

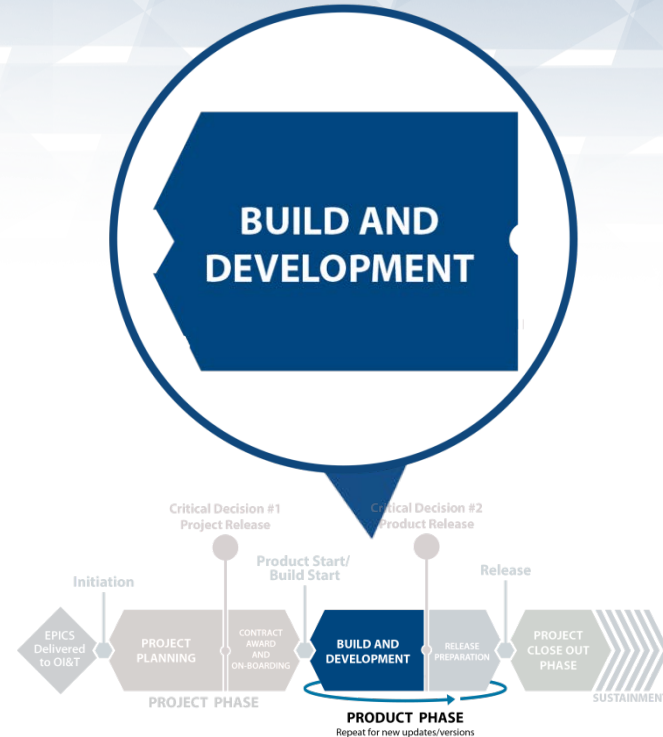


**Veteran-Focused Integration Process (VIP) Life Cycle Components:**

# **Module 7— Build and Development**

# Agenda

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



The image features a large, dark blue arrow pointing horizontally to the right. The arrow is set against a background of a light blue and white geometric pattern, possibly a low-poly mesh. A thick green curved line arches over the top of the arrow and under its tail. The text "What's Happening?" is written in a bold, white, sans-serif font inside the arrow's shaft.

**What's Happening?**

# Key Activities

- Build Planning
- Sprint Planning
- Project Execution
- Critical Decision 2 (CD 2) Artifacts Prepared
- Other Agile Ceremonies Held

# Key Activities

- Build Planning
- Sprint Planning
- Project Execution
- CD 2 Artifacts Prepared
- Other Agile Ceremonies Held

# Build Planning

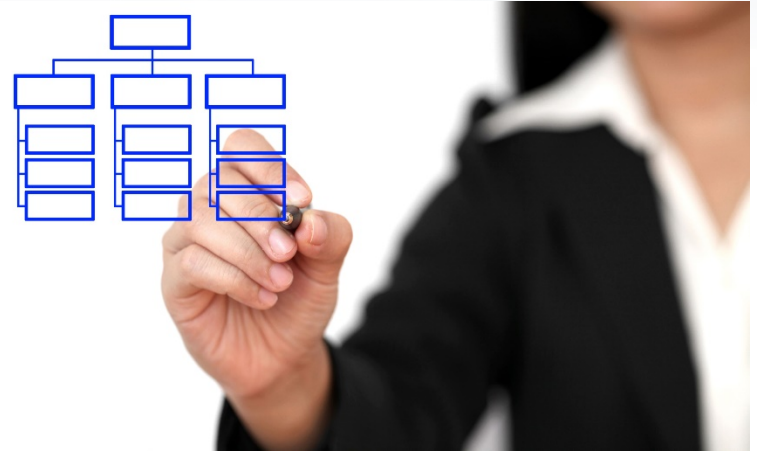
- Start of each Build
- Work items are defined and prioritized

Month 1						
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				

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

# Purpose of Build Planning

- Provides a holistic view of how various factors should be addressed
- Allows Stakeholders to collaboratively communicate project needs
- Lays out the high-level plan for next few months



# What's Happening?

- Identify Teams
- Break down the Sub-Epics into User Stories
  - Group work items
  - Initially assign User Stories to each Sprint
  - Apply compliance requirements to User Stories
- Identify release dates, dependencies, risks, and issues
- Develop a three-month Build plan that includes:
  - High-level schedule
  - Build Backlog



# Build Backlog

- Contains User Stories for Sub-Epics and Compliance Sub-Epics in the Build
- Includes User Stories assigned to each Sprint based on:
  - A preliminary estimate of the User Stories
  - Team's capacity

# Developing the Build Backlog

Priority

Dependencies

Risk

Project Team  
Capacity



# Build Planning Meeting (Release v1.0)

Sprint #1

Sprint #2

Sprint #3

Sub-Epic #1

Sub-Epic #2

Sub-Epic #3

Compliance Sub-Epics

# Who Attends Build Planning?

Anyone with a stake in the project's success!

