



Veteran-Focused Integration Process (VIP) Life Cycle Components:

Module 3— Project Planning

Agenda

- What's Happening
- Who's Involved?
- What's Completed?
- What's Next?





What's Happening

Key Activities

- Roles Identified
- Continuous Program Backlog Grooming
- Super Scrum of Scrums Held
- Critical Decision 1 Artifacts Prepared
- Acquisition Approach Established

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Roles Identified

- Include Project Manager, Product Owner, and Receiving Organization
- Collaborate with other key stakeholders to:
 - Define features
 - Establish schedules
 - Develop artifacts
 - Identify risks, unknowns, and interdependencies

Key Activities

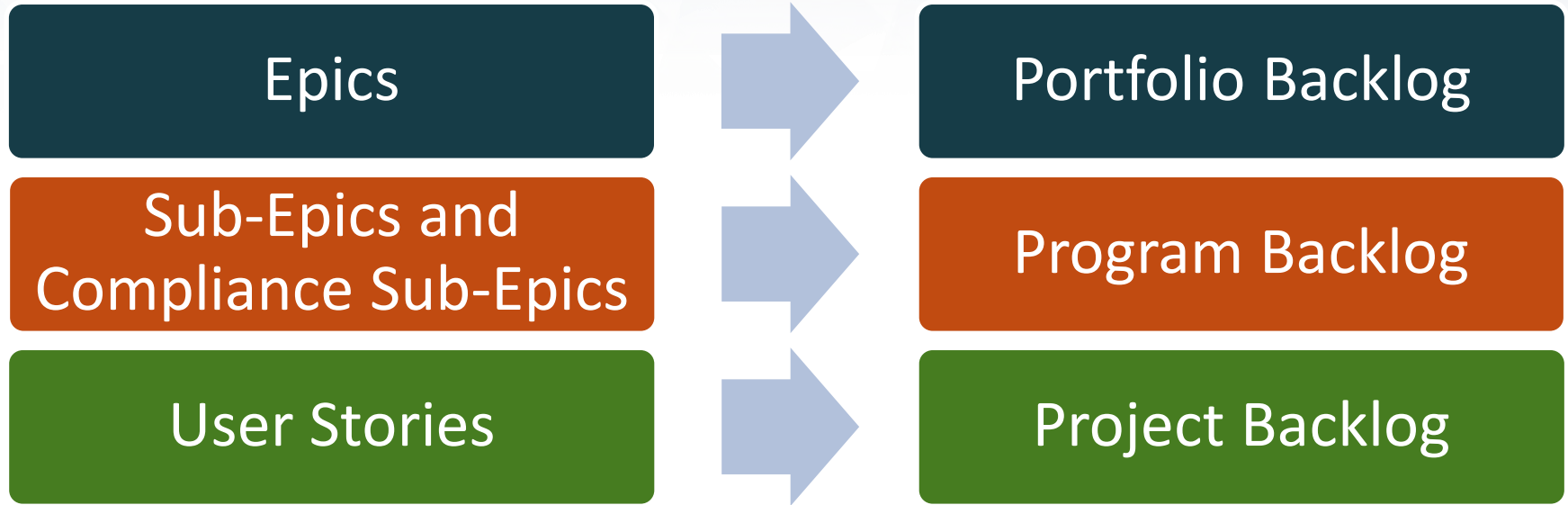
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Levels of Requirements

- Epics
- Sub-Epics and Compliance Sub-Epics
- User Stories

Backlog

- Evolving list of product requirements



Program Backlog Grooming

- Reviews, adjusts, and reprioritizes a Backlog
- Ensures customer's priorities are being met

Key Activities

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Scrum

- Helps teams deliver products in short cycles
- Enables fast feedback, continuous improvement, and rapid adaption to change
- Facilitates open communication and transparency

Types of Scrums

- Daily Scrum
- Scrum of Scrums
- Super Scrum of Scrums

Level of Scrum Meetings

Portfolio 1

Program 1

Project
1-1

Project
1-2

Project
1-3

Program 2

Project
2-1

Project
2-2

Project
2-3

Daily Scrum

Level

Frequency

Representative(s)

Facilitator

Project

Daily

Agile Project Team

Scrum Master



Month						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				







Daily Scrum Questions

- What did I do yesterday?
- What am I doing today?
- Is there anything in my way?

Daily Scrum Outputs

- Agile Project Team's dashboard
- Updated task board
- Impediments

Scrum of Scrums

Level	Frequency	Representative(s)	Facilitator
Program 	Twice a Week 	Project Manager and Scrum Master 	Program Manager 

Key Questions

- What did your team do since last we met?
- What will your team do before we meet again?
- Is there anything slowing you down or getting in your way?
- Are you about to put something in another team's way?

