# PROJECT ONBOARDING
## PROCESS OUTLINE

Purpose: To clearly communicate the general process 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, THE GOAL IS TO UNDERSTAND THE FOLLOWING**
   a. We sign an NDA contract if the client requires
   b. The 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, the client provides the panel/FTP/project management system's login details
   b. If an existing web project will be maintained, the 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 the client's project management system to define tasks, control the process
   b. We use either our (Bitbucket) or the client's git system for versioning and teamwork

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 is 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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