Program Managers  
Product Owners  
Project Managers

Project Team(s)

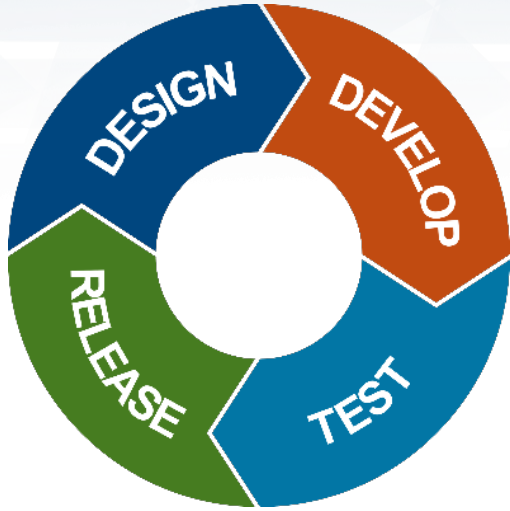
Scrum Masters  
Configuration Managers  
Stakeholders



# Key Activities

- Build Planning
- Sprint Planning
- Project Execution
- CD 2 Artifacts Prepared
- Other Agile Ceremonies Held

# Sprint Planning



- Project Team meets to organize the work
- Output is an accepted Sprint Backlog
- Meeting is attended by:
  - Agile Project Team
  - Scrum Master
  - VA Project Manager
  - VA Product Owner

# Purpose of Sprint Planning

- Provides opportunity to apply Scrum within a set timeframe
- Allows the team to discuss and commit to the Sprint Backlog



# What's Happening?

- Product Owner describes the User Stories that are the highest priority
- Agile Project Team:
  - Refines User Stories and estimates complexity
  - Breaks down User Stories into tasks
  - Estimates complexity and costs in hours
  - Commits to completing a set of Sprint Backlog User Stories
- Scrum Master ensures team is not overcommitted



# Sprint Backlog

- Contains User Stories for each Sub-Epic in the Build
- Is adjusted during each Sprint based on tasks remaining from the previous Sprint

# Who Attends Sprint Planning?

Agile Project  
Team

Scrum  
Master

Project  
Manager

Product  
Owner



# Key Activities

- Build Planning
- Sprint Planning
- Project Execution
- CD 2 Artifacts Prepared
- Other Agile Ceremonies

# Getting the Tasks Completed

- Team member completes tasks committed to during Sprint Planning
- The team uses Agile ceremonies to provide updates
- The team presents the completed work in the Sprint Review

# Key Activities

- Build Planning
- Sprint Planning
- Project Execution
- CD 2 Artifacts Prepared
- Other Agile Ceremonies Completed

# Artifacts

- Deployment Installation Rollback Back-Out Guide
- Production Operations Manual (POM)
- User Guide
- Version Description Document (VDD)

# Key Activities

- Build Planning
- Sprint Planning
- Project Execution
- CD 2 Artifacts Prepared
- Other Agile Ceremonies

# Other Agile Ceremonies

- Daily Scrum
- Scrum of Scrums
- Sprint Review
- Team Retrospective



# Daily Scrum

Level

Frequency

Representative(s)

Facilitator

Project

Daily

Agile Project Team

Scrum Master



Month						
1	2	3	4	5	6	7
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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)

# Sprint Review

- Agile Project Team presents completion of tasks for Sprint
- The Product Owner accepts or rejects the product for that Sprint
- The most important result is for the Product Owner to incrementally accept the product

# Team Retrospective

- Is held for the Agile Project Team
- Have open conversation
- Celebrate achievements for the Sprint
- Reflect upon opportunities to include in next Sprint



The image features a large, light blue arrow pointing to the right, which serves as a background for the text. The arrow is set against a dark blue background with a subtle geometric pattern. A green curved line arches over the top of the arrow, and another green curved line arches under the bottom of the arrow. The text "Who's Involved?" is written in a bold, white, sans-serif font, centered within the blue arrow.