Scrum of Scrums Outputs

- Review of the Program Dashboard
- Tracking towards Critical Decision 1 and 2
- Current Build health
- Upcoming Release readiness
- Sprint deliverables
- Sprint progress
- Product acceptance (Sprint Review)

Super Scrum of Scrums

Level	Frequency	Representative(s)	Facilitator
Portfolio	Weekly	Program Manager	Portfolio Director



Portfolio 1

Program 1

- Project 1-1
- Project 1-2
- Project 1-3

Program 2

- Project 2-1
- Project 2-2
- Project 2-3

Month						
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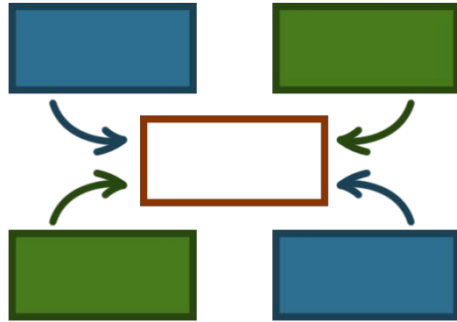


Key Activities

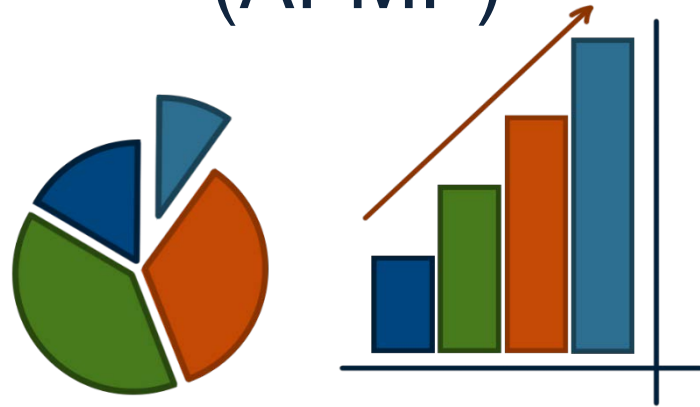
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Artifacts

Project Management Plan (PMP)



Acquisition and Financial Management Plan (AFMP)



Key Activities

- Roles Identified
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- Super Scrum of Scrums Held
- Critical Decision 1 Artifacts Prepared
- Acquisition Approach Established

Acquisitions



- EPMO Acquisition and Budget Support Group and Project Manager:
 - Determine Project's acquisition approach
 - Prepare acquisition requirements package

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Who's Involved?

Key Roles

- Program Manager
- Product Owner
- Release Agent
- Project Manager



Program Manager



- Oversees requirements
- Prioritizes Epics and Sub-Epics across projects
- Attends Super Scrum of Scrums to provide updates
- Completes Program Backlog grooming

Product Owner

- Validates and owns Epics
- Champions the product



Release Agent



- Is assigned during Project Planning
- Hosts Orientation Meeting with the Agile Project Team to discuss:
 - Release requirements
 - Work item assignment process
 - Importance of Sprint Plan submission in Rational Team Concert

Project Manager

- Creates artifacts in Rational DOORS
- Writes Performance Work Statement (PWS)
- Ensures required analysis is complete





What's Completed?

Rational DOORS Data Elements

- Epics
- Sub-Epics
- User Stories



Sources of Epics

- Business
- Release
- Design/Engineering/Architecture
- Security
- 508/Accessibility

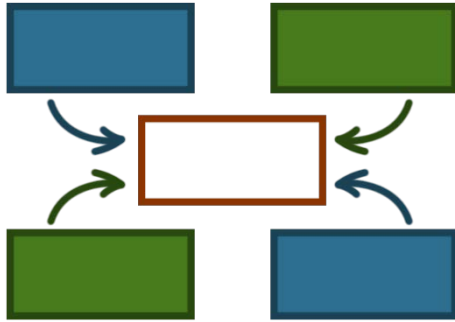
Rational Team Concert

- Is a tool used for configuration and change management
- Stores project artifacts

