Claims Processing and Eligibility (CP&E)

Teams 1, 2, and 3

Build 4 Plan



Department of Veterans Affairs (VA)

Office of Information and Technology (OIT)

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Document Version History

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| 9/28/2017 | 0.2 | Adjusted Sprint User Stories based on dependencies | Michael Synakiewicz |
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**Note**: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

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# Build Execution

This document describes the Build 4 Plan for the Claims Processing and Eligibility (CP&E) project. The Build runs from September 28, 2017 through December 19, 2017 and includes 6 sprints of approximately 2 weeks each. During the build, scrum teams will elaborate, analyze, program, validate, test and build user stories in support of the business owner’s priorities.  The prioritization of items in the backlog is captured in the Rational product backlog.

Sprint Teams work together in sprints to produce code that can be delivered to the VA for VA Quality Assurance (QA) and User Acceptance Testing (UAT).

Defects found during sprints will be evaluated immediately by the scrum team. Defects that can be resolved within the sprint will be tasked and resolved; FTC will call these “Bugs”.

Defects that cannot be resolved within the sprint will be placed on the Build Backlog to be resolved based upon the business priorities. These defects will be evaluated by the scrum team and estimates will be listed in Rational and then prioritized and approved by the business. At the end of the two weeks a build is created and demonstrated. Stories with High and Very High defects will not be considered complete and will not be demonstrated at the end of a sprint. Stories without defects and stories with Low or Medium defects will be demonstrated for acceptance.

During the two-week sprint period, we are preparing for building and demonstrating the product. We have continuous deployment jobs that helps us keep our builds, packaging our fixes and promoting the code from one environment to the next. We keep control of our versioning and control of our configurations, including preparing test data for our tests and fixes.

A retrospective ceremony is used to review and approve the work product completed during the two weeks.

# Scrum Teams

FTC will accomplish sprint planning based on the following velocity and capacity.

Velocity is based upon the team average over previous sprints and will adjust based upon that average throughout the build.

Capacity is determined by the team members assigned and their availability during the sprint to accomplish tasks.

Build 4 Velocity to be completed during the Build 4 timebox: 203 Story Points.

## Velocity

The following table illustrates the total number of points completed by each team during Sprint 3 and the average points per sprint. The velocity from Build 3 is used to plan for Build 4.

|  |  |  |
| --- | --- | --- |
| Team | Build 3 Completed Points | Average Per Sprint Points |
| Team 1 | 68 | 35 |
| Team 2 | 58 | 35 |
| Team 3 | 47 | 30 |

## Capacity vs. Plan

The following table represents the full team capacity (in hours) vs. the planned work per sprint/per team (in hours). LOE roles, such as Project Manger and Business Analyst, are spread evenly per user story.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Team** | **Sprint 1** | | **Sprint 2** | | **Sprint 3** | |
| **Capacity** | **Plan** | **Capacity** | **Plan** | **Capacity** | **Plan** |
| 1 | 253 | 247 | 217 | 200 | 253 | 260 |
| 2 | 253 | 273 | 217 | 142 | 217 | 176 |
| 3 | 253 | 247 | 217 | 181 | 253 | 178 |

## Org Chart

| Team 1 | Team 2 | Team 3 |
| --- | --- | --- |
| Michael S. CP&E – Product Manager | | |
| Steve G. – Certified Scrum Master (CSM) | | |
| Cheryl H. – Business Analyst | | |
| Bharati M. – Configuration Manager | | |
| Faith D. - Tester | | |
| Diane S. - Tester | | |
| Angel K. – Technical Analyst | | |
| Anthony F. – MUMPS Developer | Lloyd M. – MUMPS Developer | James G. – MUMPS Developer |
| Cindy S. – MUMPS Developer | Dennis B. – MUMPS Developer | Hayes M. – MUMPS Developer |
| Larry G. – MUMPS Developer | Kathryn L. – MUMPS Developer | Shavkat S. – MUMPS Developer |
| Jeff E. – MUMPS Developer |  | Barry J. – MUMPS Developer |

