

ULTIMATELY DIGITAL - SERVICES OFFERED

Ultimately Digital is an independent consultancy that has provided consulting services for information technology projects since 1998. We take a straight forward approach to working with our clients to maximize their successes. We strive to be "The Painless Consultant"TM.

We believe that to repeatedly succeed in delivering information technology projects, an organization must strive for excellence in: Technical Management, Quality Assurance, Discovery, Design, Development, and Deployment. This document provides a list of services we provide to supplement our client's capabilities to assist them in achieving success.

PROJECT MANAGEMENT

"Outstanding leaders go out of the way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish."

- SAM WALTON, FOUNDER WALMART

- Project Initiation - including; Project Proposals; Project Charter; Terms of Reference
- Project Planning - including; Work Breakdown Structure; creating logical project phases and Project Schedule; conduct options analysis and evaluations
- Project Execution - including; analyzing, evaluating and prioritizing deliverables and deadlines; team management based on Resource Management Strategy & Plan
- Project Control - including; managing project budgets; conducting risk assessment and developing Risk Management Plan; issue and action item logs; project status meetings and reporting
- Manage project communications including Communications Strategy & Plan
- Project Closure - including facilitating sessions and documenting Lessons Learned.

PROCUREMENT MANAGEMENT

"It's a funny thing about life: if you refuse to accept anything but the best, you very often get it."

- W. SOMERSET MAUGHAM

- Provide strategic and tactical support for technology procurement utilizing templates and methodologies from our toolkit that deliver a highly effective and a highly efficient acquisition process
- Create Request For Information (RFI) and Request For Proposal (RFP)
- Manage proposal / product evaluation process and award including; scoring templates; scoring matrix; demonstration scenarios; total cost of ownership models
- Conduct gap-fit analysis and requirements finalization sessions
- Contract negotiation.

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Email: info@digitalhero.com

Internet: www.digitalhero.com

BUSINESS & SYSTEMS ANALYSIS

"There is nothing so useless as doing efficiently that which should not be done at all."

- PETER DRUCKER

- Apply investigative skills to business, technical or organizational problems with a view to determining if and how informatics might be used to provide solutions
- Help clients determine how to best capture, organize, share and innovate business information in such a way as to apply knowledge to the best competitive advantage
- Carry out investigatory, feasibility and analytical studies to prepare for the construction of information systems that meet user needs
- Perform technical analysis and evaluation to best match hardware, operating system and applications software to the needs of users.

REQUIREMENTS ENGINEERING

"It's the little things that make the big things possible. Only close attention to the fine details of any operation makes the operation first class."

- J. WILLARD MARRIOTT

- Work with users to elicit and determine requirements - techniques include facilitated sessions, Joint Application Design (JAD) sessions, reverse engineering legacy documentation etc.
- Document unambiguous User Requirements
- Document unambiguous Functional & Technical Design Specifications
- Conduct requirements inspections.

AMBIGUITY REVIEWS

"There is a time in the life of every problem when it is big enough to see, yet small enough to solve."

- MIKE LEAVITT

- Apply a formal Ambiguity Review process to project deliverables, including User Requirements and Functional Specifications to ensure that they are clearly written and are not subject to multiple interpretations
- By reviewing requirements and specifications for ambiguity achieve a shortened development cycle while delivering a product more closely meeting the original business requirement, while reducing required resources, and eliminating unnecessary scrap and rework.

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QUALITY ASSURANCE PROCESSES

"One accurate measurement is worth a thousand expert opinions."

- ADMIRAL GRACE HOPPER, U.S. NAVY

- Provide expertise in applying quality assurance techniques and procedures to all stages of the information systems and software development life cycle
- Implement quality assurance mechanisms to ensure that all project deliverables are being developed so as to meet quality acceptance criteria.

TESTING METHODOLOGY & MANAGEMENT

"We like to test things ...
no matter how good an idea sounds, test it first."

- HENRY BLOCK, FOUNDER H&R BLOCK

- Apply a requirements based testing methodology to ensure that deliverables meet the approved specifications
- Manage the team of professional and user testers through all phases of testing including: unit, integration, system, user acceptance, and end-to-end
- Document Test Strategy and Test Plans
- Provide best practice templates
- Implement test repositories for scheduling and storage of test cases and results
- Implement issue tracking systems.

DEVELOPMENT METHODOLOGY & MANAGEMENT

"We have always found that people are most productive in small teams with tight budgets, time lines and the freedom to solve their own problems. "

- JOHN ROLLWAGEN, CEO CRAY RESEARCH

- To truly optimize the development process, we focus on four dimensions: People (e.g. skill and motivation), Product (e.g. clarity of requirements definition), Process (e.g. methodology), and Technology (e.g. tools)
- Lead, coordinate, review and mentor Developers and Testers
- Facilitate walkthroughs, inspections and reviews
- Liaise with End Users.

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IMPLEMENTATION PLANNING

"The ultimate inspiration is the deadline."

- NOLAN BUSHNELL, FOUNDER ATARI

- Technical evaluation of implementation options - e.g. phased functional / phased by user group, comprehensive cutovers, and hybrid approaches
- Develop Implementation Plans
- Develop Contingency Plans.

DATA MIGRATION

"The best we can do is size up the chances, calculate the risks involved, estimate our ability to deal with them, and then make our plans with confidence."

- HENRY FORD

- Plan data migration feasibility study and proof-of-concept
- Evaluate ETL (Extract, Transformation and Load) tools
- Develop data migration strategy.

OPERATIONAL SUPPORT MODEL

"No sale is really complete until the product is worn out, and the customer is satisfied."

- LL BEAN

- Operational handover planning
- Develop support model and service level agreements
- Operating procedures and policies.

KNOWLEDGE TRANSFER & TRAINING

"Risk comes from not knowing what you're doing."

- WARREN BUFFETT

- Coordinate knowledge transfer with client
- Coordinate documentation with documentation team
- Technical training.

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