Cumulative List of Lessons Learned by Projects Having Completed a RAD Release:

- Requirements gathering and prioritization is an ongoing activity
- Stakeholders must be fully informed of time commitment
- Staff involved must be permitted to make uninterrupted (minimal interruption) time commitment
- Requires well defined, detailed project plan – WBS
- RAD does improve quality of requirements
- Short term, RAD does not necessarily reduce costs for development; longer term will yield better product hence, lower costs to maintain
- Commitment of BSI and FRIT CRM enables expedited resolution to issues
- Maintain inclusive participation
- Eliminate Scope Creep
- CCBs identify and prioritize candidate requirements – Use ROMs to guide scope
- Determine resource requirements by role
- Document and communicate roles and responsibilities
- Identify and document risks and risk mitigation strategy (including decision points and decision makers)
- Define issue escalation procedures
- Identify subject matter experts and ensure their time and schedule commitment
- Incorporate technical staff and subject matter experts into early phases of project and keep them involved/updated throughout project
- Confirm all deliverables to be produced; ensure staff is trained in tools to be used to produce deliverables; ensure staff is familiar with each deliverable
- Validate environment can support the requirements
- Requires full definition of all requirements within short period of time from the User perspective (i.e. two weeks)
- Use wire frames
- Requires well defined and structured agenda for each day and requires adhering to agenda
- Requires full commitment of resources – FMS and FRB project/program managers, decision makers, business analysts, technical staff, etc.
- Subject matter experts available when needed and scheduled
- Decision makers must be in room or available when needed
- Requires staff fully trained in the process and tools
- Requires skilled facilitator to facilitate all meetings for two week period of time
- Recommendation – do not make changes to toolset or core set of deliverables unless team is trained in both prior to start of project
- Requires well defined list of deliverables
- Assume a 50/50 split of time each day, i.e., 50% of time in meetings, 50% offline working on deliverables.
- Schedule frequent and focused breakout sessions
- Calculate bucket of hours for design, development, testing; at end of definition of each requirement, calculate level of effort for design, development, testing and delete those hours from total hours available to determine scope – use PERT

- Give/take – if level of effort exceeds project constraints, requirement must be pulled out of release
- Validate environment can support requirements
- Timebox Design and Develop
- Keep a separate bucket of time for Integration Testing
- Prep IT during Design – begin 2 weeks before release
- Daily deployments
- Prep FT/QA during Develop – begin 2 weeks before release
- Design Document review process
- Automated 50% of regression test scripts to enable team more time to complete testing of new functionality due to limited time for testing (i.e. 4 weeks for RAD vs previous 8 week schedule for testing)
- Daily quality control meetings (QCB) during deployment phases expedited resolution of issues
- Use Fast Track for deployments
- Begin planning discussions 12 – 18 months in advance of release start date
- Identify all stakeholders for reviewing, approving, implementing the change
- Ensure commitment of all stakeholders
- Bring Define phase team up to speed on business needs prior to the define phase
- Provide turnover briefing for management at each phase
- Consider the delivery of code through development stream
- Recognize or discuss conversion impact during define
- Do more preparation before Startup Phase
- Continue advance planning and preparation work
- Begin drafting of Phase II use cases in advance
- Have draft of screens in advance
- Have the facility to see updates and modifications for screen mock-ups (Dream weaver)
- Consider environmental Issues (environment readiness, introduction of new software and platforms)
- Consider the Configuration Management process