



# Financial Management Service's

Rapid Application Development  
(FMS RAD)

Training



# Welcome

## n Your Instructors

- .. Don Snodgrass

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- n RAD Staff Director
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- .. Michelle Holland

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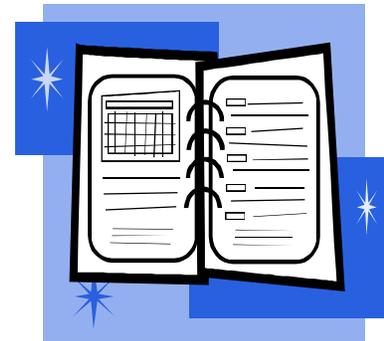
- .. Tracey Teston

- n [tracey.teston@fms.treas.gov](mailto:tracey.teston@fms.treas.gov)
- n RAD Staff
- n 202.874.8541



# Class Schedule

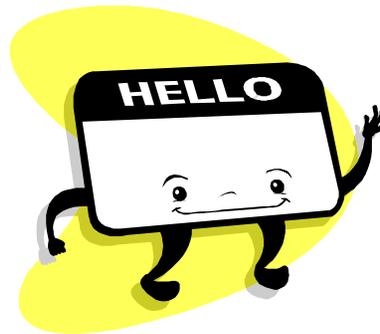
- § Start of Class ..... 9:00 a.m.
- § Morning Break ..... 10:30 a.m. to 10:45 a.m.
- § Lunch..... 12:00 p.m. to 1:00 p.m.
- § Afternoon Break ..... 3:00 p.m. to 3:15 p.m.
- § Adjourn ..... 4:00 p.m.