**Who's Involved?**

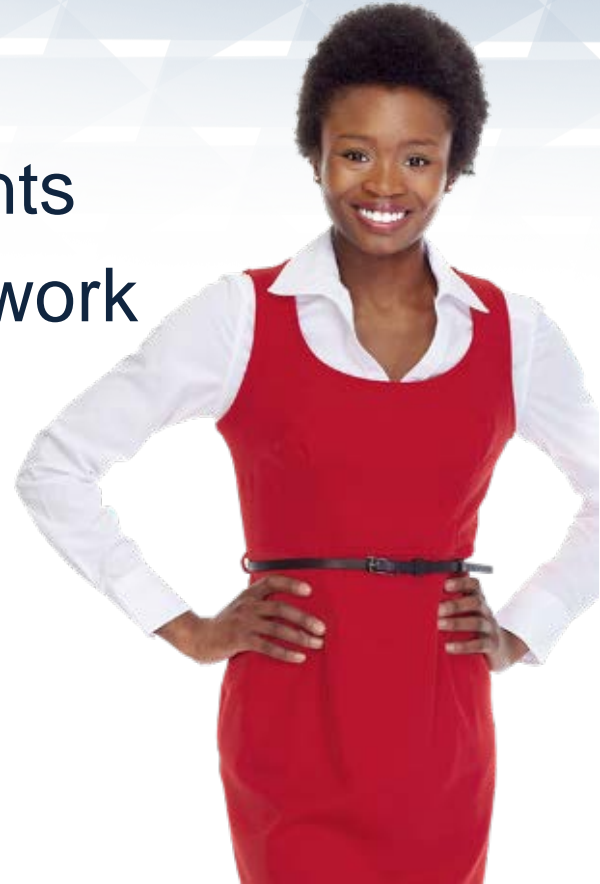
# Key Roles

- Product Owner
- Project Manager
- Agile Project Team
- Scrum Master
- Stakeholders
- Configuration Manager
- Release Agent



# Product Owner

- Governs the Backlog
- Provides clarity on the requirements
- Communicates the priority of the work
- Reviews completed work
- Accepts/rejects completed work



# Project Manager



- Manages the scope, cost, and schedule
- Resolves or escalates impediments
- Keeps the team on track
- Represents the team to the Product Owner and Program Manager
- Reports progress



# Agile Project Team

- Designs, develops, and delivers the product
- Includes developers, testers, and other necessary roles, such as business analysts and technical writers



# Scrum Master



- Champions for the team
- Facilitates team Scrum ceremonies
- Tracks Agile metrics using Rational suite
- Works with the Project Manager to mitigate impediments raised by the team

# Stakeholders

- Include:
  - Portfolio Director
  - Business Owner/Sponsor
  - Release Agent
  - Customers/User Representatives
  - Compliance Groups
  - Program Management
  - Receiving Organization
- Are engaged throughout
- Provide feedback at Sprint Reviews



# Configuration Manager



- Assists in identifying configuration items, their relationships, and data for repositories
- Guides teams in managing the source for baselining and product Builds
- Audits repositories and VDDs



# Release Agent

- Monitors:
  - Project Team's input of required data into the Rational tool
  - Project readiness to move into Release
- Provides continuous feedback and monitoring of required artifacts



# Release Agent Involvement

Ceremony	Involvement
Build Planning	Tailors and prioritizes release requirements
Sprint Planning	Verifies cadence and planned User Stories and evaluates and monitors coverage
Daily Scrum	Is a silent observer during Daily Scrum
Scrum of Scrums	Documents team's reported progress, test coverage, cross-team release dependencies, and, as applicable, impediments
Sprint Review	Reviews the completed increment and verifies the appropriate updates have been made



**What's Completed?**

# Rational Data Categories

- Updated at the **beginning** of each Sprint
  - User Stories
- Updated at the **end** of each Sprint
  - Traceability/Test Report
  - Defect Log
  - Risk Log



# Readiness Review in Rational Tools

Rational Tool	Description
Rational DOORS	To validate requirements traceability
Rational Team Concert	To review and report Sprint-related activities
Rational Quality Manager	To ensure requirements have passing test cases

# CD 2 Artifacts

- Deployment Installation  
Rollback Back-Out Guide
- POM
- User Guide
- VDD



# POLARIS Entry and Review

- Entry created 2–4 weeks prior
- Initial entry includes top-level fields
- Release Information should be completed prior to the review
- Releases are subject to organizational release requirements
- Point of Contact entered will be notified to attend review meetings



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**What's Next?**



# Frequently Asked Question #1

**Question:** Can we release pieces of functionality at the end of our Sprints?

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**Question:** Can we release pieces of functionality at the end of our Sprints?