# Epics, Sub-Epics and User Stories

The following table describes the epics, sub-epics and user stories that will be addressed in Build 4. Sprints 1 and 2 User Stories have been assigned, and detail for the remaining Build 4 sprints will be planned as part of sprint planning for each sprint. User Stories are currently being defined and elaborated according to the table below.

| **Epic** | **Story#** | **Rational** | **Description** |
| --- | --- | --- | --- |
| 005 | Epic 005 | RM: 720630 | As the Health Claims Reimbursement group, I want to reopen EDI claims in the Cache system so that I can process reopened EDI claims in the Cache system. (CR ENC005415). |
| 005 | 005-001 | RM: 883572 | As the Health Claims Reimbursement Group I would like to add a Program Indicator to the PDI to tell the system to ReOpen EDI. |
| 005 | 005-022 | RM: 902774 | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the VE Productivity Summary Report. |
| 005 | 005-023 | RM: 902210 | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the Daily Hourly Processing Report. |
| 005 | 005-23a | RM: 938146 | As the Health Claims Reimbursement Group I would like a new menu option on the Daily Hourly Processing Report to display EDI RO information in the current graph format |
| 005 | 005-025 | RM: 902212 | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the CPD Morning Report EM Claims. |
| 005 | 005-028 | RM: 912164 | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the VE Productivity Individual Report. |
| 005 | 005-029 | RM: 912167 | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the SU Productivity Individual Report. |
| 005 | 005-031 | RM: 914733 | As the VE I would like to trigger the backing out of the original charges for an EDI Corrected Claim. |
| 005 | 005-032 | RM: 914735 | As the VE I would like to trigger the backing out of the original charges for a Manual EDI Corrected Claim. |
| 005 | 005-033 | RM: 932451 | As the VE I would like the system to front end reject a submission on receipt of a TOB FC 8 when the Original PDI Is Not Valid |
| 005 | 005-038 | RM: 932472 | As the VE I would like the system to kill the original PDI upon receipt of a TOB FC 8 when the Original PDI has Not Started Processing |
| 005 | 005-039 | RM: 937655 | As the VE I would like the system to front end reject upon Receipt of submission with a FC6. |
| 005 | 005-043 | RM: 937656 | As the VE I want the system to pause the current PDI with a TOB FC 8 when All Claims / Lines are Not Complete. |
| 005 | 005-051 | RM: 937657 | As the VE I want the system to display an error message when an authorized role attempts to process an EDI Reopen claim. |
| 005 | 005-066 | RM: 937664 | As the R&R VE I want the system to verify all associated claims are Complete for the Original PDI number entered for validation on the Document ID Screen when I select to reopen an EDI submission. |
| 005 | 005-067 | RM: 937665 | As the R&R VE I want the system to display an error message that reads “Cannot ReOpen PDI” when all associated claims are not Complete for the Original PDI number entered for validation on the Document ID Screen when I select to reopen an EDI submission. |
| 005 | 005-069 | RM: 937671 | As the R&R VE I want to manually input the Original PDI number and the Current PDI number on the Document ID screen (refer to user story CP&E005-004) when I select to reopen a manual EDI submission. |
| 005 | 005-070 | RM: 937672 | As a R&R VE I would like the Original PDI and Current PDI fields to revert to Read Only once the number field is populated and I advance to the next screen when I select to reopen a manual EDI submission. |
| 005 | 005-071 | RM: 937673 | As the R&R VE I want the Type of Image to display as Bill / Invoice (refer to user story CPE005-005) when I select to reopen a manual EDI submission. |
| 005 | 005-072 | RM: 937674 | As the R&R VE I want to apply the PDI Business Rule that the entry is 15 digits in total to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. |
| 005 | 005-073 | RM: 937675 | As the R&R VE I want to apply the PDI Business Rule that the first four digits represents the year, are greater than or equal to 2000, and are not greater than the current year to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. |
