|  | <<Epic Name>> |
| --- | --- |
| Epic Summary | *<Include a summary that addresses:*   * *Name of project or request.* * *Who is making or supporting the request (e.g., business owner and program office or department)?* * *What is being requested?*    + *What must be delivered or accomplished to provide value (this is not “how” it must be delivered)?*   + *Include a summary/history of the current situation/problem as well as a summary of the history/background of the system.* * *Why is this project necessary or desired (describe any research or analysis that has been or is planned to be conducted)?* * *When is this project needed (i.e., provide information about mandates and/or external deadlines if applicable)?* * *Where will the change occur (i.e., identify software applications/programs)>* |
| Epic Value Statement  (Repository ID) | ***NOTE****: OI&T has provided the leading terms below (i.e., For, Who, A, That, Unlike, and Our Process). Epic Value Statements should conform to these guidelines whenever possible, with the understanding that there will be instances where the leading terms must be altered slightly to best convey meaning.*  **For** *<****target users****: identify the primary and secondary users of the product or end solution. What is their role or responsibility?>*  **Who** *<****describe the need****: identify deficiencies or reasons why this new request is needed. Identify the customer action that will be affected by the end solution>>*  **A** *<****process****: provide additional details on the need that will provide value to the customer or the customer needs for the solution. This should not be confused with a plan for reaching the solution. If you have a process model or more detailed process descriptions/scenarios, append them to the epic document>*  **That** *<****statement of key benefit****: identify the benefit the customer will receive from having the need or solution fulfilled. Document the benefits of implementing the enhancements and/or new capabilities requested to satisfy the business need. Link to strategic plans identified in the “Alignment to VA/VHA Strategic Plans” section. For example, “That will improve access to care of critically ill patients. . .” or “That will increase the trust and confidence of our Veterans who receive care”> Bold key words, such as access, experience, engagement, best practice.>*  **Unlike** *<****primary alternative****: describe the current process, including workarounds that are used or could be used to address the problem. Identify what would happen if the described need is not fulfilled. Identify where change is needed.>*  **Our process** *<****does something better, the “why”****: describe how fulfillment of this request would improve the current process. Identify the future state. Document the reason why the request should be fulfilled.>* |
| Alignment to VA/VHA Strategic Plans | *<List strategic, tactical, and operational goals that will be met by implementing this Business Epic. Insert in the following order:*   1. [*VA Breakthrough Initiatives*](https://vaww.vha.esp.va.gov/sites/RDM/RDM%20Templates/RA%20Templates/VA%20Breakthrough%20Priorities.pdf) *(12)* 2. *USH Priorities: (1) Open ACCESS to Care; (2) Improve Employee ENGAGEMENT; (3) Consistency in BEST PRACTICES/Quality; (4) High-Performing Network; (5) Restore TRUST and CONFIDENCE* 3. [*Blue Print for Excellence*](http://www.va.gov/health/docs/VHA_Blueprint_for_Excellence.pdf) *(10 strategies)* 4. *Performance measures* 5. *Directives, etc.*   *Strategic Goals include: (1) Provide Veterans personalized, proactive, patient-driven healthcare; (2) Achieve measurable improvements in health outcomes; (3) Align resources to deliver sustained value to Veterans.>* |
| Success Criteria | *<Identify acceptance parameters that would validate the implementation was complete and successful. Describe how the success of the Epic will be measured in SMART terms:*   * *Specific: targets a specific area* * *Measurable: quantify or suggest an indicator of progress* * *Achievable: assure that an end can be achieved* * *Relevant: appropriate to the process or product* * *Timely: able to complete within a period of time>* |
| In Scope | *<Describe the functionality/requirements needed to complete the request and create value. Document specific details about the desired changes or new functionality being requested and the requirements needed to fulfill the request. Include interfaces to other systems. The in scope items will inform sub-epics>* |
| Out of Scope | *<Identify capabilities that are not needed/required for this effort. Identify functionality that may be “nice to have”, but is not necessary. Identify any constraints on the system that do not need to be addressed.>* |
| Non-functional Requirements | * Applicable OI&T Compliance Epics should be incorporated to meet the needs of the project.   *<The above is template text and should not be edited.*   * *Repository ID: NONF requirement* * *Add Security Review Rating for the epic. These can be found at* [*https://vaww.vha.esp.va.gov/sites/RDM/internal%202/RDMGoalsFY15/Shared%20Documents/Security%20Review%20Rating%20for%20Epics.docx*](https://vaww.vha.esp.va.gov/sites/RDM/internal%202/RDMGoalsFY15/Shared%20Documents/Security%20Review%20Rating%20for%20Epics.docx)   *Describe the characteristics or quality attributes of the system (e.g., related to availability, capacity, efficiency, interoperability, performance, security, testability, maintainability, monitorability, portability, reliability, and usability.*  *Applicable OI&T Compliance Epics should be incorporated to meet the needs of the project.>* |
| Point of Contact | *<Insert name & contact information for key point of contact>* |
| References | *<Insert links here, include link to NSR>* |