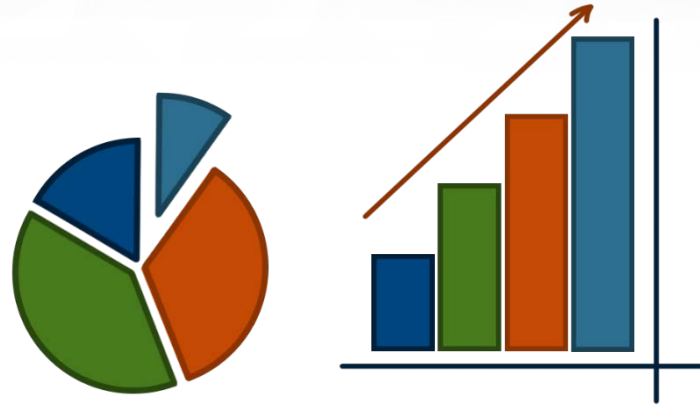


Critical Decision 1 Artifacts

PMP

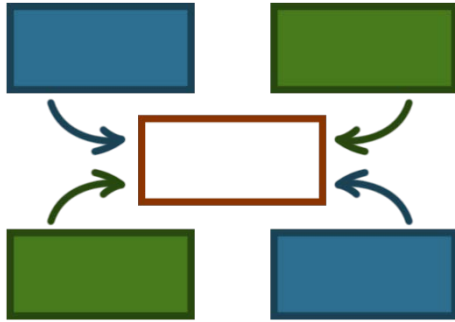


AFMP

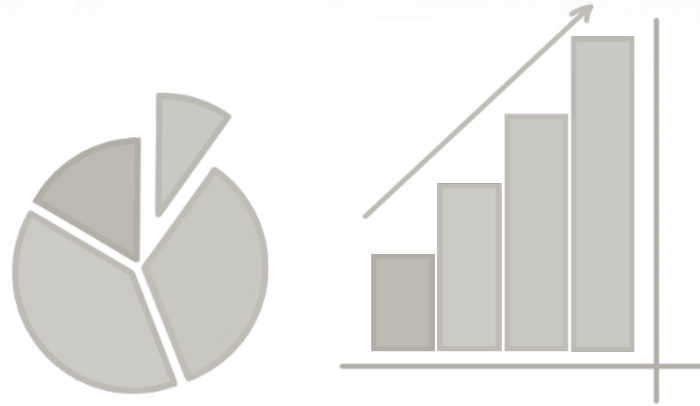


Critical Decision 1 Artifacts

PMP

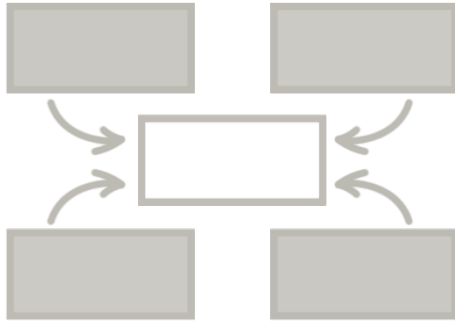


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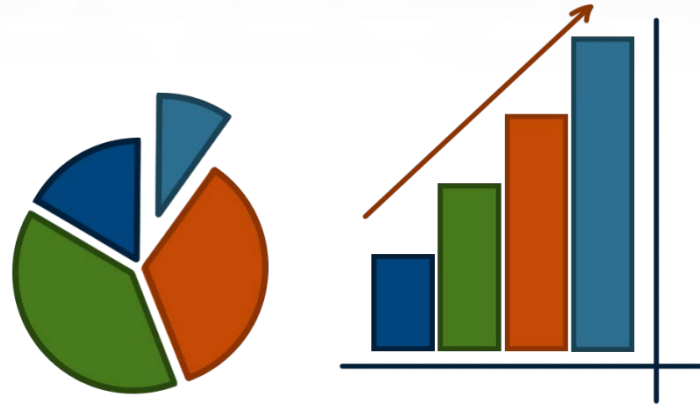


Critical Decision 1 Artifacts

PMP



AFMP



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What's Next?

Frequently Asked Question #1

Question: Where are data elements and artifacts stored?

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Question: Where are data elements and artifacts stored?

Answer: Data elements are stored in Rational DOORS. Artifacts are stored in Rational Team Concert.

Frequently Asked Question #2

Question: Where can I find the artifact templates?

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Answer: The VIP SharePoint website

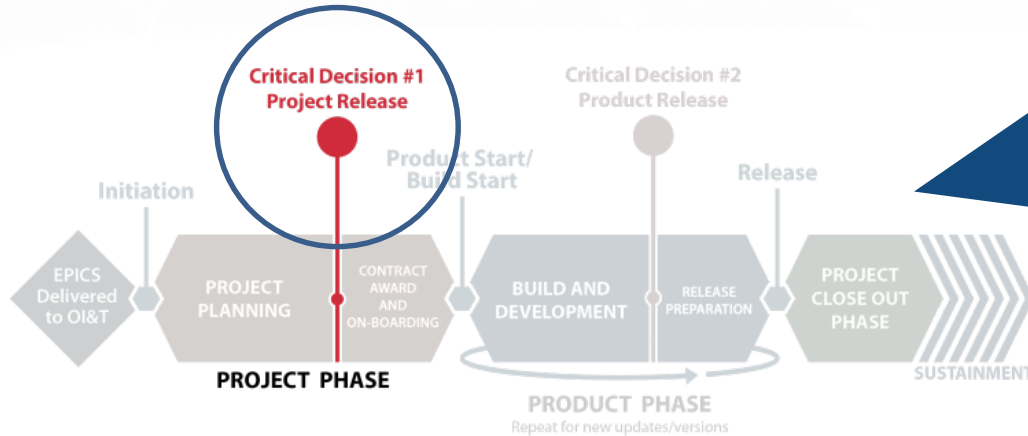
Key Takeaways

- Key roles include the Program Manager, Product Owner, Release Agent, and Project Manager
- A Release Agent is assigned
- Epics and Sub-Epics are elaborated
- Data elements and artifacts go into Rational
- Critical Decision 1 artifacts are created

Learn More

- References Handout
 - VIP SharePoint website
 - Training information
 - High-level module summaries
 - Acronyms
 - Agile terms and definitions

Next: Critical Decision #1



**Critical Decision #1
Project Release**



Thank You