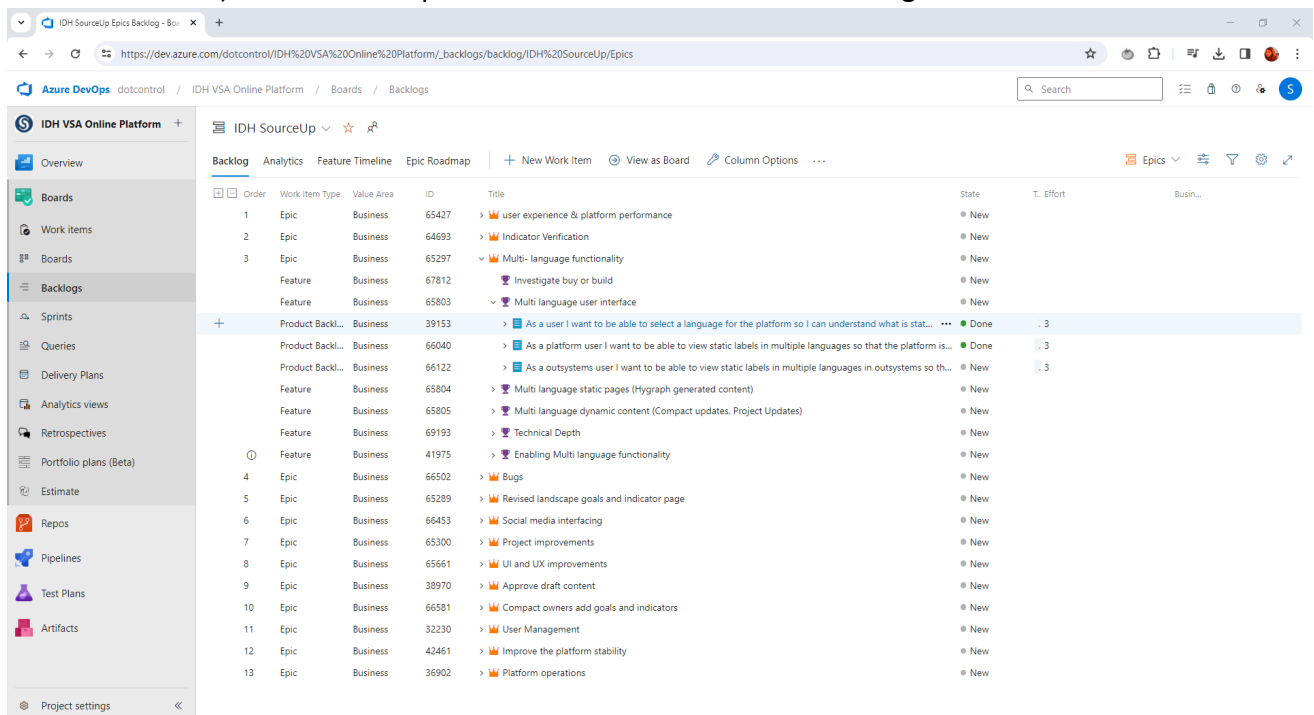
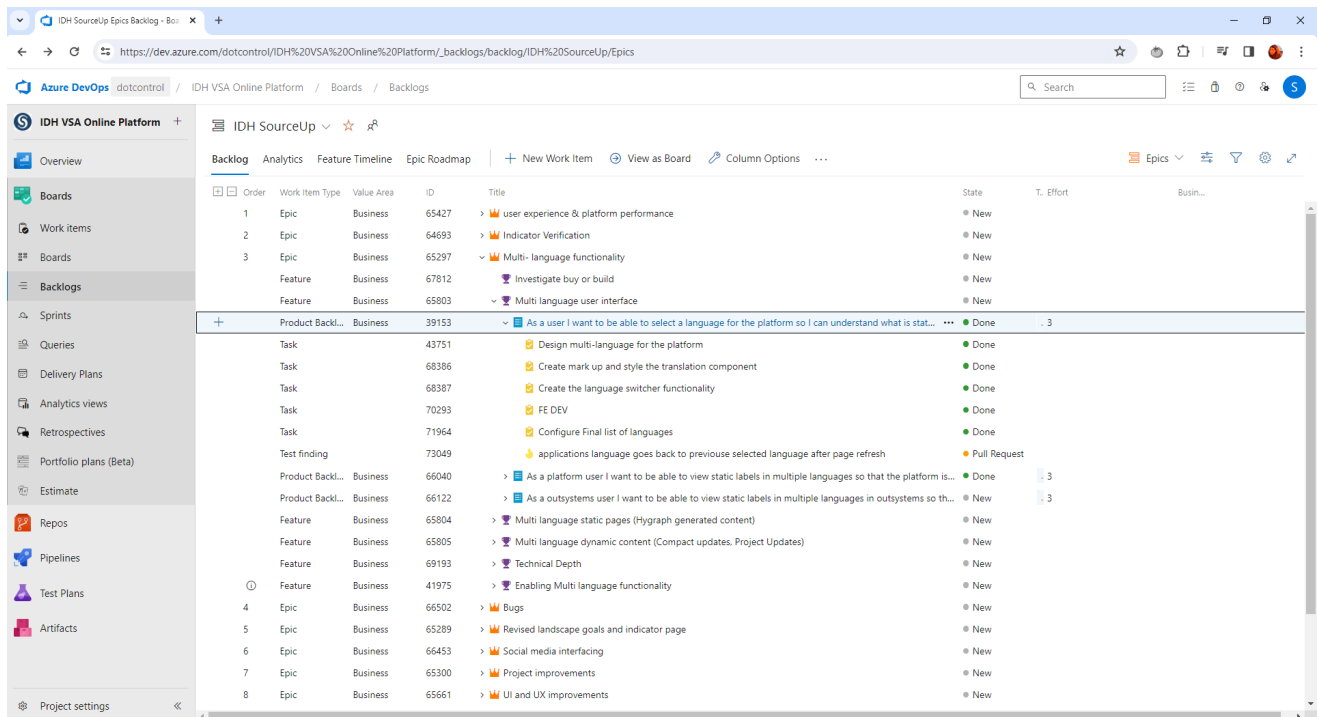