**Answer:** Yes. Each release must go through CD 2.

# Frequently Asked Question #2

**Question:** Does the Product Owner determine functionality for each Sprint? Will the Product Owner just incrementally provide functionality through Sprints in Backlog until he or she is ready to release at the end of the Build?

## Frequently Asked Question #2

**Question:** Does the Product Owner determine functionality for each Sprint? Will the Product Owner just incrementally provide functionality through Sprints in Backlog until he or she is ready to release at the end of the Build?

**Answer:** The Product Owner should be involved at each Sprint to provide clarification.

# Frequently Asked Question #3

**Question:** Does the delivery cycle include test time or is that after the Build?

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**Question:** Does the delivery cycle include test time or is that after the Build?

**Answer:** The delivery cycle includes test time.

# Key Takeaways

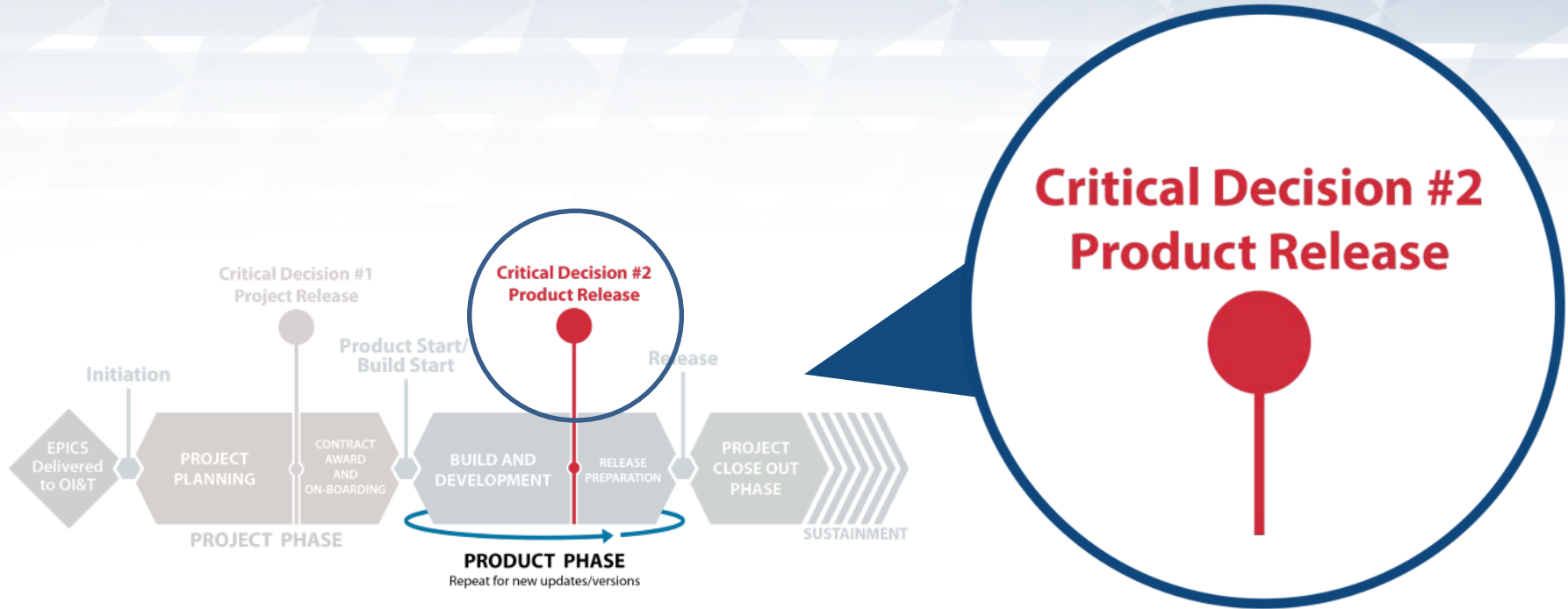
- Goal is incremental development of the product
- Key roles include Product Owner, Project Manager, Agile Project Team, Scrum Master, Stakeholders, Configuration Manager, and Release Agent
- Build Planning is at the start of each Build
- Scrum is the preferred Agile framework at VA
- Release Agent's role is to mentor Project Teams
- Teams create CD 2 artifacts

# Learn More

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



# Next: Critical Decision 2





***Thank You***