



SCAN[®]

Scan Technical Workshop

Stages, Methods, Requirements and Results

Overview

This interactive session is all about **gathering** and **refining** the **functional, technical, and business requirements** for your customised software solution. Key stakeholders will team up with our technical experts to ensure your vision aligns with business goals and user needs.

We'll cover important topics like architectural details, integration points, security, and any potential challenges. Our main aim is to foster a shared understanding between business and technical teams, ensuring the final solution meets **everyone's objectives**.

By the end, you'll walk away with a clear project plan for the next steps in **design, development, and deployment!**

Clarify

We will aim to understand your high-level business objectives and gather your functional and non-functional requirements.

Align

We want the solution to support your business needs and long-term goals, so we will ensure we're completely aligned on the task at hand.

Define

We will explore your system architecture, integration point and key technical components. We'll review your existing technology and help define your current system to identify where we can help.

Understand

We will identify key user roles, map out user journeys, workflows and use cases that will guide our development.

What to expect

Before the workshop begins, we would engage with you beforehand and typically need:

- Core business goals and specific problems the software should solve
- List of existing tools or software used within the organisation
- Key stakeholder involvement, both technical and non-technical – everyone's input is valuable!
- A commutable location and accessible schedule to all participants

This will help us maximise our time spent in the business deep-dive.



In the business deep-dive, you can typically expect...



1. Business & Functional Discovery

We'll clarify your software project's vision and goals, identifying the problems to solve and desired outcomes. We'll map existing workflows across departments and capture user stories to understand the unique needs of different users, such as sales and manufacturing teams.



2. Technical Discovery

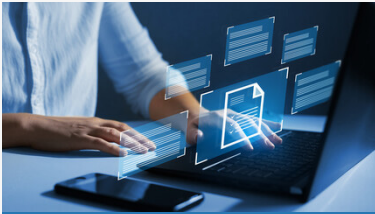
We'll review your current technology infrastructure, including existing systems and applications that the new software must integrate with. We'll discuss non-functional requirements like performance, scalability, and security, ensuring data protection and compliance. Additionally, we'll explore proposed architecture, technology stacks, and any technical constraints to inform our design choices.



3. Integration, Risks & Next Steps

We'll map key integration points, APIs, and data exchanges, while identifying potential technical, operational, and external risks. Finally, we'll define actionable next steps, including deliverables and timelines for follow-up.

Outcomes of the workshop



Business Requirement Document

We will produce a detailed document listing all the requirements – both functional (what the software will do) and non-functional (performance, security, etc.) – based on our discussions.

Example:

Epic 1: User Authentication & Authorization

Epic 2: Data Management and Storage

Epic 3: Reporting and Analytics

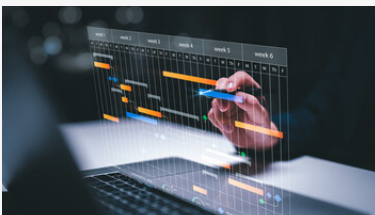


Initial System Design

Our team will propose a high-level system architecture that outlines how the software will fit into your current environment and any new tools or technologies needed.

Example:

Architecture diagram showing database, API layer, front-end components, third-party integrations, and external data sources.



Project Timeline & Milestones

We will provide a high-level project timeline, detailing key phases such as design, development, testing, and deployment, along with estimated time, cost, major tasks, dependencies, and deadlines.

The plan highlights resource needs, team responsibilities, and, for Agile Scrum projects, includes iterations and sprints.

Outcomes of the workshop



Risk Assessment

We'll identify potential risks – whether technical, business-related, or operational – and provide mitigation strategies to manage them effectively.

Risk 1: Delay in third-party API availability

Mitigation: Use mock services for development; build buffer into timeline.



Commercial Proposal

The cost breakdown covers expenses for each project phase – design, development, testing, deployment, and ongoing support—including labour, infrastructure, third-party services, and licensing fees. The billing structure outlines payment schedules (milestone-based, hourly, or fixed fee). Resource allocation details required teams (e.g., development, DevOps, QA) and associated costs. The ROI estimates the project's value in terms of time savings, efficiency, or revenue generation.

Overview



Discovery

- Stakeholder identification
- Initial risk assessment
- Feasibility analysis

You will receive:

- Business requirement document (BRD)
- Cost Estimation
- High Level Project Plan



Planning

- Scope of works – Review & Approval
- Create timeline
- Identify milestones
- Resource planning
- Effort estimate

You will receive:

- Detailed Project & Resource Allocation Plan



Discovery

- Implement project plan (from provided PoC)
- Develop and integrate applications
- Build pipelines for CAD tools
- Configure SSO and security

You will receive:

- Tracking & Progress Reports



Evaluation

- Assess the output
- Gather feedback
- Conduct user testing
- Adjust approach based on findings

You will receive:

- Refined PoC
- Feedback report



Transition

- Move from PoC to full production environment
- Infrastructure and environment planning
- Infrastructure and environment training

You will receive:

- Production environment setup
- Training materials
- Transition plans

Get in touch

If you have any questions or queries on the above, or you're interested in this workshop, please contact the team:



ai@scan.co.uk



01204 474747