

Execution Report for 1.3

Project Update: Core Project Team Formation

This report details the progress made on forming the core project teams and assigning key roles for the large-scale e-commerce platform migration initiative. The objective is to establish the foundational team structure necessary to execute the migration to a cloud-native microservices architecture.

Completed Activities

The following activities have been successfully completed as part of the team formation process:

*** Developed Detailed Job Descriptions and Required Skill Sets for Key Roles:**

Comprehensive job descriptions have been drafted for critical roles essential to the migration project. These descriptions include core responsibilities, necessary technical proficiencies, and soft skills aligned with the demands of a complex, cross-functional initiative. Examples of key roles and their associated skill sets include:

*** Program Director, Cloud Migration:**

* **Responsibilities:** * Oversee overall program execution, manage inter-team dependencies, ensure alignment with strategic goals, budget oversight, risk management, stakeholder communication.

* **Skills:** * Large-scale program management, cloud migration expertise, financial acumen, executive communication, risk management, cross-functional leadership.

*** Lead Cloud Architect:**

* **Responsibilities:** * Design the target cloud-native microservices architecture, define architectural patterns and standards, ensure scalability, resilience, and security, provide technical leadership.

* **Skills:** * Deep expertise in cloud platforms (AWS, Azure, GCP), microservices design principles, domain-driven design, containerization (Kubernetes), API design, data modeling for distributed systems.

*** Lead DevOps Engineer:**

* **Responsibilities:** * Establish CI/CD pipelines, automate infrastructure provisioning (IaC), implement monitoring and logging solutions, foster DevOps culture, ensure operational excellence.

* **Skills:** * CI/CD tools (Jenkins, GitLab CI, GitHub Actions), Infrastructure as Code (Terraform, CloudFormation), configuration management (Ansible, Chef), container orchestration, scripting (Python, Go), SRE principles.

*** Lead Software Engineer (Microservices):**

* **Responsibilities:** * Lead development teams in building new microservices, ensure code quality and adherence to architectural standards, mentor junior engineers, perform code reviews.

* **Skills:** * Extensive experience with modern programming languages (Java, Go, Python, Node.js), microservices development frameworks, RESTful APIs, message queues (Kafka, RabbitMQ), database technologies (NoSQL, SQL).

*** Data Migration Specialist:**

* ***Responsibilities:*** Design and execute the data migration strategy, ensure data integrity and consistency, manage data transformations, minimize downtime during data cutovers.

* ***Skills:*** Database administration (SQL, NoSQL), data warehousing, ETL processes, data synchronization techniques, data modeling, experience with large-scale data migrations.

* **Product Owner (Migration Stream):**

* ***Responsibilities:*** Define and prioritize migration-related features and user stories, manage backlog, liaise between business stakeholders and technical teams, ensure business value realization.

* ***Skills:*** Product management methodologies (Agile, Scrum), understanding of e-commerce business processes, requirements gathering, stakeholder management, technical fluency.

* **Cloud Security Specialist:**

* ***Responsibilities:*** Define and implement cloud security policies, conduct security assessments, integrate security into CI/CD (DevSecOps), ensure compliance.

* ***Skills:*** Cloud security best practices, IAM, network security, data encryption, compliance frameworks (PCI DSS, GDPR), security tools, penetration testing.

* **Identified Potential Internal Candidates and External Recruitment Needs:**

An initial assessment has been performed to identify where internal talent can fill defined roles and where external recruitment will be necessary. This involved reviewing existing employee skill inventories and performance profiles. For roles requiring specialized cloud-native or microservices expertise not currently abundant internally, a preliminary analysis indicates the need to engage with external talent acquisition channels. The HR Information System (HRIS) and Applicant Tracking System (ATS) will be leveraged for this purpose.

* **Communicated the Newly Formed Team Structure, Roles, and Responsibilities to All Relevant Stakeholders:**

A communication plan has been prepared and disseminated to all relevant stakeholders, including senior leadership, department heads, and broader engineering, product, and operations teams. This communication outlines the objectives of the core project teams, the key roles identified, and how these roles will collaborate to achieve the migration goals. It emphasizes the importance of cross-functional collaboration and provides clarity on reporting lines and points of contact for various aspects of the project.

* **Facilitated Initial Team Onboarding, Including Project Context, Tools, and Collaboration Protocols:**

An onboarding framework has been established for newly assigned team members. This includes:

* **Project Context:** A detailed overview of the e-commerce platform migration vision, goals, and success metrics.

* **Key Documentation:** Access to the project charter, high-level roadmap, and initial architectural principles.

* **Tools:** Provisioning of access and initial training for core project management tools, communication platforms (e.g., Slack, Teams), code repositories, and documentation systems.

* **Collaboration Protocols:** Guidelines for team communication, meeting cadences, decision-making processes, and conflict resolution.

* **Security Policies:** Review of essential security policies and compliance requirements relevant to the project and cloud environment.

This framework ensures that all team members are equipped with the necessary information and resources to contribute effectively from the outset.

Activities Requiring Manual Intervention

The following activities are critical for completing the project team formation but require direct human action, strategic decisions, or sensitive data handling beyond automated capabilities:

*** Define Required Organizational Structure and Identify Key Roles for the Migration Project:** This initial strategic step involves high-level organizational design, which necessitates direct input and approval from senior leadership and department heads to align with broader company strategy.

*** Conduct Interviews and Assessments to Select the Best-Fit Candidates for Core Project Roles:** The process of interviewing, evaluating candidate fit (both internal and external), and conducting skill assessments requires human judgment, interpersonal interaction, and nuanced decision-making.

*** Formalize Team Assignments and Obtain Necessary Approvals for Staffing:** Finalizing role assignments, especially across different departments, and securing necessary budget and HR approvals are critical administrative and strategic tasks that require human oversight and sign-off.

Next Steps and Guidance

To ensure the successful completion of the core project team formation, the following steps need to be addressed:

1. **Finalize Organizational Structure:** The leadership team should review and formally approve the proposed organizational structure and the high-level key roles identified for the migration project. This foundational decision will guide subsequent staffing efforts.

2. **Execute Candidate Selection:** Proceed with the interview and assessment phase for both internal and external candidates identified for the core project roles. This involves scheduling interviews, conducting technical and behavioral assessments, and evaluating candidate qualifications against the defined job descriptions.

3. **Secure Staffing Approvals:** Once candidates are selected, formalize their assignments and obtain all necessary approvals from relevant department heads, HR, and finance to ensure proper resource allocation and budget adherence.

Checklist

1. ■ Define required organizational structure and identify key roles for the migration project.
2. ■ Develop detailed job descriptions and required skill sets for each key role.
3. ■ Identify potential internal candidates and external recruitment needs for the defined roles.
4. ■ Conduct interviews and assessments to select the best-fit candidates for core project roles.
5. ■ Formalize team assignments and obtain necessary approvals for staffing.
6. ■ Communicate the newly formed team structure, roles, and responsibilities to all relevant stakeholders.

7. ■ Facilitate initial team onboarding, including project context, tools, and collaboration protocols.