**Claims Processing Eligibility (CP&E)**

**Build 7 Plan**

**Teams 1 and 2**

**CLIN 0008AC**

***Includes CLIN 0008AG Sprint Plan***

**

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**Department of Veterans Affairs**

**Office of Information and Technology (OI&T)**

**Revision History**

NOTE: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

| **Date** | **Version** | **Description** | **Author** |
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| 3/23/2018 | 0.5 | Removed User Story 001-116 for data needed and added ATO Documentation for Evidence | Michael Synakiewicz |
| 3/14/2018 | 0.4 | Updated Sprint 15 User Stories due to dependencies | Chris Vanzo Michael Synakiewicz |
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1. **Build Execution**

This document describes the Build 7 Plan for the Claims Processing and Eligibility (CP&E) project. The Build includes 6-Sprints for approximately two (2) weeks each that run from February 28, 2018, through May 31, 2018. Throughout the build, the scrum teams will elaborate, analyze, program, validate, test, and build user stories supporting the business owner’s priorities. Subsequently, released prioritized items in the backlog are captured in the Rational product backlog.

The Sprint teams work together in sprints, producing code that is delivered to the Department of Veterans Affairs (VA) for VA Quality Assurance (QA) and User Acceptance Testing (UAT). Scrum teams evaluate associated defects found throughout the sprints immediately. Defects that can be resolved within the sprint are tasked and resolved. The Favor TechConsulting (*FTC)* team will call the defects “Bugs.” Defects that cannot be resolved within the sprint are placed in the Build Backlog to resolve based on the business priorities. The Scrum team will evaluate unresolved defects and list the estimates in Rational. Afterward, prioritized defects are approved by the business. This process deploys the Build to be created and demonstrated in two weeks. Stories with High and Very High defects are not considered complete. High and Very High defects 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.

Primarily, the CP&E teams in the two-week Sprint period prepare to build and demonstrate the product. Our continuous deployment jobs help us keep our builds and packaging our fixes while promoting the code from one environment to the next. The teams maintain version control and control of the configurations, including preparing test data for tests and fixes. Subsequent the retrospective ceremony is used to review and approve the work product completed within 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.
* Build 7 Velocity will be completed during the Build 7 timebox: 200 Story Points.
* Capacity is determined by the team members assigned and their availability during the sprint to accomplish tasks.

## Velocity Data

The Velocity from Build 6 is used to plan for Build 7. Table 1, illustrates Sprint 13 total number of points completed by each team and the average points per sprint:

Table : Velocity Data

| **CP&E** | **Build 6 Points Completed** | **Average Per Sprint Points** |
| --- | --- | --- |
| Team 1 | 200 | 50 |
| Team 2 | 200 | 50 |

## Capacity Versus Plan Data

The Capacity versus plan depicts the entire team capacity (in hours) versus the planned work per sprint for each team (in hours.) Subsequently, the Project Manager and Business Analyst Level of Efforts (LOE) roles are dispersed evenly for each user story.

Table 2 illustrates Sprint 14, Sprint 15, and Sprint 16 team’s capacity versus plan workload:

Table : Capacity versus Plan Data

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CCSE** | **Sprint 14** | | **Sprint 15** | | **Sprint 16** | |
| **CP&E** | **Capacity** | **Plan** | **Capacity** | **Plan** | **Capacity** | **Plan** |
| Team 1 | 235 | 235 | 235 | 234 | 235 | 220 |
| Team 2 | 235 | 235 | 235 | 234 | 235 | 220 |

## Organization of the Team

The organization depicted includes co-located cross-functional featured teams with a Scrum Master. This is where the iterative sprints and development cycle starts.

Table 3 illustration features CP&E teams that define and deliver the product:

Table : CCSE CP&E Teams

| Name | Team | Roles |
| --- | --- | --- |
| Michael Synakiewicz | (All Teams) | Product Manager |
| Chris Vanzo | (All Teams) | Scrum Master, Technical Lead |
| Angel K. | (All Teams) | Technical Analyst, Business Analyst |
| Bharati M. | (All Teams) | Senior Configuration Manager |
| Diane S. | (All Teams) | Senior Tester |
| Faith D. | (All Teams) | Senior Tester |
|  | **Team 1** |  |
| Cindy S. | Team 1 | Senior MUMPS Developer |
| Subba B. | Team 1 | Senior MUMPS Developer |
| Barry J. | Team 1 | Senior MUMPS Developer |
| Yeou D. | Team 1 | Senior MUMPS Developer |
|  | **Team 2** |  |
| Dennis B. | Team 2 | Senior MUMPS Developer |
| Tom H. | Team 2 | Senior MUMPS Developer |
| Chau D. | Team 2 | MUMPS Developer |
| Oliver W. | Team 2 | MUMPS Developer |

# Functional Specifications

## Epics/Sub-Epics/User Stories

The overall specifications describe Epics, Sub-Epics, and User Stories that will be addressed in Build 7. Sprints 14, 15 and 16 User Stories have been assigned. Supplementary, detail for the remaining Build 7 Sprints will be planned within the sprint planning for each sprint.

