Project Structure

Woodgrove Bank Reach Portal

## Document Status

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| --- | --- |
| Title | Project Structure |
| Author(s) | J Smith |
| Team | Reach Portal project |
| Version | v0.1 |
| Status | Draft |

## Change Record

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| --- | --- | --- | --- |
| Date | Author | Version | Change reference |
| 10 May | J Smith | v0.1 | Initial draft for review/discussion |
|  |  |  |  |

## Reviewers

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| --- | --- | --- | --- |
| Name | Version reviewed | Position | Date |
| S Konersmann | v0.1 | Senior Developer | 15 May |
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## Purpose of This Document

This document contains a description of the working structure for the Reach Portal project.

## Project Structure

This document outlines the organization of the Reach Portal project team, including team members, location, regular meetings and the high-level details of technical services used.

### Team Roles & Members

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| --- | --- |
| Role | Names |
| Developers | Scott Konersmann, Jonathan Haas, Jeff Teper, Nuno Farinha, Prashanth Desai, Jim Kim, Heidi Steen, Tai Yee, Ryan Spanton |
| Architect | Alexey Orekhov |
| Project Manager | John Smith |
| Business Analyst / Customer Rep. Lead | Rafał Rumian |
| Testing Team | Arnie Mondloch, Ciam Sawyer, Jonathan Mollerup, Tom Perham |
| User Experience Lead | René Klčo |

### Meetings & Locations

The Reach Portal team is located on the 4th floor (east wing) of the Retail Banking building at Woodgrove Bank headquarters.

The daily stand-up meeting will be held daily at 9:30 A.M. in the shared team room on the 4th floor. This meeting typically lasts 15+ minutes. Team attendance is expected, if possible.

Iterations are usually planned for a 4–6 week time box. Iteration retrospectives are conducted in the boardroom on the 2nd floor. Learnings are captured in SharePoint and contribute immediately to the next Iteration Planning activity (where possible).

### Technical Services

The development servers are in the server room on the 2nd floor. We have a dedicated rack for our hardware. Development is mostly against VM-based servers, except for performance purposes. We use a VLAN to isolate development activities.

Our regular build process starts at 3.45 P.M. each day.

The testing servers are in the test-bed lab on the 2nd floor, in the area marked “Reach Project”.

Our document store for all design notes, meeting notes, and so on, is held on the intranet using Microsoft Office SharePoint Services (MOSS). The Office SharePoint server can be accessed at:  
<http://devbank/sites/portal/reachproject/Shared%20Documents>.

Our project Wiki, which includes pages for feature suggestions and captures feedback on the current iteration, is located at: <http://devbank/sites/portal/Wiki>.

Team Foundation Server: the main TFS server is **devportal-TFS01** and our project is **ReachP01.**

Permission groups and memberships: At the present time, all members of the team have administrative access to the servers. This will change as development progresses and the team grows.