Capstone Project -Digital Transformation

Session No#	Session mode	Session Details	Week - Day No. #	Duration Hrs
1	E-Learning (Async) EL-Async	**Application Development Lifecycle** **1. Instructional contents (text)** • Definition and Overview of Application Development Lifecycle • Introduction to Intelligent Application Development Lifecycle • Detailed phases of the lifecycle • Techniques for Gathering and Validating Business Requirements • Designing and Planning Deliverables for Modular Components **2. Instructional contents converted to PPT Video/Podcast** • Comprehensive Overview of the Application Development Lifecycle (ADLC) • Comprehensive Guide to Intelligent Application Development • Techniques for Gathering and Validating Business Requirements • Modular Component Design and Planning Deliverables **3. Instructional contents curation from third party (eLearning videos/articles)** **Videos** • Agile Methodologies and Their Application to Software Development • Effective Business Requirements Gathering Techniques **Agile Project Management Primer** **1. Instructional contents (text)** • Definition and Overview of Agile Project Management • Sprint Planning and Setting Iteration Goals for Modular Components: • Conducting Effective Daily Stand-ups and Cross-functional Team Syncs **2. Instructional contents converted to PPT Video/Podcast** • Definition and Overview of Agile Project Management • Core Roles and Collaboration in Agile Teams • Sprint Planning and Iteration Goals for Modular Components **3. Instructional contents curation from third party (eLearning videos/articles)** **Videos**	WK 1 - Before Sync Session	1.5 hours

		• Agile Manifesto – Values & Principles • Team Dynamics & Collaboration • Agile User Stories & Value • Agile Processes and Practices • Team Roles in Agile **Phase 1 - Project & Requirements Scoping** **1. Instructional contents (text)** • Definition and Overview of Project & Requirements Scoping. • Project Requirement and Scoping – Stake holder and Priority Management. • SOP Framework for Agile Application Development **2. Instructional contents converted to PPT Video/Podcast** • Project Requirement and Scoping in Agile Environments • Comprehensive SOP Framework for Agile Application Development • Case Study: CLaaS Developer Framework for Agile Application Development **3. Instructional contents curation from third party (eLearning videos/articles)** **<u>Videos</u>** • Agile WBS Creation: Best Practices and Tips • Prioritizing Requirements with MoSCoW in Agile Projects. • Agile Risk Management Techniques for Intelligent Applications. Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI Mentor. Learners are required to complete formative assessments (MCQs, short-answer questions, etc.) and achieve 70% competency before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results and feedback on their performance. Learners must review the feedback, redo the assessment as necessary, and achieve 70% competency for each formative assessment. This process must be repeated until full competency is attained.		
2	Mentoring Support-PM-Sync	• **Concepts & Demo-1 – Application Development Lifecycle (ADLC) & Phase 1 – Project & Requirements Scoping** The trainer introduces the Application Development Lifecycle (ADLC) as the governing framework for the project, explaining how each phase maps to the three intelligent agent solutions learners will build — RPA, AI Chatbot, and Business Analytics Dashboard.	WK 1- Day 1	3

		ADLC Phases covered: Planning → Requirements Analysis → Application Design → Development & Testing → Deployment & Review • **Case Study: The AI Sales Force: Deploying Intelligent Agents Across Sales Operations** In The AI Sales Force: Deploying Intelligent Agents Across Sales Operations, a sales enterprise faces three operational challenges: manual travel approval delays, GDPR compliance gaps among sales staff, and an inability to make real-time sales decisions. Learners take on the role of the AI Transformation Head tasked with deploying three intelligent agents: a Power Platform approval agent, a Copilot Studio GDPR coaching agent, and a Power BI analytics agent, to solve each problem. • **Agile Methodology Overview:** Sprint planning, product backlog, and how Agile governs a low-code intelligent agent project. Learners review a sample sprint plan drawn from the case study scenario. • **Project Scoping Principles:** Defining in-scope vs. out-of- scope boundaries, identifying stakeholders, and writing structured functional requirements for agent-based solutions. • This is synchronous session conducted by the Mentor which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable		
3	Project Implementation PI-Async	• Upon completing the, knowledge (synchronous and asynchronous) sessions, learners will be able to work on the Projects **Project Phase 1: Project Requirements & Scoping Document** **Scenario:** You are the Digital Transformation Head featured in **The AI Sales Force: Deploying Intelligent Agents Across Sales Operations**. The CDO has approved the initiative and tasked you with preparing a formal Phase 1 Project Requirements and Scoping document before any intelligent agent solution is built. Prepare the document following the structure below. • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support.	Before the next Sync session	1.5 hours

