7BLOCKLABS

DELIVERY PLAYBOOK

PREPARED FOR

Public view

PREPARED BY

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A) Engagement Types

1) Fixed-Scope Pilot (Recommended Default)

Duration: 6-12 weeks

Characteristics:

- Clear, measurable deliverables
- Fixed price structure
- Defined success metrics
- Optimized for rapid delivery and risk mitigation

Best for: New client relationships, MVP launches, proof-of-concept validations

2) Retainer (Post-Pilot)

Duration: Ongoing monthly capacity

Capacity: 60 - 160 hours per month

Includes:

- Ongoing product development
- System maintenance and updates
- New feature implementation
- Incident response and support

Best for: Long-term partnerships, continuous product evolution

3) Security Review / Audit Support

Scope: Bounded assessment and remediation

Includes:

- Pre-audit hardening and preparation
- Audit coordination and "audit shepherding"
- Finding remediation support
- Re-audit verification

Best for: Pre-launch security validation, compliance requirements

B) Kickoff (Week 0)

Objective

Align on scope, define success criteria, surface unknowns, and establish delivery cadence and communication protocols.

Kickoff Inputs (Required from Client)

- **Business Goal & Success Definition:** Clear, measurable definition of "done"
- **Repository & Environment Access:** Existing codebase + staging environment
- **Architecture Documentation:** Current architecture diagram (if available)
- **Constraints:** Blockchain specifications, wallet/custody requirements, compliance needs, launch deadlines
- **Stakeholders:** Identify decision maker, technical owner, and ops/marketing owner (if applicable)

Kickoff Outputs (Delivered within 48 – 72 hours)

1. Project Brief (1 – 2 pages)

- What we're building and what's explicitly out of scope
- User personas, core workflows, and success metrics
- Project timeline and key milestones

2. Technical Plan

- High-level architecture and module design
- Smart contract boundaries and interactions
- Chain selection and justification
- Key technical risks and proposed mitigations

3. Milestone Plan

- Sprint 1/2/3 goals and target completion dates
- Planned demo dates and delivery cadence

4. Acceptance Criteria (Per Deliverable)

- Measurable, pass/fail acceptance checks
- Definition of "done" for each sprint deliverable

5. Communications Setup

- Slack channel creation
- Weekly call schedule and timezone confirmation
- Escalation path for blockers

Kickoff Call Agenda (60 minutes)

Duration	Topic	Owner
10 min	Goals & constraints discussion	All
15 min	Scope walkthrough & boundaries	Technical
15 min	Risks, assumptions & mitigations	7BlockLabs Lead
10 min	Success metrics & acceptance criteria	All
10 min	Communications cadence & support SLA	7BlockLabs Lead

C) Communication Operating System

Primary Channels

Slack

- **Purpose:** Real-time collaboration, daily standups, rapid decision-making
- **Frequency:** Continuous (business hours monitored)
- **Best for:** Blockers, quick clarifications, status updates

Weekly Delivery Call (30 minutes)

- **Frequency:** Every week on confirmed day/time
- **Purpose:** Sprint demo, scope alignment, risk review
- **Required attendees:** Client delivery owner + technical lead; 7BlockLabs delivery lead + engineering lead

Asynchronous Status Updates (Twice Weekly)

- **Frequency:** Monday and Thursday
- **Format:** Standardized template (see below)
- **Timezone-friendly:** Works across regions without requiring live calls

Response Expectations

Party	Commitment	Priority
7BlockLabs	Response within 24 hours (weekdays)	Critical blocker escalation same day
Client	Unblock decisions within 24 - 48 hours	Protects sprint timeline and delivery

Status Update Template

COMPLETED since last update

- Item 1
- Item 2

IN PROGRESS

- Item 1 (% complete)
- Item 2 (% complete)

BLOCKERS (requires client decision)

- Blocker description + action required
- Impact if not resolved by [date]

NEXT SPRINT / DEMO

- Demo date: [date] at [time]
- You will see: [feature/capability 1, 2, 3]

RISKS / SCOPE CHANGES

- New risk identified: [description] → Mitigation: [action]
- Scope adjustment request: [description] → Impact: [timeline/cost]

