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Evince devised Hybrid Project Management Methodology. A well defined & strictly followed procedures are followed at Evince for managing the entire project. Please find Evince Project Management Methodology as mentioned below.

❖ An Introduction:

Evince assign a Technical Project Manager/Team Leader for the project. The role of the PM is to manage the project from inception until the system goes live. The PM will be managing the day-to-day activity of the design, development & QA team, will be keeping the daily communication with the client to keep transparency on the project progress and roadblocks and implement strict methodologies & practices for managing fluid project management, effective work delivery and robust system within the timeframe of delivery.

• Kick off Call/Meeting:

Evince arrange a kick-off call with the client after the agreement process is completed. Evince collaborate all the team members working on the project with the client & their respective team members. At the kick-off call, Evince discusses the project and how everything will be moving forward. Evince the main prospective is to introduce all the team members to the client and all people involved in the project on the same page.

• WBS (Work Breakdown Structure)

Evince prepares the Word breakdown structure (or WBS) on the ZOHO PMS tool. Basically, WBS is a hierarchical tree structure that outlines the project and breaks it down into smaller, more

manageable portions. The entire project is broken down into Multiple modules and integrated into two different sub-modules which is Independent & Dependent Modules. Independent modules are the group of functionality which is not depended on any other functionality of the system, while Dependent modules are the group of functionalities which are depended on any other functionality of the system. Evince first executes the work and completion of Independent module and thereafter work on the Dependent module.

- **ZOHO Project Management**

Evince provides ZOHO project management tool for managing the entire project. The client will be able to view the whole Project Status on ZOHO, such as the entire project WBS, task summary assigned to a particular team member, the deadline of the task, roadblocks, etc. Evince manage the complete project through the ZOHO PMS tool.

  - **Work Breakdown Structure (WBS):**
    Evince Team Leader/Project Manager creates the Work Breakdown Structure in multiple modules and integrate the multiple modules in Dependent & Independent categories. All the tasks in the WBS are listed and assigned to the particular team member.

  - **Defining task information:**
    Evince defines all the tasks which are present in the Independent and Dependent module under the WBS. Evince assigns the task to the particular team member and fix the deadline for the completion of the task.

  - **Client level Authorization:**
    Evince provides client higher-level authorization to check everything under the ZOHO PMS tool for their project. The client can check the WBS, tasks assigned to a particular team member, the deadline of the task, recent updates, etc. Evince can even request for any document and information from the team members related to the project.

- **PSR (Project Status Report):**
  Evince sends the PSR report every week to the client which provide information on the task completed that week, tasks set for the next week and possible roadblocks.

- **Weekly Stand Up Call:**
  Evince conducts weekly Stand Up call with the client to discuss project progress, the task done this week, the task set for next week, possible roadblocks, etc. Evince conduct the call to maintain clear transparency with the client during the entire project.

- **Milestone Completion & Client confirmation:**

Evince keeps the client update on the Milestone completion. As the milestone is completed by Evince end, the client is informed to check the demo deliverable. After confirmation of the task completion from the client end, Evince starts working on the next milestone of the project and follows the process throughout the project.

- **Push Codes & Project files on the Client's property:**

Evince pushes the codes & transfer all the project files & property to the client after completion of the project. Evince doesn't hold any right on the client's code, and property related to the project and handle everything to the client after completion of the project and confirmation from the client end.

- **Demo Deliverables:**

Evince completes the project and request the client to schedule a demo deliverable of the entire project. Evince provides a demo of the complete system as per the scope of work to the client and note the feedback. If the client's request for any changes or any issues, Evince work on to resolve the same. After confirmation of the demo, the deliverable is working properly, Evince take the process of making the system live.

❖ An Introduction (C-R Management):

Evince manages the Change Request through a defined process in Hybrid Project Management Methodology. As Evince encounter any changes in the scope of work which will affect the time & cost estimation of the project, the team member informs the client regarding the same and take a confirmation of whether to execute the Change Request. As the client confirms for the CR, Evince sends a Change Request documentation to the client with time, cost estimation and priority of the task.

Change Request Management
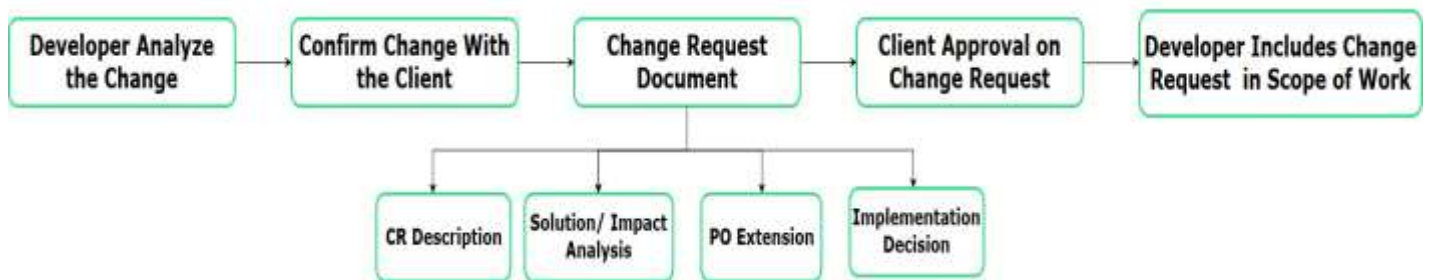
- **Team member evaluates the Change Request:**

  Evince team member will inform the client in advance after any change request is made in the scope of work for the project. Evince will first make the confirmation process before doing any further work on the change request.

- **Confirm the Change with the client:**

  Evince aware the client about the change request in the scope of work and take the confirmation to include the task in the scope of work. After client confirmation, Vince starts working on the CR document.

- **Change Request Document:**

  Evince provides change request documentation to the client for providing an overview of the new scope of work and stats for the change request functionality.

- **CR Description:** The description ensures that information captured relating to change is consistent throughout the project. Consistent information enables change request analysts and decision-makers to make better, more informed decisions project-wide.

- **Solution/Impact Analysis:** Evince Team analyze the Change Request to determine the potential impact(s) of the requested change on the project. The team validates, and verifies the information provided by the Change Request Originator in the Change Request Submission Section and makes updates as needed. The team analyzes the situation and documents the results of the analysis in the analysis section of the Change Request

- **PO Execution:** In PO extension Evince will include the Hours, Cost, Current End date of the project (before requesting CR) and revised end date (after applying the CR) and finally proposed payment plan for the PO Extension.

- **Implementation Decision:** After documenting all the change request, Evince will require the approval. So, in this section, we will document the approver's details with signature.

- **Client Approval on Change Request:**

  Evince sends the Change Request document to the client and after client confirmation, the task is included in the scope of work.

- **Include Change Request in the Scope of work:**

  Evince takes the written confirmation from the client end to include CR in scope and thereafter include it as per the priority.

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