

**From:** Assistant Secretary for Information and Technology (005)

**Subj:** Tool Requirements in Support of the Veteran-focused Integration Process (VIP) (VAIQ 7669086)

**To:** Under Secretaries, Assistant Secretaries, and other Key Officials

1. Effective January 1, 2016, the Office of Information & Technology (OI&T) began the transition from the Project Management Accountability System (PMAS) to the Veteran-focused Integration Process (VIP). VIP evolves the Department to a deeper embrace of the Agile methodology with one single, unified, streamlined release process – all focused on delivering high-quality, secure IT capabilities.
  - a. January 1, 2016 through March 31, 2016 will serve as a VIP pilot phase for a select group of projects.
  - b. Until projects are transitioned into VIP, they will continue to follow PMAS. The transition will be complete by the end of FY2016. The VIP Guide will be policy over each project as they transition to VIP.
2. As part of VIP, tool and data standardization are necessary and there will be a single calendaring solution, a single IT stakeholder needs input solution, a single time tracking solution, a single project lifecycle management solution and a single project and product data repository solution. All OI&T projects and users will be expected to use these tools to fully implement and support VIP.
3. The OI&T PMAS Dashboard is being restructured into the OI&T VIP Dashboard. Data entry requirements from the PMAS Dashboard will be analyzed and reduced to the least amount necessary to ensure our reporting requirements can be met and key performance indicators can be generated. In order to continue to meet external data reporting requirements (OMB300Bs), VIP projects must continue to provide data to the PMAS Dashboard until this restructuring is complete and a migration plan is issued.
4. Effective as of the date of this Memorandum, the OI&T VIP Request (VIPR) system will be used by OI&T Account Managers and other designated individuals to provide a single intake process to request new and changed business needs. VIPR will accept a request to enhance existing information technology solutions or to develop/acquire a new solution based on changes to workflows, business needs, policies, legislative changes, and other drivers to meet VA business needs. VIPR will start the process of capturing high level epics as statements of need for clinical, business, administrative, operational, and/or infrastructure that support the day-to-day operations and work activities of the VA. As an interim solution to support VIP, this Microsoft SharePoint-based application will serve as a central repository for stakeholder business requirements submitted for new solutions deliveries. Additional policy and procedure on use of VIPR will be available on the VIPR site.

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5. Effective as of the date of this Memorandum, the POLARIS Enterprise Release Calendar shall begin a phased implementation across OI&T to become the single authoritative release calendar for all of OI&T. The POLARIS calendaring process and tool will be used to track software installations, hardware replacements, system upgrades, patch release and implementation, special works in progress, and other deployment events in the VA production environment. As an interim solution to support VIP, this Microsoft SharePoint-based application will serve as a central repository for production platform change information, release management coordination and deployment activity scheduling. Additional policy and procedure on the use of POLARIS, along with an implementation memorandum to provide specific requirements for all affected users, will be available on the POLARIS site.
6. Effective January 1, 2016, Oracle Primavera Progress Reporter was implemented to provide a single project time tracking process for OI&T staff to track hours necessary to complete OI&T projects and work efforts. OI&T staff will be required to report actual time spent on a project. This time tracking requirement will be implemented in two (2) phases:
  - a. Effective January 1, 2016, OI&T staff in the following offices were required to begin entering time into Primavera Progress Reporter:
    - i. Enterprise Program Management Office (EPMO)
    - ii. Product Development (PD)
    - iii. Systems Design and Engineering (SDE):
      1. SDE Program Administration Office (SDE PAO)
      2. SDE Enterprise Operations (SDE EO)
      3. SDE Enterprise Systems Engineering (SDE ESE)
  - b. From March 1, 2016 through September 30, 2016, OI&T staff in the remaining offices will be scheduled for a rolling implementation to be added to this time tracking requirement:
    - i. Architecture, Strategy and Design (ASD)
    - ii. Interagency Program Office (IPO)
    - iii. IT Resource Management (ITRM)
    - iv. Office of Information Security (OIS)
    - v. Office of Quality Performance and Oversight (QPO)
    - vi. Office of Customer Advocacy (CA)
    - vii. Systems Design and Engineering (SDE):
      1. SDE Field Operations (SDE FO)
      2. SDE IT Service Management (ITSM)
      3. SDE National Service Desk (NSD)
    - viii. OI&T Front Office Administration
    - ix. All other OI&T staff in offices not already listed above

