PROJECT ONBOARDING
PROCESS OUTLINE

Purpose: To clearly communicate the general process that we use to onboard new clients into our project development process. This process has worked well for 99% of our clients but if we need to break the process to better serve the client, we will absolutely do so.

1. **KICK OFF MEETING WITH CLIENT, GOAL IS TO UNDERSTAND THE FOLLOWING**
   a. We sign an NDA contract if the client requires
   b. Client explains the project details
   c. Client provides task list if available
   d. A question-answer session can be made
   e. The technical requirements are defined
   f. Resource requirements and how/when to obtain are defined

2. **GETTING SYSTEM INFORMATION**
   a. If we need to connect to the client's system, client provides the panel/ftp/project management system's login details
   b. If an existing web project will be maintained, client provides links and login data that may help us to work with

3. **MILESTONES**
   a. The milestones and the deadlines are defined together
   b. The number of developers to work on the project is defined

4. **SETUP AND DEVELOPMENT PROCESS**
   a. We use either our (JIRA) or client's project management system to define tasks, control the process
   b. We use either our (Bitbucket) or client's git system for versioning and team work

5. **EVALUATION MEETINGS**
   a. According to the length of the project, we schedule weekly or daily status evaluation meetings

6. **FINISHING AND DELIVERING THE PROJECT**
   a. We evaluate the task list and if the project finished, we deliver it to the client's system
   b. We remove access to the client's servers, project management and git system

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