



Offshore Development Team on Demand

We can save your time and money while providing invaluable expertise in building up your own custom software development team. Our extensive experience in numerous software development projects gives us ability to accurately estimate types and amount of development resources required to achieve your custom software development needs.

Delivering a software project on time and within budget requires well-organized team and proven development methodology. This document describes main principles and structure of software development team. We address our software development methodology in a separate document.

Software Development Team structure, goals and principles described below are adopted from the leading software development methodologies, then adjusted, and tuned for the specifics of offshore development.

Software Development Team

Each team member adhere to the main principles and concepts described below to achieve the ultimate goal of whole team – deliver a project on budget and on time, which meets all business requirements and high quality standards. To achieve that, each member shares a common project vision, focuses on delivering the result, high standards for quality and communication, and has willingness to learn.

Main principles

- Each member must have common vision of the whole project. It is important to have a clear understanding of what the goals and objectives are for the project. Team members and customers make assumptions on what the solution is going to do for the organization. A shared vision brings those assumptions to light and ensures that all participants are working to accomplish the same goal.
- Team members are encouraged to have open and honest communications, both within the team and with customers. A free exchange of information reduces chances of misunderstandings, wasted effort, and ensures that all team members can contribute to reducing uncertainties surrounding the project. *This is especially critical in the context of offshore development team. This principle cannot be overstressed.*
- Customer's active participation is crucial for the project success. A key way to achieve customer satisfaction is to have the customer actively participate in the design and offer feedback throughout the development process. This allows both the team and customer to better align their expectations and needs.



- Meeting the customer's business goals is a priority number one for a team. Being able to trace each feature in the design back to a customer or user requirement is measurement of the success of a customer-focused mindset.
- Each team member must have product-oriented mindset and treat the results of own work as a vital component of the whole project. Everyone must consider his or her own tasks as project by itself with its own deliverables. With the adoption of the product mindset, everyone on the team should feel responsible for the delivery of that final product.
- Each team member must have commitment to quality. Responsibility for quality cannot be delegated from one team member to another team member. The goal is to perform own work at the highest quality possible, so that if the team have to deliver next day, they can deliver something. The idea is to have a nearly shippable product every day.
- Each member is accountable to the whole team itself for his or her share of a final product quality. Responsibility for the entire product is shared across the team.
- Willingness to learn is very important in the team that practices open communications and shares common vision. It is major motivating factor for shared vision and project success overall.

Team goals

The main goal of the Software Development Team is to deliver on time and on budget the highest quality product to the customer that meets all the requirements and serves business purpose. This goal can only be achieved when each the following key quality goals are achieved.

- The customer is satisfied. The product serves the business purpose.
- The product meets all requirements defined in the project scope. Functional specification is an agreement between customer and the development team about what should be built. Product must meet all the details of this agreement.
- The product is delivered on time and on budget.
- The product meets high quality standards. All quality issues are identified and addressed before the product is released. A work-around solution must be provided for any known and unresolved issue.
- The product delivery and ongoing maintenance are smooth. This includes the necessary deployment modules and/or product training.



Team structure

The team structure defines the following functional roles within the team and associates those roles with fulfillment of corresponding main goals of the team.

In smaller team, the same person can represent many roles (with some restrictions for role combination). In larger team, multiple persons can corporately represent a single role.

- **Product management** (*at customer*) – main goal of this role is to satisfy the customer. The role acts as a customer advocate.
 - Defines customer business processes and requirements
 - Drives trade-off decisions for scope vs. cost
 - Manages end users expectations
 - Drives user acceptance test

- **Project management** (*on site, offshore*) – main goal is to deliver quality product on time and on budget.
 - Ensures that development process and quality standards are in place
 - Estimates complexity, duration and resources for the project
 - Develops and maintains project plan (schedule and resources)
 - Assesses development risks
 - Drives communication between all team members to ensure shared project vision
 - Ensures that each offshore team member understands whole project as well as own tasks, has access to all necessary information and resources
 - Works with **Business analysis, Software Architecture, and Development leadership** to ensure the high quality and smooth delivery of the product
 - Provides regular project status updates

- **Business analysis** (*on site*) – main goal is to understand customer needs and requirements.
 - Works with **Product management** to document the purpose, the scope and requirements of the project
 - Documents customer business processes
 - Manages Functional Specification document
 - Initiates and inputs to shared project vision across the team
 - Manages customer expectations

- **Software Architecture** (*on site, offshore*) – main goal is to design a product based on the customer needs and requirements.
 - Works with **Business analysis** to translate business requirements into technical requirements and documentation
 - Defines technical project architecture
 - Manages Technical Specification document



- Makes major and medium implementation decisions
- **Development leadership** (*offshore*) – main goal is to ensure quality builds to the specifications.
 - Makes suggestions to **Project management** on task estimates
 - Makes suggestions to **Software Architect** on some medium and major architectural decisions
 - Makes minor and some medium implementation decisions
 - Serves as main technical advisor to each team member
- **Development** (*offshore*) – main goal is to build to the specifications.
 - Adheres to the high quality standards and open communication principles
 - Adheres to the common code style and conventions
 - Analyses of Functional and Technical specifications
 - Understands the purpose and the place of own tasks in the wider context of the whole project
 - Analyses project plan and understands own priorities
 - Develops individual product modules (units)
 - Conducts regular unit-tests of own modules
 - Follows up with other team members, **Development leadership** and **Project management** with implementation issues and suggestions
 - Actively participates and contributes on the team meetings and code reviews
- **Quality Assurance** (*offshore*) – main goal is to ensure the high quality of the product.
 - Adheres to the high quality standards and open communication principles
 - Analyses the Functional Specification document
 - Understands the purpose and requirements for the whole product
 - Develops Test Plan document that addresses all functionality
 - Conducts regular routine tests of the whole product
 - Follows up with other team members, **Development leadership** and **Project management** with quality issues and suggestions
 - Actively participates and contributes on the team meetings and functional reviews
- **Product Deployment** (*on site, offshore*) – main goal is to ensure that the product delivery and ongoing maintenance are smooth.
 - Adheres to the high quality standards and open communication principles
 - Analyses the Functional Specification document
 - Understands the purpose and requirements for the whole product
 - Develops Product Installation Modules
 - Develops Product Configuration Manuals
 - Conducts regular project builds and test deployments
 - Follows up with other team members, **Development leadership** and **Project management** with deployment issues and suggestions



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- Actively participates and contributes on the team meetings and functional reviews
- Develops User and Administrator Manuals
- Trains the trainer



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Importance of timely cooperation

We understand the importance of delivering your project with high quality, on time and on budget. We do our best to meet all date agreements and provide our clients with all results on time. We also depend on our client's schedule and ability to provide feedback in timely manner. We appreciate the provision of any feedback within 3-5 days. This helps us to keep overall project costs low, and also to keep moving forward with the implementation of the product.

We ask our clients to let us know about any possible delays regarding feedback in advance so that we may arrange for any possible imposed changes in dates and/or costs.