		• After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.		
4	Mentoring Support- PM-Sync	• This synchronous session is the continuation of the previous Mentoring Session for the Phase 1 • This is synchronous session conducted by the Mentor which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	WK 1- Day 2	3 hours
5	Project Implementation PI-Async	Learners need to continue the Phase 1 Project Tasks at their available time • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before the next Sync session	1.5 hours
6	Mentoring Support- PM-Sync	• This synchronous session is the continuation of the previous Mentoring Session for the Phase 1 • This is synchronous session conducted by the Mentor which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	WK 1- Day 3	3 hours
7	Project Implementation PI-Async	Learners need to continue the Phase 1 Project Tasks at their available time • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. •	Before the next Sync session	1.5 hours
		Phase 2 - Application Specifications **1. Instructional contents (text)** • Introduction to Application Specifications		1.5 hours

8	E-Learning (Async) EL-Async	• Comprehensive Framework for Data Acquisition and Power BI Reporting Requirements • Comprehensive Specifications and Integration Documentation Framework **2. Instructional contents converted to PPT Video/Podcast** • Comprehensive Overview of Application Specifications • Case Study Video: CLaaS Developer - Training Module & Course Management System (TMCMS) **3. Instructional contents curation from third party (eLearning videos/articles)** **<u>Videos</u>** • Developing Effective Application Specifications • Data Acquisition Strategies and Best Practices • Defining Objectives for Agent Integration Go through all the above content thoroughly to gain a solid understanding of the concepts. For any clarifications, seek support from the AI Mentor. Learners are required to complete formative assessments (MCQs, short-answer questions, etc.) and achieve 70% competency before proceeding to the next Instructional Unit (IU). Upon completion of each formative assessment, learners will receive auto-graded results and feedback on their performance. Learners must review the feedback, redo the assessment as necessary, and achieve 70% competency for each formative assessment. This process must be repeated until full competency is attained.	WK 2 Complete before next Sync Session	
9	Mentoring Support-PM-Sync	• **Concepts & Demo-2 – Phase 2 – Application Specifications** The trainer explains what an Application Specification document is, how it differs from a requirements document, and why it is the essential blueprint before configuring any intelligent agent in Power Automate, Copilot Studio, or Power BI. • **Key Concepts:** Functional vs. technical specifications; agent component design; process flow diagrams; conversation flow mapping; data schema design; dashboard wireframing. • **Demo - Approval Agent Specification:** Trainer demonstrates how to translate the travel approval requirements from the case study into a formal Power Platform Specification, listing the trigger, connectors, actions, condition branches, and notification templates with actual field values from the scenario.	WK 2 -Day 1	3 hours

		• **Demo - GDPR Coaching Agent Specification:** Trainer shows how to map the GDPR Coach agent into a topic register, define trigger phrases per topic, and document the conversation flow for the Conversation Start topic and DSAR Simulation topic. • **Demo - Sales Intelligence Agent Specification:** Trainer illustrates how to specify each of the five Power BI dashboard pages - listing the page title, required visuals, data fields, and slicer/filter configuration drawn from the sales dataset in the case study. This session will be delivered either as a live synchronous session conducted by the Mentoror through a recorded instructor-led flipped class, which learners are required to attend. During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. This is a mandatory session, and attendance is required to meet the 75% attendance criteria.		
10	Project Implementation PI-Async	• Upon completing the , knowledge (synchronous and asynchronous) sessions, learners will be able to work on the Projects **Project Phase 2: Application Specifications Document** **Scenario:** Building on your approved Phase 1 scoping document, prepare a detailed Application Specifications document for all three intelligent agent solutions in **The AI Sales Force: Deploying Intelligent Agents Across Sales Operations**. This document will serve as the technical blueprint used during Project Activities. • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before the next Sync session	1.5 hours
11	Mentoring Support-PM-Sync	• This synchronous session is the continuation of the previous Mentoring Session for the Phase 2 • This is synchronous session conducted by the Mentor which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts.	WK2 – Day 2	3 hours