| 005 | 005-074 | RM: 937676 | As the R&R VE I want to apply the PDI Business Rule that the 5th, 6th, and 7th digit represents the Julian day and must be 001 thru 366 to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. |
| 005 | 005-075 | RM: 937677 | As the R&R VE I want to apply the PDI Business Rule that the 8th and 9th digit represents the PDI Program Indicator and must be 90, 91, 92, or 97 to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. |
| 005 | 005-076 | RM: 937678 | As the R&R VE I want to apply the PDI Business Rule that the 10th through 15th digits are not system validated to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. |
| 005 | 005-077 | RM: 937679 | As the R&R VE I want to apply the PDI Business Rule that the Original PDI Number cannot have been previously reopened to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. |
| 005 | 005-079 | RM: 937680 | As the R&R VE I want the system to verify all associated claims are Complete for the Original PDI number entered on the Document ID Screen when I select to reopen an EDI submission. |
| 005 | 005-080 | RM: 937681 | As the R&R VE if I did not enter 15 digits in total in the Original or Current PDI field, the system will display "PDI# must be 15 digits" when I select to reopen a manual EDI submission. |
| 005 | 005-081 | RM: 937682 | As the R&R VE if I did not enter a Julian year greater than or equal to 2000, the system will display "Julian Year must be year 2000 or later" when I select to reopen a manual EDI submission. |
| 005 | 005-082 | RM: 937683 | As the R&R VE if I entered a Julian year greater than the current year, the system will display “Julian Year cannot be in the future” when I select to reopen a manual EDI submission. |
| 005 | 005-083 | RM: 937684 | As the R&R VE if I did not enter a valid Julian day, the system will display "Julian Day must be 001 through 365" when I select to reopen a manual EDI submission. |
| 005 | 005-084 | RM: 937685 | As the R&R VE if I did not enter a valid PDI Program Indicator, the system will display "PDI Program Indicator must be 91, 97 (CHAMPVA EDI) or 92, 90 (SB EDI)" when I select to reopen a manual EDI submission. |
| 005 | 005-085 | RM: 937686 | As the R&R VE if I entered a PDI# that was previously reopened the system will display "PDI Number has already been reopened" when I select to reopen a manual EDI submission. |
| 005 | 005-086 | RM: 937687 | As the R&R VE I want the system to display an error message that reads “Cannot ReOpen PDI” when all associated claims are not Complete for the Original PDI number entered for validation on the Document ID Screen when I select to reopen a Manual EDI submission. |
| 005 | 005-087 | RM: 937688 | As the R&R VE I want the EE Bill Invoice Screen to not display the Continue prompt when I select to reopen a manual EDI submission. |
| 005 | 005-088 | RM: 937689 | As the R&R VE I want the label that reads PDI# to read Current PDI Number on the Edit Claim Data screen when I select to reopen a manual EDI submission so that I can view the Current PDI number information. |
| 005 | 005-095 | RM: 938889 | As the R&R VE I want a new field on the PPR Report to display the total payment for the Current PDI number. |
| CPECC | CPECC4005-401 | RM: 918057 | As the VA, I need to communicate payment information to Financial Management System (FMS) adjudication information regardless of outstanding balances so that FMS can produce an Explanation of Benefits (EOB). |
| CPECC | CPECC4005-402 | RM: 918058 | As the VA, I need to determine if reimbursement is due to the VA by a provider so that I can issue a bill of collections. |
| CPECC | CPECC4005-404 | RM: 920040 | As All Claims Processing Staff, I need to Create a payment to a beneficiary |
| CPECC | CPECC4005-407 | RM: 929961 | If money is owed from the bene, create a bill of collections |
| CPECC | CPECC4005-408 | RM: 930133 | Create Zero Balance EOB/Payment File |
| CPECC | CPECC4005-470 | RM: 942855 | Create Reversed/Adjusted 835 Staging Flat File |