Escalation Path

Standard escalation: Delivery Lead –> Founder –> Client Decision Maker

Stop-the-line escalation (same-day): Security issues or launch-blocking risks

D) Sprint Delivery Model

Sprint Rhythm

- **Default Sprint Length:** 2 weeks
- **Alternative:** 1-week sprints (if higher velocity needed for short pilots)
- **Cadence:** Every sprint ends with a demo and formal acceptance check

Definition of Done (Applies to Every Deliverable)

A sprint deliverable is only considered "done" when ALL of the following are met:

- ☐ Code merged to main branch (via approved PR)
- ☐ Tests passing (unit + integration tests for critical paths)
- ☐ Deployed to dev/test environment (peer-reviewed)
- ☐ Documentation updated (inline code comments + deployment guides)
- ☐ Demo recorded (Loom) or live demo attended by client

Standard Sprint Structure

1. Sprint Planning (30 - 45 minutes)

- Lock sprint goals and scope
- Confirm acceptance criteria for each story
- **No mid-sprint scope creep** policy

2. Build Phase (Days 1 - 9 of 2-week sprint)

- Daily async standups (if across timezones)
- Code review and continuous integration
- Regular testing on staging environment

3. Mid-Sprint Checkpoint (Async)

- Quick status + risk review
- Course-correct if blockers emerge

4. Sprint Demo + Acceptance (30 minutes, End of Sprint)

- Live demo or recorded walkthrough
- Client confirms acceptance criteria met
- Gather feedback for next sprint

5. Sprint Retrospective (15 minutes, Internal)

- Quick team debrief on process improvements
- Document lessons learned

Workstreams (Parallel Execution)

Workstream	Primary Focus	Risk Level
Smart Contracts / ZK / Backend	Core business logic, protocol layer	Highest
Frontend Integration	User interface, client-side logic	Medium
Infra + Monitoring	Deployment, observability, alerts	Medium
Security Hardening	Threat modeling, testing, hardening	Highest

E) Acceptance Testing & QA

Core Principle: Acceptance Must Be Measurable

Every deliverable has pre-agreed, objective pass/fail criteria established in Week 0 (Kickoff).

Typical Acceptance Criteria Examples

Smart Contracts

- Contract functions meet specification and are gas-optimized
- Security audit checklist completed (threat model + invariant testing)
- Test coverage minimum achieved (target: 95% for critical paths)

Integration & User Flows

- Main user workflows succeed on testnet/devnet
- Error handling and edge cases tested
- Performance baseline met (if applicable)

Infrastructure

- Monitoring alerts configured for all key events
- Deployment runbooks tested and documented
- Disaster recovery plan validated

Compliance & Governance

- Regulatory requirements checklist completed
- Audit coordination initiated (if required)

Client Acceptance Window

- **Timeframe:** Client has 3 business days post-demo to accept or raise issues
- **Default:** If no feedback received by Day 3 EOD, deliverable deemed accepted
    - This prevents indefinite review cycles and protects timeline
    - Client can log future feature requests as separate items

F) Security & Risk Controls

Security Standards (Included in Every Build)

All 7BlockLabs projects include a baseline security package:

1. Threat Model (1 - 2 pages)

- High-level threat identification
- Asset inventory and attack surfaces
- Proposed mitigations by threat category

2. Security Checklist (Applied to Your Project)

- Industry best practices adapted to your use case
- Code review checklist (7BlockLabs lead magnet)
- Dependency audit and supply chain review

3. Test Plan & Coverage

- Unit tests for critical contract functions
- Integration tests for cross-module interactions
- Target coverage: 95%+ for high-risk code paths

4. Upgrade & Pause Strategy

- Pausable contracts (if applicable)
- Upgrade mechanism (if needed for fixes)
- Admin key governance (multi-sig recommended)

5. Incident Runbook

- What to do if critical bug is discovered post-launch

- Escalation and communication protocol
- Recovery procedures (if applicable)

Audit Support Options (If Required)

- **Audit Coordination:** Liaise with client-selected security auditor
- **Finding Remediation:** Fix identified security issues
- **Re-audit Support:** Prepare code for re-audit and validate fixes
- **Pre-Audit Hardening:** Optimize code before formal audit engagement

Production Deployment Checklist

Before mainnet launch, verify:

- ☐ All critical security findings resolved and re-tested
- ☐ Monitoring and alerting fully operational
- ☐ Incident response team trained and available
- ☐ Client documentation reviewed and approved
- ☐ Admin key and access controls validated
- ☐ Communication plan for launch confirmed

G) Handover & Closeout

Objective

Enable the client to operate and maintain the system independently, with optional ongoing support available.