Table 4 User Stories are defined and elaborated according to the table below:

Table 4: Overall Epics, Sub-Epics, and User Stories

| **Epic** | **Story #** | **Rational** | **Description** |
| --- | --- | --- | --- |
| 001 | Epic 001 | 951406 | As a VE, I want to use the Physical Location Zip Field in the Bene Calc routine for appropriate benefit calculation. |
| 001 | CPE001-013 | 958201 | As the HCR Group, I would like a report I can either print or export to Excel from CP&E that displays the information based on the report specifications on duplicate vendor records that have been inactivated. |
| 001 | CPE001-018 | 951231 | As an HCR PA, I want the label in the IP vendor screen to be changed from "Remit-to Information" to "Billing/Remit-to Information". |
| 001 | CPE001-019 | 951234 | As an HCR PA, I want the system to display the provider's billing address (Street Address, City, State, and Zip Code) on the IP Vendor search result screen in the field that is labelled "BILLING/REMIT-TO ADDRESS", when the billing address is present in the Vendor File. |
| 001 | CPE001-100 | 972772 | As a VE, I want the system to use the PL Zip in the Prospective Payment System (PPS) payment methodology in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Inpatient claims. |
| 001 | CPE001-101 | 972773 | As a VE, I want the system to use the PL Zip in the Low Volume Mental Health (LVMH) payment methodology in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Inpatient claims. |
| 001 | CPE001-102 | 972774 | As a VE, I want the system to use the PL Zip in the High Volume Mental Health (HVMH) payment methodology claims in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Inpatient. |
| 001 | CPE001-103 | 972775 | As a VE, I want the system to use the PL Zip in the Medicare Hospice Per Diem Rates payment methodology for Hospice General Inpatient Care in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Inpatient claims. |
| 001 | CPE001-109 | 972781 | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Facility and Professional Fee services in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-110 | 972782 | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Mental Health in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-111 | 972783 | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for ASC Professional Fee services claims in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient. |
| 001 | CPE001-112 | 972784 | As a VE, I want the system to use the PL Zip in the PPS payment methodology for ASC Hospital Based Facility in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-113 | 972785 | As a VE, I want the system to use the PL Zip in the PPS payment methodology for ASC Freestanding Facility in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-114 | 972786 | As a VE, I want the system to use the PL Zip in the CMAC Anesthesia Rate payment methodology in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for Anesthesia for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-115 | 972787 | As a VE, I want the system to use the PL Zip in the Medicare Hospice Per Diem Rates payment methodology for Hospice Routine Home Care in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-116 | 972788 | As a VE, I want the system to use the PL Zip in the Medicare Hospice Per Diem Rates payment methodology in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for Hospice Continuous Home Care for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-117 | 972789 | As a VE, I want the system to use the PL Zip in the CMAC Injectable Rate payment methodology for Injectable Drugs in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-118 | 972790 | As a VE, I want the system to use the PL Zip in the CMAC Injectable Rate payment methodology for Home Infusion J-code with NDC claims in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient. |
| 001 | CPE001-119 | 972791 | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Multiple Surgery in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-120 | 972792 | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Multiple Surgery Fingers or Toes in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-121 | 972793 | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Assistant-At-Surgery in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-122 | 972794 | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Other than Assistant-At-Surgery in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. |
| 001 | CPE001-123 | 972795 | As a VE, I want the system to use the PL Zip in the CMAC payment methodology in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB EDI Manual and EDI claims with a Type of Service of Dental. |
| 001 | CPE001-124 | 983056 | As a VE, I want the system to use the PL Zip in the CMAC Payment Methodology for PA or NP as an Assistant-at-Surgery in all Corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB Manual and EDI Outpatient Claims. |

# User Stories/Backlog

The Rational Product Backlogs contain all prioritized and accepted User Stories. The VA can reprioritize the Backlog items anytime. Current backlogs are maintained and available within the project, Rational Repository.