# User Stories/Backlog

The Rational Product backlogs contain all prioritized and accepted user stories. Backlog items can be reprioritized by the VA at any time. The current backlog is maintained and available within Rational.

### CP&E Backlog

[https://DNS.URL/ccm/web/projects/HAC\_CPE%20(CM)#action=com.ibm.team.apt.viewPlan&page=com.ibm.team.apt.web.ui.plannedItems&id=\_RxBG8GfaEee9Yp9RONnEjA&planMode=com.ibm.team.apt.viewmodes.internal.productBacklog.workBreakdown](https://dns.url/ccm/web/projects/HAC_CPE%20(CM)#action=com.ibm.team.apt.viewPlan&page=com.ibm.team.apt.web.ui.plannedItems&id=_RxBG8GfaEee9Yp9RONnEjA&planMode=com.ibm.team.apt.viewmodes.internal.productBacklog.workBreakdown)

# Testing Responsibilities

| FTC (Developer) | Party Responsible |
| --- | --- |
| Unit/Product/Component Testing | FTC System Quality Assurance (SQA) |
| Build Verification Testing | FTC SQA |
| Functional Testing | FTC SQA |
| Integration/System Testing | FTC SQA |
| Regression Testing | FTC SQA |
| Section 508 Compliance Testing | FTC SQA |
| **HAC SQA** | **Party Responsible** |
| Installation Testing/Build Verification | Health Administration Center (HAC) Quality Assurance (QA) |
| Security Testing | HAC QA |
| Performance/Load Testing | HAC QA |
| User Acceptance Testing (UAT) | HAC QA |
| User Functional Testing (UFT) | VHA CC |

# Acceptance Criteria

* Final Development Code Files, Compiled Code and supporting documentation are checked into the project’s Rational repository
* 100% traceability in Rational
* Updated Requirements Traceability Matrix (RTM) and executed test scripts as per plan in Rational
* 508 Compliant Checklists

# Schedule

The Build schedule is described in the sections below. Story Points are estimated prior to elaboration using standard Agile principals and may not reflect actual hours estimated during sprint planning.

## Build 4 Sprint 1

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CP&E Build 4** | | **75 Days** | | | **Thu 9/28/17** | | | | **Mon 12/19/17** |
| **Task Name** | | **Duration** | | | **Start** | | | | **Finish** |
| **Build 4 Sprint 1** | | **12 Days** | | | **Thu 9/28/17** | | | | **Tue 10/10/17** |
| **Team** | **Description** | **Epic** | | **Sub Epic** | **User Story** | | **Story Points** | | **Hours** |
| **Team 1** | As the VE I want the system to display an error message when an authorized role attempts to process an EDI Reopen claim | 005 | | N/A | 005-051 | | 5 | | 40 |
|  | As the R&R VE I want to manually input the Original PDI number and the Current PDI number on the Document ID screen (refer to user story CP&E005-004) when I select to reopen a manual EDI submission. | 005 | | N/A | 005-069 | | 8 | | 50 |
|  | As a R&R VE I would like the Original PDI and Current PDI fields to revert to Read Only once the number field is populated and I advance to the next screen when I select to reopen a manual EDI submission | 005 | | N/A | 005-070 | | 8 | | 50 |
|  | As the R&R VE I want the Type of Image to display as Bill / Invoice (refer to user story CPE005-005) when I select to reopen a manual EDI submission. | 005 | | N/A | 005-071 | | 5 | | 42 |
|  | As the VE I would like the system to front end reject a submission on receipt of a TOB FC 8 when the Original PDI Is Not Valid | 005 | | N/A | 005-033 | | 5 | | 42 |
|  | As the VE I would like the system to kill the original PDI upon receipt of a TOB FC 8 when the Original PDI has Not Started Processing | 005 | | N/A | 005-038 | | 5 | | 42 |
| **Team 2** | As the R&R VE if I did not enter 15 digits in total in the Original or Current PDI field, the system will display "PDI# must be 15 digits" when I select to reopen a manual EDI submission. | 005 | | N/A | 005-080 | | 8 | | 50 |
|  | As the R&R VE I want to apply the PDI Business Rule that the first four digits represents the year, are greater than or equal to 2000, and are not greater than the current year to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. | 005 | | N/A | 005-073 | | 8 | | 50 |
|  | As the R&R VE I want to apply the PDI Business Rule that the 5th, 6th, and 7th digit represents the Julian day and must be 001 thru 366 to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. | 005 | | N/A | 005-074 | | 8 | | 50 |
|  | As the R&R VE I want to apply the PDI Business Rule that the 8th and 9th digit represents the PDI Program Indicator and must be 90, 91, 92, or 97 to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. | 005 | | N/A | 005-075 | | 8 | |  |
|  | As the VE I would like to trigger the backing out of the original charges for an EDI Corrected Claim. | 005 | | N/A | 005-031 | | 5 | | 35 |
|  | As the VE I would like to trigger the backing out of the original charges for a Manual EDI Corrected Claim | 005 | | N/A | 005-032 | | 5 | | 38 |
| **Team 3** | As the VE I would like the system to front end reject upon Receipt of submission with a FC6 | 005 | | N/A | 005-039 | | 8 | | 58 |
|  | As the VE I want the system to pause the current PDI with a TOB FC 8 when All Claims / Lines are Not Complete | 005 | | N/A | 005-043 | | 5 | | 42 |
|  | As the R&R VE I want to apply the PDI Business Rule that the 10th through 15th digits are not system validated to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. | 005 | | N/A | 005-076 | | 8 | | 50 |
|  | As the R&R VE I want to apply the PDI Business Rule that the Original PDI Number cannot have been previously reopened to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. | 005 | | N/A | 005-077 | | 8 | | 50 |
|  | As the R&R VE I want the system to verify all associated claims are Complete for the Original PDI number entered on the Document ID Screen when I select to reopen an EDI submission. | 005 | | N/A | 005-079 | | 5 | | 40 |
| D: Sprint Plan | | | Fri 9/22/17 | | | | | | |
| Sprint Kickoff/Planning (All Teams) | | | 4-6 Hrs | | |  | | Thu 9/28/17 | |
| Sprint 1 Backlog Grooming (All Teams) | | | 1 Hr | | |  | | Thu 9/21/17 | |
| Sprint 1 Sprint Review (All Teams) | | | 1 Hr | | |  | | Thu 9/21/17 | |