		• An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable.		
12	Project Implementation PI-Async	Learners need to continue the Phase 2 Project Tasks at their available time • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. •	Before the next Sync session	1.5 hours
13	Mentoring Support-PM-Sync	• This synchronous session is the continuation of the previous Mentoring Session for the Phase 2 • This is synchronous session conducted by the Mentor which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	WK2 – Day 3	3 hours
14	Project Implementation PI-Async	Learners need to continue the Phase 2 Project Tasks at their available time • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved. •	Before the next Sync session	1.5 hours
15	E-Learning (Async) EL-Async	**Phase 3 - Integrated Intelligent Application Development** **1. Instructional contents (text)** • Part 1: Power Apps, Power Automate, and Power Pages • Part 2: Power BI — Data Modelling & Interactive Dashboards • Part 3: Developing Knowledge Chatbots with Copilot Studio **2. Instructional contents converted to PPT Video/Podcast** • Integrated Intelligent Application Development • Power BI Data Modelling and Interactive Dashboard Development	WK 3 Complete before next Sync Session	1.5 hours

		• Developing Knowledge Chatbots and Integrating Copilot Studio with Power Platform **3. Instructional contents curation from third party (eLearning videos/articles)** **<u>Videos</u>** • Microsoft Power Automate Overview Video • Create a Business Process Flow in Power Apps • How to Create Interactive Dashboards in Power BI • Copilot Studio Overview Video • Learners are required to complete all e-content to develop a strong understanding of the concepts. • If clarification is required, learners should seek assistance from the AI Mentor. • Any unresolved questions related to concepts, case studies, or skills should be posted in the Teams channel for peer or mentor support. • Learners must complete formative assessments (e.g., MCQs, short-answer questions) and achieve minimum 70% score before progressing. • Auto-graded results and feedback will be provided. Learners are required to review the feedback and reattempt the assessments until minimum 70% is achieved.		
16	Mentoring Support-PM-Sync	**Concepts & Demo-3 – Phase 3 – Integrated Intelligent Application Development** The trainer walks learners through the development and integration phase - building each intelligent agent component and then connecting them into a unified, end-to-end solution within the Microsoft Power Platform ecosystem. **Case Study: The AI Sales Force: Deploying Intelligent Agents Across Sales Operations** **Development sequence demonstrated:** • Step 1 - Build the Travel Approval Agent • Step 2 - Build the GDPR Coaching Agent • Step 3 - Build the Sales Intelligence Agent • This session will be delivered either as a live synchronous session conducted by the Mentor or through a recorded instructor-led flipped class, which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria	WK 3-Day 1	3 hours

17	Project Implementation PI-Async	• Upon completing the , knowledge (synchronous and asynchronous) sessions, learners will be able to work on the Projects **Project Phase 3: Integrated Intelligent Application Development** **Scenario:** Building on your approved Application Specification document, independently complete the full build and integration of all three intelligent agents for the sales enterprise in **The AI Sales Force: Deploying Intelligent Agents Across Sales Operations**. Submit evidence and build documentation as follows: • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before the next Sync session	1.5 hours
18	Mentoring Support-PM-Sync	• This synchronous session is the continuation of the previous Mentoring Session for the Phase 3 • This is synchronous session conducted by the Mentor which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	WK 3-Day 2	3 hours
19	Project Implementation PI-Async	Learners need to continue the Phase 3 Project Tasks at their available time • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before the next Sync session	1.5 hours
20	Mentoring Support-PM-Sync	• This synchronous session is the continuation of the previous Mentoring Session for the Phase 3 • This is synchronous session conducted by the Mentor which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete.	WK 3-Day 3	3 hours

