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Getting Ready

- Client receives Argos Discovery Questionnaire
- Client/ITS meet to discuss expectations and requirements
- **Client returns questionnaire, datablock request forms, reports, or spreadsheets**
- ITS defines business problem and project deliverables for charter
- **Client/ITS agree upon and sign charter**

Getting Access

- Client submits Account Request Form(s)
- ITS adds client to the Argos Course in ANGEL
- ITS creates Argos account(s)
- Client reviews Argos Lessons in ANGEL
- Client logs into ANGEL and works with the ArgosSamples datablocks

Project Planning

- ITS drafts project plan
- Client/ITS reach agreement on project plan and acceptance criteria
- ITS Incorporates changes to the project plan
- Client/ITS meet to finalize the project plan

Development and Training

- **ITS develops the datablocks, OLAP cubes, dashboards, and reports agreed to in the charter**
- Client/ITS meet to discuss the data objects provided
- **ITS provides Report Viewer and Report Writer training to the client**

Testing

- Client provides feedback on objects
- Client can request changes or accepts the objects
- ITS incorporates agreed upon changes
- Client performs acceptance testing on finalized objects

Finishing Up

- **Client signs the Datablock Acceptance Form**
- Datablocks are moved to the Production folder
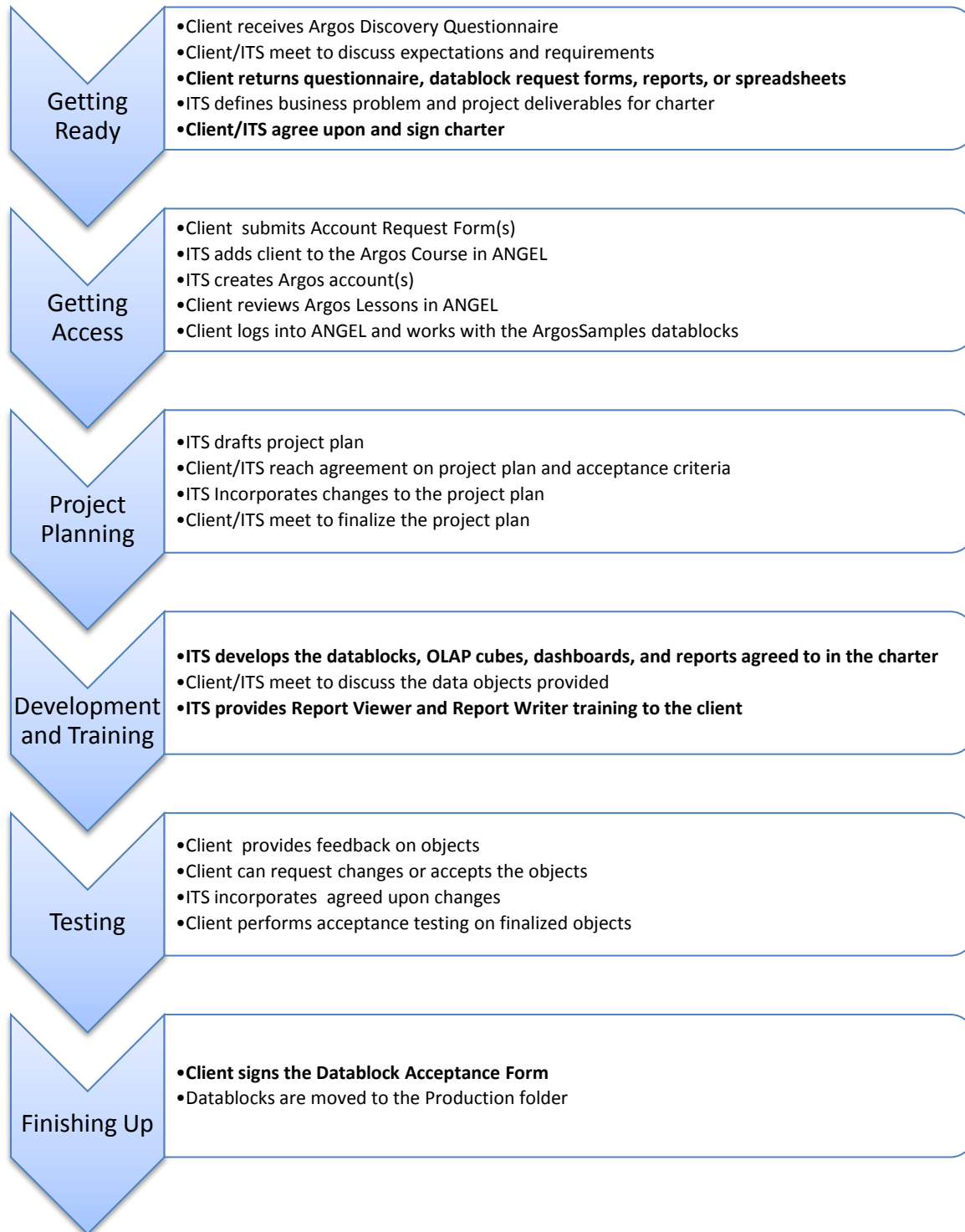
ARGOS ROLES AND RESPONSIBILITIES

Sponsor (ITS)
- Ensure sufficient resources are available to complete the project
- Review/approve commitments to external entities (i.e. vendors, other organizations, etc.)
- Resolve issues escalated by the Project Manager or team
- Approve significant changes to the project plan
- Resolve/forward policy issues to appropriate decision-making bodies

Owner (Data Steward)
- Articulate business needs and user requirements
- Review project plans and provide recommendations
- Approve all changes to the project
- Provide subject matter expertise
- Arrange for testers from the functional area

Project Manager
- Schedule regular team meetings
- Coordinate communication with the customer(s)
- Participate in requirements-gathering activities
- Develop/maintain the project plan and schedule
- Coordinate development of Project Charter/Strategic Initiative
- Monitor project progress and raise concerns as appropriate

Technical/Team Lead
- Complete Weekly Status Updates on the project
- Initiate all project change documentation
- Coordinate requirements-gathering activities
- Contribute to the project plan
- Assign tasks and manage specific project plan activities
- Initiate sub-group(s) or sub-team(s) as appropriate to resolve issues and perform tasks
- Develop Project Charter/Strategic Initiative
- Develop meeting agendas which will be sent to team members in advance of the meeting
- Assign team member to take minutes at each meeting

Project Team
- Take detailed minutes at all meetings and post those minutes within 48 hours
- Contribute to the project plan, objectives and deliverables
- Perform project plan activities
- Escalate policy issues to the Technical/Team Lead for referral to appropriate policy-making bodies