Handover Package (Delivered in Final Week)

1. Repository Handover

- Final codebase transferred to client organization
- All tags, releases, and version history included
- Access controls and permissions configured
- 7BlockLabs remains available for 14 - 30 day warranty period

2. Deployment & Operations Documentation

- Environment variables and secrets handling procedures
- Infrastructure architecture diagrams and deployment steps
- Scaling recommendations and capacity planning

3. Runbooks (Ready-to-Execute Guides)

- **Monitoring & Alerts:** How to read dashboards and respond to alerts
- **Incident Response:** Step-by-step procedures for common failure scenarios
- **Maintenance:** Regular tasks (upgrades, patches, data maintenance)

4. Admin & User Guides

- Operational dashboards and how to interpret metrics
- Permission and role management

- Common troubleshooting scenarios

5. Knowledge Transfer Session (60 - 90 minutes)

- Live walkthrough of system architecture and key components
- Q&A session addressing client-specific concerns
- **Recorded for future reference** (client keeps recording)

6. Warranty Window (14 - 30 days post-launch)

- Bug-fix support for specification-related issues
- Response SLA: 24 hours for critical issues
- Does not include new features or scope changes

Optional Ongoing Support Models

Retainer Support

- Monthly retainer (60 - 160 hours) for monitoring, maintenance, and incremental work
- Defined SLA (e.g., 24h response time for P1 issues)
- Priority queue for feature requests

Security Review Cadence

- Monthly or quarterly security reviews
- Dependency and vulnerability monitoring
- Compliance updates as regulations evolve

H) Commercial Terms Integration

Payment Milestones (50/30/20 Model)

Payment is tied to acceptance criteria to align delivery quality with financial commitment:

Milestone	Timing	Payment	Trigger
Kickoff	Week 0 completion	50%	Formal acceptance of Project Brief, Technical Plan, and Kickoff Outputs
Sprint 1 Acceptance	End of Sprint 1 + 3-day review window	30%	Client formally accepts Sprint 1 demo and deliverables
Final Handover	Project completion + 3-day final review	20%	Client accepts final deliverables and completes knowledge transfer

Retainer Commercial Terms

- **Prepaid monthly:** Invoice due 5 days before service month begins
- **Defined SLA:** Response time, hours allocation, and support scope
- **Hour tracking:** Weekly utilization reports provided to client
- **Unused hours:** Rolled over to next month (does not expire within 90 days)

Change Management Process

1. **Scope Change Request:** Client submits formal change request with business justification
2. **Estimation:** 7BlockLabs provides effort estimate + timeline impact
3. **Approval:** Client approves and decides: include in current sprint, defer, or treat as separate engagement
4. **Invoice Adjustment:** If out-of-scope, treated as Change Order with separate terms

Quick Reference: Checklist for Project Success

Pre-Kickoff

- ☐ Client stakeholders identified (decision-maker, technical lead, ops/marketing)
- ☐ Repository access provisioned
- ☐ Staging environment confirmed operational
- ☐ Budget and timeline aligned
- ☐ NDA/legal agreements executed

Kickoff Completion

- ☐ Project Brief signed off
- ☐ Technical Plan reviewed and approved
- ☐ Sprint schedule locked
- ☐ Slack channel active + weekly call calendar sent
- ☐ Acceptance criteria documented for Sprint 1

Each Sprint

- ☐ Sprint goals frozen (no mid-sprint changes)
- ☐ Daily progress visibility maintained
- ☐ Blockers surfaced within 24 hours
- ☐ Demo scheduled and stakeholders invited
- ☐ Acceptance window respected (3-day rule)

Pre-Launch / Final Sprint

- ☐ Security checklist completed
- ☐ Monitoring and alerting configured
- ☐ Runbooks reviewed and tested
- ☐ Knowledge transfer scheduled
- ☐ Warranty terms confirmed

Handover

- ☐ Code in client organization with proper access
- ☐ Documentation delivered and reviewed
- ☐ Knowledge transfer session recorded
- ☐ Support SLA and escalation path confirmed
- ☐ Go/no-go decision made for launch

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This playbook is a living document. Process improvements and updates are incorporated each quarter based on team and client feedback.