Table 5 depicts the location where the artifacts are identified as baselined, grouped, and managed:

Table 5: Rational Product Backlog Documents

| **Document Name** | **Document Link** |
| --- | --- |
| CP&E Backlog | <https://DNS.URLv/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

Favor TechConsulting (FTC) key testing responsibilities is depicted in the table below:

Table 6: FTC Test Tasks

|  |  |
| --- | --- |
| 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 projects Rational Repository.
* 100% traceability in Rational.
* Updated as per plan in Rational, Requirements Traceability Matrix (RTM) and executed Test Scripts is in Rational.
* 508 Compliant Checklists.

# Build Schedule

The Build Schedule description and orientation is shown below in Sections 7.1 through 7.4.

## Build 7 Sprint 14

**NOTE**: Story Points are estimated prior to elaboration using the standard Agile principals that may not reflect actual hours estimated during sprint planning.

Table 7: Build 7 Sprint 14 Schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CP&E Build 7** | | **46 Days** | | **Wednesday 2/28/18** | | | **Tuesday 5/31/18** |
| **Task Name** | | **Duration** | | **Start** | | | **Finish** |
| **Build 7 - Sprint 14** | | **9 Days** | | **Wednesday 2/28/18** | | | **Tuesday 3/13/18** |
| **Team** | **Description** | **Epic** | **Sub Epic** | **User Story** | | **Story Points** | **Hours** |
| **Team 1** | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Facility and Professional Fee services in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-109 | | 13 | 90 |
|  | As a VE, I want the system to use the PL Zip in the CMAC Anesthesia Rate payment methodology in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for Anesthesia for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-114 | | 13 | 95 |
|  | As an HCR PA I want the label in the IP vendor screen to be changed from "Remit-to Information" to "Billing/Remit-to Information". | 001 | N/A | 001-018 | | 8 | 50 |
| **Team 2** | As a VE, I want the system to use the PL Zip in the CMAC Injectable Rate payment methodology for Injectable Drugs in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-117 | | 13 | 95 |
|  | As the HCR Group I would like a report I can either print or export to Excel from CP&E that displays the information based on the report specifications on duplicate vendor records that have been inactivated. | 001 | N/A | 001-013 | | 13 | 90 |
|  | As an HCR PA I want the system to display the provider's billing address (Street Address, City, State, and Zip Code) on the IP Vendor search result screen in the field that is labelled "BILLING/REMIT-TO ADDRESS", when the billing address is present in the Vendor File. | 001 | N/A | 001-019 | | 8 | 50 |
| **D**: Sprint Plan | | **Monday**: 2/12/18 | | | | | |
| **Sprint Kickoff/Planning**  (All Teams) | | 4-6 Hours | |  | Wednesday: 2/28/18 | | |
| **Sprint 14 Backlog Grooming**  (All Teams) | | 1 Hour | |  | Thursday: 3/8/18 | | |
| **Sprint 14 Sprint Review**  (All Teams) | | 1 Hour | |  | Tuesday: 3/13/18 | | |

## 

## Build 7 Sprint 15

Table 8: Build 7 Sprint 15 Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Build 7 - Sprint 15** | | **10 Days** | | **Wednesday 3/14/18** | | **Tuesday 3/27/18** |
| **Team** | **Description** | **Epic** | **Sub Epic** | **User Story** | **Story Points** | **Hours** |
| **Team 1** | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Mental Health in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-110 | 8 | 48 |
|  | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for ASC Professional Fee services claims in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient. | 001 | N/A | 001-111 | 8 | 48 |
|  | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Multiple Surgery Fingers or Toes in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-120 | 8 | 72 |
|  | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Multiple Surgery in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-119 | 8 | 66 |
| **Team 2** | As a VE, I want the system to use the PL Zip in the CMAC Payment Methodology for PA or NP as an Assistant-at-Surgery in all Corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB Manual and EDI Outpatient Claims. | 001 | N/A | 001-124 | 5 | 48 |
|  | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Assistant-At-Surgery in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-121 | 8 | 48 |
|  | As a VE, I want the system to use the PL Zip in the CMAC payment methodology for Other than Assistant-At-Surgery in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-122 | 8 | 60 |
|  | As a VE, I want the system to use the PL Zip in the CMAC payment methodology in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB EDI Manual and EDI claims with a Type of Service of Dental. | 001 | N/A | 001-123 | 8 | 78 |
| **D**: Sprint Plan | | **Monday**: 2/12/18 | | | | |
| **Sprint Kickoff/Planning**  (All Teams) | | 4-6 Hours | |  | Wednesday: 3/14/18 | |
| **Sprint 15 Backlog Grooming**  (All Teams) | | 1 Hour | |  | Thursday: 3/22/18 | |
| **Sprint 15 Sprint Review**  (All Teams) | | 1 Hour | |  | Tuesday: 3/27/18 | |