Annex 1 SourceUp development process

1. The Product Owner consults with the internal SourceUp team to prioritize what features are relevant to develop
2. We call each development cycle a “sprint”, under which a dedicated team of developers with the needed expertise together with the scrum master and the product owner create a roadmap for the features that need to be developed. This is managed through Azure DevOps. Each sprint consists of between 2-3 weeks, subject to the scope of work and the capacity of the team available.
3. The Product Owner sets up the backlog (organized as Epic, Features, Product Backlog Item) in Azure DevOps under the Boards section. See image below:



- The IT development team consisting of back- end, front- end, outsystems developers and a UX/ UI expert refine the backlog, create relevant tasks and estimate the time, complexity and expertise needed to complete each PBI. Each task is assigned to the relevant developer or UI/UX expert, so they know what tasks they need to complete. This is also where discussions relevant to each task take place. We refer to this process as “pre-refinement” or “Sprint 0”.



- These tasks are then added to a sprint board, based on the scope of the work and the capacity of the team. The team uses the sprint board to track the tasks and their progress during short stand-ups during the course of the sprint.
- Based on the backlog items, a sprint goal is created as agreed upon by the entire team.
- Over the course of the sprint, the developers update the team on their progress, check in with each other if they are being blocked by anyone and how the tasks can be re-prioritized if needed. The burn chart is monitored to ensure that the team is performing at a optimum speed and efficiency.
- The developers write the code and execute the tasks to create relevant features in the development environment. As the tasks are completed, the product owner tests the newly created features in the **acceptance environment**, before they are deployed to the **production environment**, which is the main platform visible to all users. The product owner shares test findings on each task, adds details in the discussion section of the tasks cards. If the feature is not working as it should then the developers work on it further. If the feature fulfills the acceptance criteria (as already specified in the backlog) then these are released to the production environment and tested further.

9. Once all the features have been deployed to the production environment, the Product Owner does further testing based on the acceptance criteria to check if the overall sprint goal has been achieved. There are some bugs that can show up in the process of deployment, these are further worked on by the development team and the solution is deployed again to the production environment.
10. At the end of a sprint, a retrospective is arranged to reflect on the sprint goal, and for the team to give each other feedback to improve their collaboration in the future.