**Note:** Time tracking discussed within this plan is not to be confused with time keeping for the purpose to obtain official leave approval. Primavera time tracking will not replace any existing official leave time and attendance systems. VA Time and Attendance System (VATAS) will continue to be used as the time keeping application for those currently using



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VATAS, and those OI&T employees using VistA PAID/ETA for time and attendance/time keeping will continue their current implementations.

7. Effective as of the date of this Memorandum, the IBM Rational Collaborative Application Lifecycle Management (CALM) Toolset will be used to provide a single Agile project/product lifecycle management tool to track execution details. All OI&T projects will be expected to follow this requirement. This requirement includes the expectation that all OI&T projects follow the OI&T agile project management process and use the Rational tools to:
  - a. Manage scheduled project/product sprints and backlog
  - b. Manage project/product requirements
  - c. Manage project/product risks and issues
  - d. Manage project/product configurations and changes
  - e. Manage project/product test plans and execution
  - f. Manage project/product planning and engineering documentation
8. Effective as of the date of this Memorandum, the IBM Rational Collaborative Application Lifecycle Management (CALM) Project/Product Data Repository will be used to provide a single authoritative project and product data repository. All OI&T project data and artifacts will be required to be managed in this data and artifact repository. Additionally, the OI&T Release Management Office will support the new, single release process for all of OI&T and will begin looking for necessary product data and artifacts in the appropriate Rational repository.
9. OI&T projects that have not previously engaged the OI&T Rational Support Team for implementation of the Rational tools in the VA are required to initiate contact with the team in order to arrange for usage. For those projects/products not currently compliant, phased implementation will be arranged.
10. Questions regarding each of these tool requirements may be addressed to the following electronic mailboxes. Additional information regarding individual tool and repository implementations will be available on these OIT&T web sites:

Tool	Contact	Web Site
VIP Dashboard	<a href="mailto:VAPMAS@va.gov">VAPMAS@va.gov</a>	<a href="http://go.va.gov/vipdashboard">http://go.va.gov/vipdashboard</a>
VIPR	<a href="mailto:VIPR@va.gov">VIPR@va.gov</a>	<a href="http://go.va.gov/vipr">http://go.va.gov/vipr</a>
Polaris	<a href="mailto:POLARIS@va.gov">POLARIS@va.gov</a>	<a href="http://go.va.gov/polaris">http://go.va.gov/polaris</a>
Primavera	<a href="mailto:PRIMAVERA@va.gov">PRIMAVERA@va.gov</a>	<a href="http://go.va.gov/primavera">http://go.va.gov/primavera</a>
Rational	<a href="mailto:RATIONAL@va.gov">RATIONAL@va.gov</a>	<a href="http://go.va.gov/rational">http://go.va.gov/rational</a>

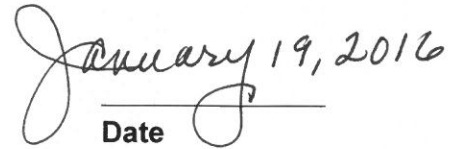
11. Long range plans are underway to identify a tool solution to address need for improvements in OI&T methods of enterprise portfolio management. As plans develop in that initiative, additional information will be shared.
12. This tools directive will be updated as necessary by the Deputy Assistant Secretary for the EPMO as additional guidance is made available.

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A handwritten signature in cursive script, reading "LaVerne H. Council".

**LaVerne H. Council**

**Assistant Secretary for Information and Technology**

A handwritten date in cursive script, reading "January 19, 2016".

**Date**