## Build 4 Sprint 2

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Build 4 Sprint 2** | | **13 Days** | | **Wed 10/11/17** | | | **Tue 10/24/17** | |
| **Team** | **Description** | **Epic** | **Sub Epic** | | **User Story** | **Story Points** | | **Hours** |
| **Team 1** | As the Health Claims Reimbursement Group I would like to add a Program Indicator to the PDI to tell the system to ReOpen EDI. | 005 | N/A | | 005-001 | 13 | | 60 |
|  | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the VE Productivity Individual Report. | 005 | N/A | | 005-028 | 8 | | 48 |
|  | As the R&R VE I want to apply the PDI Business Rule that the entry is 15 digits in total to manually entered Original and Current PDI numbers when I select to reopen a manual EDI submission. | 005 | N/A | | 005-072 | 5 | | 42 |
|  | As the R&R VE I want a new field on the PPR Report to display the total payment for the Current PDI number. | 005 | N/A | | 005-095 | 8 | | 50 |
| **Team 2** | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the VE Productivity Summary Report. | 005 | N/A | | 005-022 | 5 | | 42 |
|  | As the R&R VE I want the system to verify all associated claims are Complete for the Original PDI number entered for validation on the Document ID Screen when I select to reopen an EDI submission. | 005 | N/A | | 005-066 | 8 | | 50 |
|  | As the R&R VE I want the system to display an error message that reads “Cannot ReOpen PDI” when all associated claims are not Complete for the Original PDI number entered for validation on the Document ID Screen when I select to reopen an EDI submission. | 005 | N/A | | 005-067 | 8 | | 50 |
| **Team 3** | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the Daily Hourly Processing Report. | 005 | N/A | | 005-023 | 8 | | 55 |
|  | As the Health Claims Reimbursement Group I would like a new menu option on the Daily Hourly Processing Report to display EDI RO information in the current graph format | 005 | N/A | | 005-023a | 5 | | 42 |
|  | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the CPD Morning Report EM Claims. | 005 | N/A | | 005-025 | 5 | | 42 |
|  | As the Health Claims Reimbursement Group I would like EDI ReOpen data to display on the VE Productivity Individual Report | 005 | N/A | | 005-029 | 5 | | 42 |
| D: Sprint Plan | | Fri 9/22/17 | | | | | | |
| Sprint Kickoff/Planning (All Teams) | | 4-6 Hrs | |  | | | Wed 10/11/17 | |
| Sprint 2 Backlog Grooming (All Teams) | | 1 Hr | |  | | | Thu 9/21/17 | |
| Sprint 2 Sprint Review (All Teams) | | 1 Hr | |  | | | Thu 9/21/17 | |