		• This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable		
21	Project Implementation PI-Async	Learners need to continue the Phase 3 Project Tasks at their available time • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before the next Sync session	1.5 hours
22	E-Learning (Async) EL-Async	**Phase 4 - User Testing and Implementation** **1. Instructional contents (text)** • User Testing and Implementation - Application Testing and Implementation • User Testing and Implementation - Deployment, Optimization, and Feedback **2. Instructional contents converted to PPT Video/Podcast** • Comprehensive Guide to User Testing and Implementation • User Testing, Deployment, Optimization, and Continuous Improvement -1 & 2 **3. Instructional contents curation from third party (eLearning videos/articles)** **<u>Videos</u>** • Best Practices in Application Integration Testing • Techniques for Validating Cross-Component Functionality and UX • Effective Environment Configuration and Application Setup • Deployment Planning and Rollout Strategies • Managing Post-launch Application Support and Monitoring • Learners are required to complete all e-content to develop a strong understanding of the concepts. • If clarification is required, learners should seek assistance from the AI Mentor. • Any unresolved questions related to concepts, case studies, or skills should be posted in the Teams channel for peer or mentor support. • Learners must complete formative assessments (e.g., MCQs, short-answer questions) and achieve minimum 70% score before progressing. • Auto-graded results and feedback will be provided. Learners are required to review the feedback and reattempt the assessments until minimum 70% is achieved. •	WK 4 Complete before next Sync Session	1.5 hours

23	Mentoring Support-PM-Sync	**Concepts & Demo-4 – Phase 4 – User Testing and Implementation** The trainer demonstrates how to systematically test each intelligent agent against the defined requirements, conduct user acceptance testing (UAT) with the relevant sales personas, deploy the solutions to the live environment, and document the implementation for knowledge transfer. **Testing approach demonstrated:** Functional testing of each agent component; end-to-end integration testing across all three agents; UAT scripted around the three case study personas — Sarah Chen (travel approvals), Sales Executives (GDPR compliance training), and Regional Sales Managers (dashboard access). **Deployment & knowledge transfer:** Trainer shows how to publish the agents to production, publish the Power BI dashboard with scheduled refresh, and prepare user-facing quick-reference guides for each agent. • This session will be delivered either as a live synchronous session conducted by the Mentor or through a recorded instructor-led flipped class, which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria.	WK 4-Day 1	3 hours
24	Project Implementation PI-Async	• Upon completing the , knowledge (synchronous and asynchronous) sessions, learners will be able to work on the Projects **Project Phase 4: User Testing and Implementation** **Scenario:** Your three intelligent agents are built. Complete systematic testing, final deployment, and implementation documentation for the sales enterprise in **The AI Sales Force: Deploying Intelligent Agents Across Sales Operations**: • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before the next Sync session	1.5 hours

25	Mentoring Support-PM-Sync	• This synchronous session is the continuation of the previous Mentoring Session for the Phase 4 • This is synchronous session conducted by the Mentor which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	WK 4-Day 2	3 hours
26	Project Implementation PI-Async	Learners need to continue the Phase 4 Project Tasks at their available time • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before the next Sync session	1.5 hours
27	Mentoring Support-PM-Sync	• This synchronous session is the continuation of the previous Mentoring Session for the Phase 4 • This is synchronous session conducted by the Mentor which learners are required to attend. • During this session, the Mentor will explain the case study to reinforce learners' understanding of the concepts. • An overview of the Tasks will be provided, outlining the requirements that learners are expected to complete. • This is a mandatory session, and attendance is required to meet the 75% attendance criteria where applicable	WK 4-Day 3	3 hours
28	Project Implementation PI-Async	Learners need to continue the Phase 4 Project Tasks at their available time • If clarification is required, learners should seek assistance from the AI Mentor. If further support is needed, they may post queries in the Teams channel for peer or mentor support. • After submission, learners are required to review the auto-grading results and feedback provided by the AI Mentor and iteratively refine their work until competency is achieved.	Before the next Sync session	1.5 hours
29	SA-Sync	All learners who have attained competency in the project report must attend the following Summative Assessments (per learner): • Presentation • Oral Questioning	WK 4- Day 1	30 min

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