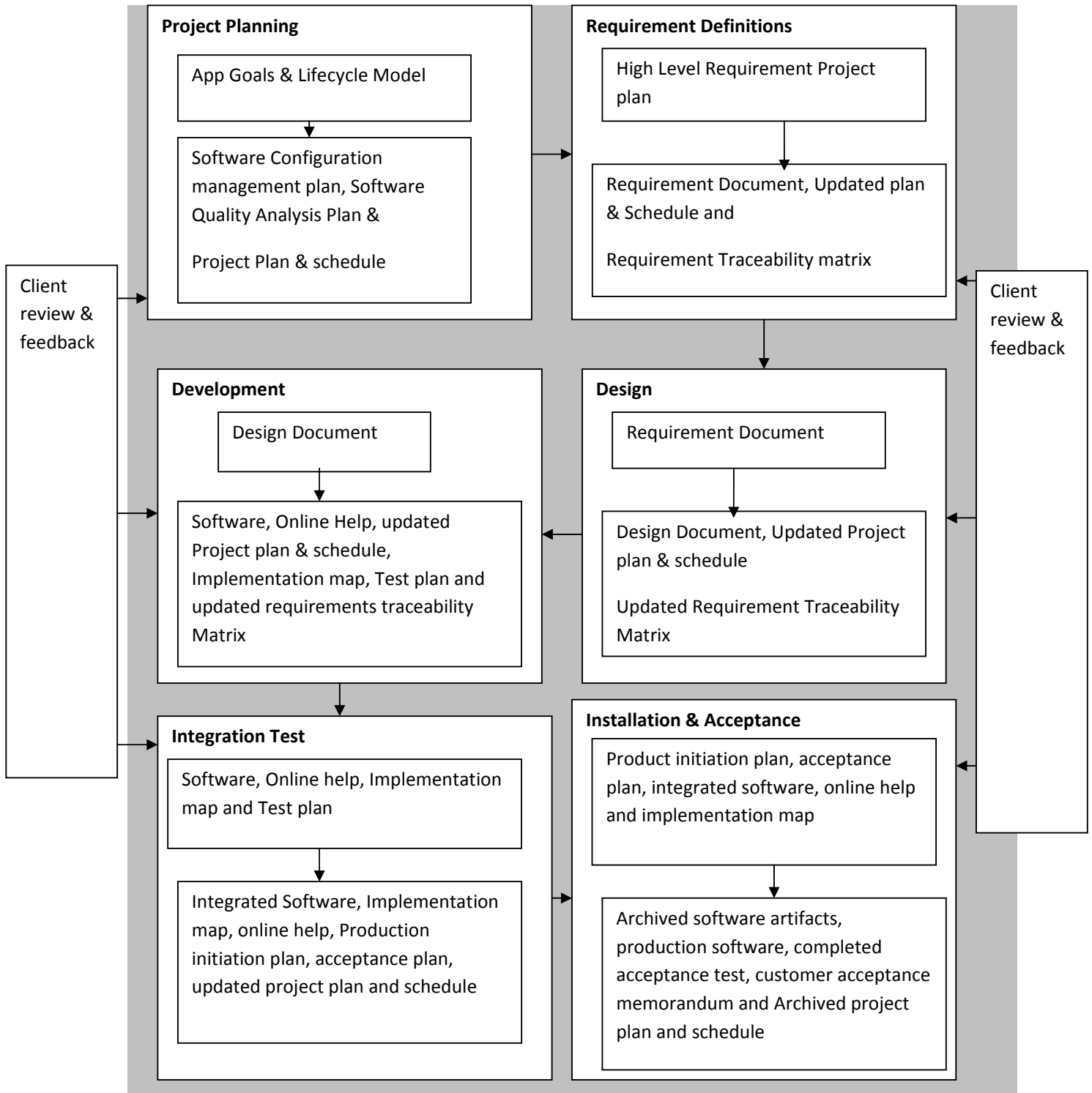


			conversations	
Project Issues	CT members & Client PM	Used to record & track project issues on an ongoing basis	Face-to-Face meeting / Conference call	As needed
Project Review and future plan meeting	All stakeholders	Formal closure of the project with review and any planned action thereafter	After completion of the project	Project closure meeting

Client Initiatives – If client feels the need to contact us at any stage of the project, he can call up meetings at his initiative too.



Development LifeCycle:





- **Technology review and selection:** The SRS (System Requirements Specification) is a document where the requirements of a system that is planned to be developed are listed. This document consists of hardware/software components i.e. Board/ Processor, OS, dev languages, databases, UI & dev IDEs, are used to develop the whole system. The system Architect analyzes the technology/design is being used and suggest if there is any change in that required.
- **Code management guidelines:** We have expertise in the source code management systems (SCM) i.e. CVS, Perforce, ClearCase and VSS. Daily tasks generally be updated to the common repository at CVS by the project team members. Pariksha has its own source code depot at the web based CVS i.e cvsdude.com. We also have the expertise in bug reporting tools i.e. Mantis and bugZilla. The developers follow the standard coding nomenclature, reusability of code and development guidelines mutually agreed with customer.
- **Usability and UI design:** We have an open discussion with customers for the placement of the UI components as per the usability prospective. The prime UI components should be placed at the position where generally human eyes hit at first sight.
- **Release management:** We build and release the phase wise documents and deliverables with the revision numbers to track. These, are the few phase-wise project management documents, System requirement specs (SRS), Project Plan, WBS (work breakdown structure), HLD (High Level Design) and LLD (Low Level Design), Communication Plan, UAT (user acceptance test plan), Test and Quality plan, Change in Management Plan, Issues/Risks Log, Closure Document. Each deliverables are being released with a release note mentioning feature implemented, known issues.
- **Incremental Planning:** The entire intent of incremental planning is to minimize surprises, increase accuracy, provide notification of significant deviations from plan as early as possible, and coordinate project forecasts with the most current available information.
- **Progressive Enhancement:** Each stage of the project takes the outputs of the previous stage as its initial inputs. Additional information is then gathered, using methods specific to each stage and from the feedback from the customer and SQA team. As a result, the outputs of the previous stage are progressively enhanced with additional information.
- **In Stage Assessment process:** We have a formal quality assurance review process for each stage. In a project, the deliverables for each stage are generally small enough that it is not cost effective to review them for compliance with quality assurance standards before the deliverables have been fully developed. This process is initiated when the PDR schedules an in-stage assessment with the independent Quality Assurance Reviewer (QAR), a selected End-user Reviewer and a selected Technical Reviewer.