## Build 4 Sprint 3

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CP&E Build 4** | | **75 Days** | | | **Thu 9/28/17** | | | | **Mon 12/19/17** |
| **Task Name** | | **Duration** | | | **Start** | | | | **Finish** |
| **Build 4 Sprint 3** | | **14 Days** | | | **Wed 10/25/17** | | | | **Tue 11/07/17** |
| **Team** | **Description** | **Epic** | | **Sub Epic** | **User Story** | | **Story Points** | | **Hours** |
| **Team 1** | As the R&R VE if I did not enter a Julian year greater than or equal to 2000, the system will display "Julian Year must be year 2000 or later" when I select to reopen a manual EDI submission. | 005 | | N/A | 005-081 | | 5 | | 40 |
|  | As the R&R VE if I entered a Julian year greater than the current year, the system will display “Julian Year cannot be in the future” when I select to reopen a manual EDI submission. | 005 | | N/A | 005-082 | | 8 | | 50 |
|  | As the VA, I need to communicate payment information to Financial Management System (FMS) adjudication information regardless of outstanding balances so that FMS can produce an Explanation of Benefits (EOB). | CPECC | | N/A | CPECC4005-401 | | 8 | | 50 |
|  | As the VA, I need to determine if reimbursement is due to the VA by a provider so that I can issue a bill of collections. | CPECC | | N/A | CPECC4005-402 | | 5 | | 40 |
|  | As All Claims Processing Staff, I need to Create a payment to a beneficiary | CPECC | | N/A | CPECC4005-404 | | 5 | | 40 |
|  | If money is owed from the bene, create a bill of collections | CPECC | | N/A | CPECC4005-407 | | 5 | | 40 |
| **Team 2** | As the R&R VE if I entered a PDI# that was previously reopened the system will display "PDI Number has already been reopened" when I select to reopen a manual EDI submission. | 005 | | N/A | 005-085 | | 5 | | 42 |
|  | As the R&R VE I want the system to display an error message that reads “Cannot ReOpen PDI” when all associated claims are not Complete for the Original PDI number entered for validation on the Document ID Screen when I select to reopen a Manual EDI submission. | 005 | | N/A | 005-086 | | 5 | | 42 |
|  | As the R&R VE I want the EE Bill Invoice Screen to not display the Continue prompt when I select to reopen a manual EDI submission. | 005 | | N/A | 005-087 | | 5 | | 42 |
|  | As the R&R VE if I did not enter a valid Julian day, the system will display "Julian Day must be 001 through 365" when I select to reopen a manual EDI submission. | 005 | | N/A | 005-083 | | 8 | | 50 |
| **Team 3** | As the R&R VE if I did not enter a valid PDI Program Indicator, the system will display "PDI Program Indicator must be 91, 97 (CHAMPVA EDI) or 92, 90 (SB EDI)" when I select to reopen a manual EDI submission. | 005 | | N/A | 005-084 | | 8 | | 58 |
|  | As the R&R VE I want the label that reads PDI# to read Current PDI Number on the Edit Claim Data screen when I select to reopen a manual EDI submission so that I can view the Current PDI number information. | 005 | | N/A | 005-088 | | 5 | | 40 |
|  | Create Zero Balance EOB/Payment File | CPECC | | N/A | CPECC4005-408 | | 5 | | 40 |
|  | Create Reversed / Adjusted 835 Staging Flat File | CPECC | | N/A | CPECC4005-470 | | 5 | | 40 |
| D: Sprint Plan | | | Thu 10/06/17 | | | | | | |
| Sprint Kickoff/Planning (All Teams) | | | 4-6 Hrs | | |  | | Wed 10/25/17 | |
| Sprint 3 Backlog Grooming (All Teams) | | | 1 Hr | | |  | | Thu 10/05/17 | |
| Sprint 3 Sprint Review (All Teams) | | | 1 Hr | | |  | | Thu 10/06/17 | |