## Build 7 Sprint 16

Table 9: Build 7 Sprint 16 Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Build 7 - Sprint 15** | | **10 Days** | | **Wednesday 3/28/18** | | **Tuesday 4/10/18** |
| **Team** | **Description** | **Epic** | **Sub Epic** | **User Story** | **Story Points** | **Hours** |
| **Team 1** | As a VE, I want the system to use the PL Zip in the PPS payment methodology for ASC Hospital Based Facility in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-112 | 8 | 50 |
|  | As a VE, I want the system to use the PL Zip in the PPS payment methodology for ASC Freestanding Facility in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-113 | 8 | 50 |
|  | As a VE, I want the system to use the PL Zip in the Medicare Hospice Per Diem Rates payment methodology for Hospice Routine Home Care in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Outpatient claims. | 001 | N/A | 001-115 | 8 | 60 |
|  | Documentation for ATO Evidence | 001 | N/A | ATO | 8 | 60 |
| **Team 2** | As a VE, I want the system to use the PL Zip in the Prospective Payment System (PPS) payment methodology in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Inpatient claims. | 001 | N/A | 001-100 | 8 | 60 |
|  | As a VE, I want the system to use the PL Zip in the Low Volume Mental Health (LVMH) payment methodology in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Inpatient claims. | 001 | N/A | 001-101 | 8 | 50 |
|  | As a VE, I want the system to use the PL Zip in the High Volume Mental Health (HVMH) payment methodology claims in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Inpatient. | 001 | N/A | 001-102 | 8 | 50 |
|  | As a VE, I want the system to use the PL Zip in the Medicare Hospice Per Diem Rates payment methodology for Hospice General Inpatient Care in all corresponding Types of Coverage for the Coordination of Benefit of Primary, Secondary and Tertiary for CHAMPVA\SB manual and EDI Inpatient claims. | 001 | N/A | 001-103 | 8 | 60 |
| **D**: Sprint Plan | | **Monday**: 2/12/18 | | | | |
| **Sprint Kickoff/Planning**  (All Teams) | | 4-6 Hours | |  | Wednesday: 3/28/18 | |
| **Sprint 16 Backlog Grooming**  (All Teams) | | 1 Hour | |  | Thursday: 3/28/18 | |
| **Sprint 16 Sprint Review**  (All Teams) | | 1 Hour | |  | Tuesday: 4/10/18 | |

## Sprint Ceremonies

Table 10: Sprint Ceremonies and Meeting Orientation

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

## Build 7 Planning

Table 11: Build 7 Planning and Meeting Orientation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standing Build Planning Sessions, Meetings, and Deliverables** | | | | |
| **Build 7 Planning** | **Timeframe** | **Date** | **Duration** | **Attendees** |
| Build Plan 7 Backlog Review | Within 3-Weeks  Prior to Build Start | 1/31/18 | 1 Hour | FTC Team Reps VA PM VA PO VA BA |
| Build Plan 7 Planning Session | Within 3-Weeks Prior to Build Start | 1/31/18 | 1 Hour | FTC Team Reps VA PM VA PO VA BA |
| Build Plan 7  Review | Within 2-Weeks Prior to Build Start | 2/09/18 | 1 Hour | FTC Team Reps VA PM VA PO VA BA |

# Dependencies

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

# Risk & Issues

## Identified Risks

* **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

There is no relevant data for this section.

# Constraints

* None at this time.

# Definition of Done

The Sprint work product deliverables are shown in Section 3.1 and Sections 7.1 through 7.2.

* 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 7 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 7 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. Subsequently, the technical reasons why the User Story with defects could not be finished within the sprint will be explained during the Sprint Retrospective.

# Build 7 Deliverables

The Sprint Work Product deliverables completed are checked into the projects, Rational Repository for updates and subsequently released maintenance as the project continues forward.

* Build 7 Release Planning Package (0008AF)
* Build 7 Sprint Plans (0008AG)
* Build 7 Sprint Burndown and Velocity charts (0008AH)
* Build 7 508 Certification (0008AK)
* Build 7 Acceptance Form (0008AN)
* Build 7 Release Package (0008AP)