|  | Sub-Epic Name |
| --- | --- |
| Sub-Epic Value Statement  (Repository ID) | **For** *<****target users****: identify the primary and secondary users of the product or end solution. What is their role or responsibility?>*  **Who** *<****describe the need****: identify deficiencies or reasons why this new request is needed. Identify the customer action that will be affected by the end solution>>*  **A** *<****process****: provide additional details on the need that will provide value to the customer or the customer needs for the solution. This should not be confused with a plan for reaching the solution. If you have a process model or more detailed process descriptions/scenarios, append them to the epic document>*  **That** *<****statement of key benefit****: identify the benefit the customer will receive from having the need or solution fulfilled. Document the benefits of implementing the enhancements and/or new capabilities requested to satisfy the business need. Link to strategic plans identified in the “Alignment to VA/VHA Strategic Plans” section. For example, “That will improve access to care of critically ill patients. . .” or “That will increase the trust and confidence of our Veterans who receive care”> Bold key words, such as access, experience, engagement, best practice.>*  **Unlike** *<****primary alternative****: describe the current process, including workarounds that are used or could be used to address the problem. Identify what would happen if the described need is not fulfilled. Identify where change is needed.>*  **Our process** *<****does something better, the “why”****: describe how fulfillment of this request would improve the current process. Identify the future state. Document the reason why the request should be fulfilled.>* |
| Alignment to VA/VHA Strategic Plans | *<List strategic, tactical, and operational goals that will be met by implementing this Business Epic. Insert in the following order:*   1. [*VA Breakthrough Initiatives*](https://vaww.vha.esp.va.gov/sites/RDM/RDM%20Templates/RA%20Templates/VA%20Breakthrough%20Priorities.pdf) *(12)* 2. *USH Priorities: (1) Open ACCESS to Care; (2) Improve Employee ENGAGEMENT; (3) Consistency in BEST PRACTICES/Quality; (4) High-Performing Network; (5) Restore TRUST and CONFIDENCE* 3. [*Blue Print for Excellence*](http://www.va.gov/health/docs/VHA_Blueprint_for_Excellence.pdf) *(10 strategies)* 4. *Performance measures* 5. *Directives, etc.*   *Strategic Goals include: (1) Provide Veterans personalized, proactive, patient-driven healthcare; (2) Achieve measurable improvements in health outcomes; (3) Align resources to deliver sustained value to Veterans.>* |
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| In Scope | *<Describe the functionality/requirements needed to complete the request and create value. Document specific details about the desired changes or new functionality being requested and the requirements needed to fulfill the request. Include interfaces to other systems. The in scope items will inform sub-epics>* |
| Out of Scope | *<Identify capabilities that are not needed/required for this effort. Identify functionality that may be “nice to have”, but is not necessary. Identify any constraints on the system that do not need to be addressed.>* |
| Non-functional Requirements | * Applicable OI&T Compliance Epics should be incorporated to meet the needs of the project.   *<The above is template text and should not be edited.*   * *Repository ID: NONF requirement*   *Describe the characteristics or quality attributes of the system (e.g., related to availability, capacity, efficiency, interoperability, performance, security, testability, maintainability, monitorability, portability, reliability, and usability.*  *Applicable OI&T Compliance Epics should be incorporated to meet the needs of the project.>* |
| Point of Contact | *<Insert name & contact information for key point of contact. Remove this row if not applicable.>* |
| References | *<Insert links here, include link to NSR. Remove this row if not applicable.>* |

|  | HIPAA Security Rule (733530) |
| --- | --- |
| Epic Value Statement | **For** OI&T Portfolio Managers. **Who** are responsible for implementing, managing, and supporting the Health Insurance Portability and Accountability Act (HIPAA) Security Rule Standards and Implementation Specifications. **A process** is needed for the implementation of reasonable and appropriate administrative, physical, technical, and organizational safeguards for the protection of electronic protected health information (EPHI). **That** ensures compliance with federal regulations, safeguarding of EPHI, and conformance to standards necessary for participation in health information exchanges. **Unlike** Non- or partial-compliance that exposes EPHI to unnecessary, preventable risks. **Our process** protects VA from civil and criminal penalties, ensures protection of EPHI, and maintains Veteran trust and public confidence. |
| Success Criteria | 100% of all solutions that process, store, or transmit EPHI will be built to comply with the HIPAA Security Rule. |
| In Scope | Applications and systems that process, store, or transmit EPHI.  VA electronic protected health information (EPHI) applications and systems will comply with 45 Code of Federal Regulations (CFR) Part 160 and Subpart A and C of Part 164: Health Insurance Portability and Accountability Act (HIPAA) Security Rule requirements in all product builds/deliverables. |
| Out of Scope | Applications and systems that do not process, store, or transmit EPHI. |
| Non-functional Requirements | N/A |
| References | HIPAA Security Rule |

VIP Epic Revision History

| Date | Description | Author |
| --- | --- | --- |
| Date initiated | Initial version | Insert name of RDM Analyst |
| Date Epic submitted to Business Owner(s) | Accepted version | Business Owner Name (date of approval) |
| Date Epic submitted to OI&T for sign-off | Accepted version | OI&T Name (date of acceptance) |
| *<Date of update / change>* | *<Description of changes>* |  |
|  | *Technical Writer Review* | *TW Name* |
|  | *Peer Review* | *Peer Reviewer Name* |