## Sprint Ceremonies

| **Meeting Name** | **Date** | **Time** | **Duration** | **Attendees** |
| --- | --- | --- | --- | --- |
| **Standing Sprint Ceremonies/Meetings** | | | | |
| Sprint Kickoff Veteran-focused Integration Process (VIP) Sprint Planning | First Day of Sprint | Various (Wed) | 1 Hr  per Team | FTC Team Reps VA PM VA PO |
| Daily Scrum | Daily | Mornings | 10 Mins | FTC Team Members VA Representatives Welcome |
| Scrum of Scrums | Daily | 11:30 | 30 Mins | FTC Team Reps VA PM VA PO |
| Sprint Backlog Grooming/Planning | Bi-Weekly | 3:00 Thu | 1 Hr | FTC Team Reps VA PM VA PO VA BA |
| Sprint Review | At Sprint End | 2:00 Tue | 1 Hr | FTC Team Reps VA PM VA PO |

## Build 4 Planning

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standing Build Planning Sessions/Meetings/Deliverables** | | | | |
| **Build 4 Planning** | **Timeframe** | **Date** | **Duration** | **Attendees** |
| Build Plan 4  Backlog Review | Within 3 Weeks Prior to Build Start | 9/07/17 | 1 Hr | FTC Team Reps VA PM VA PO VA BA |
| Build Plan 4  Planning Session | Within 3 Weeks Prior to Build Start | 9/12/17 | 1 Hr | FTC Team Reps VA PM VA PO VA BA |
| Build Plan 4 Review | Within 2 Weeks Prior to Build Start | 9/14/17 | 1 Hr | FTC Team Reps VA PM VA PO VA BA |

# Dependencies

* HAC Full Time Employee (FTE) resources will be required to answer specific technical questions regarding HAC idiosyncrasies and specific implementation issues.
* QA and UAT testing is dependent upon HAC QA resource and Subject Matter Expert (SME) availability.

# Risks & Issues

## Identified Risks

IF: the refresh of the HAC environments are not considered in the schedule, THEN: there will be a delay in the completion of development by the contracted date.

IF: multiple developers work on the same code module and push their changes into production, THEN: the last developer to push a change into production will overwrite the work of the other developers.

## Identified Issues

None

# Constraints

* Development timeframe will depend on HAC QA and UAT testing schedule.

# Definition of Done

Sprint work product deliverables are listed above.

* Final Development Code Files, Compiled Code and supporting documentation are checked into the project’s Rational repository (0008AM).
* 100% traceability in Rational
* Creation of all the iterative Release Package (008AP) documentation associated with Build 4 required for a future release to production (e.g. Installation Guide and User Manual)
* Updated RTM and executed test scripts as per plan in Rational
* Defects, functionality, and user satisfaction normally identified and resolved during a sprint or resolved in the following sprint will accumulate throughout the build if VA is unable to accomplish sprint by sprint SQA/UAT testing.
* Defects found during SQA and UAT will impact the volume of work to be accomplished during Build 4 or when the VA is able to perform SQA/UAT testing. This dynamic must be anticipated and planned.
* In following the Agile process defects found during a sprint that cannot be resolved within the sprint are placed in the build backlog and will be worked in the next sprint and the technical reasons why the User Story with defects could not be finished within the sprint will be explained during the sprint retrospective.

## Build 4 Deliverables

* All completed Sprint work product deliverables are checked into the project’s Rational repository to be updated and maintained as project moves forward.
* Build 4 Release Planning Package (0008AF)
* Build 4 Sprint Plans (0008AG)
* Build 4 Sprint Burn down and Velocity charts (0008AH)
* Build 4 508 Certification (0008AK)
* Build 4 Acceptance Form (0008AN)
* Build 4 Release Package (0008AP)