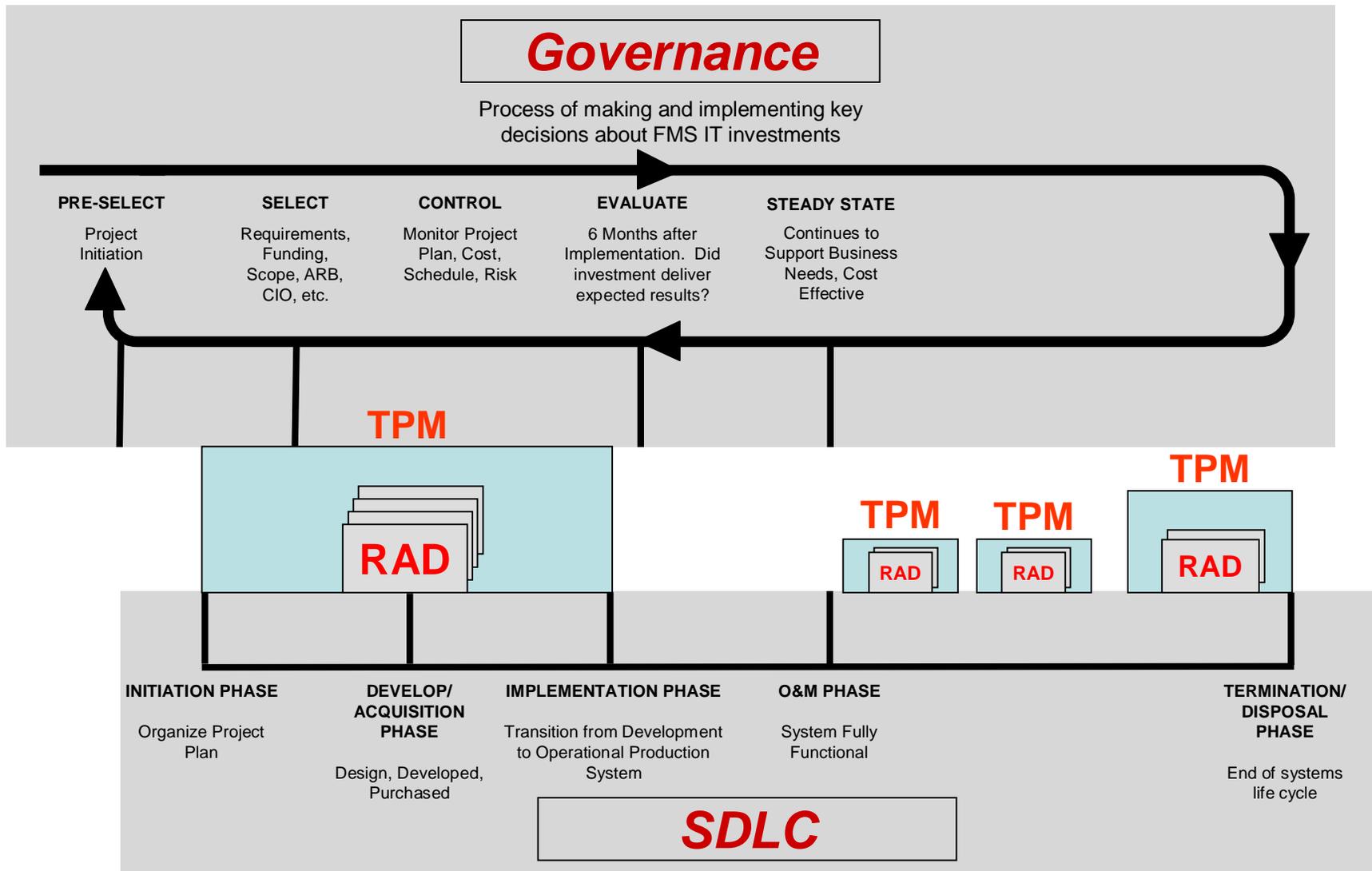
# Participant Introductions

- n Your Name
- n Your Job
- n How Do You Anticipate Using FMS RAD?





# SDLC, Governance, TPM, & RAD





# The TWAI and FMS RAD

- n POC – Doug Little
- n Problematic for Everyone
- n Involve TWAI Staff in Planning the Time Boxes for Your Release
- n TWAI Staff is Working to Alleviate Migration Issues



# Why FMS RAD

- n FMS Experienced:
  - .. Project Overruns
  - .. Missed Deadlines
  - .. Scope Creep
- n Bureau of Public Debt's Success with RAD
- n FMS' Successful Completion of a RAD Pilot
- n Commissioner's Memorandum



# What is FMS RAD

- n FMS RAD is a Modified Version of the Industry Standard RAD
- n A Disciplined Approach to Application Development
- n An FMS RAD Release Consists of a Maximum of **120 Business Days**
- n Requires Completion of a Documentation Set



# Advantages

- n Increased Speed of Development
  - .. Minimizes Scope Creep
- n Increased Quality
  - .. Application Meets Agreed-Upon Requirements
  - .. Fewer Defects
  - .. Completed within a Time Box



# Characteristics

- n Iterative Development
- n Time Boxing
- n Phases
- n Prototyping
- n Small, Hybrid Teams
- n Management Involvement and Support



## Required vs. Required Content Documents

- n Required Document:
  - Must Be in FMS RAD Template Format
  - Must Be Titled as Shown
- n Required Content Document:
  - Must Be Included in the Documentation Set
  - May Be Included in Any Document or Format
- n See Appendix B



# Preparing to Start an FMS RAD Release

## n Business Owners Must-

- Know what Business Needs the Application will Satisfy
- Know what Functions the Application will Perform
- Prioritize the (High Level) Project Requirements

## n Developers Must-

- Understand Each Project Requirement
- Analyze Each Project Requirement
- Provide a Preliminary Level of Effort (LOE) Estimate for Each Project Requirement



# Phase Overview – Start Up

- n Select and Empower a Knowledgeable Project Team
- n Lay the Foundation for the Project
- n Set the Ground Rules
- n Finalize the Release Requirements (Scope)
- n Conduct the Kick-Off Meeting
- n Prepare Configuration Management (CM)
- n Prepare Preliminary Discussion Documents
- n Suggested Time Box-10 Business Days



# Phase Overview – Define

- n Total Dedication of the Define Team is Required
  - .. Define the Detailed Release Requirements
  - .. Determine the LOE
  - .. Write the Business Rules
  - .. Management Review
- n Suggested Time Box—10 Business Days



# Phase Overview – Design

- n Designing the System
  - .. Review of Business Rules with Designers
  - .. Determine How to Build the System
  - .. Create Program Specifications from the Business Rules
  - .. Design the Database(s)
  - .. A Prototype is Completed
  - .. Management Review
- n Suggested Time Box—26 Business Days



# Phase Overview – Develop

- n Developing the System
  - .. Review of Business Rules and Program Specifications by Developers
  - .. Code the System
  - .. Conduct Unit, Integration and/or Functional Testing
  - .. Prepare for System/Functional and User Acceptance Testing (UAT) (QA)
  - .. Management Review
- n Suggested Time Box-50 Business Days



# Phase Overview – Deploy

- n Preparing to “Go Live”
  - .. Conduct System/Functional Testing and UAT (QA)
  - .. Conduct Deployment Meeting
  - .. Migrate to Production
  - .. Management Review
- n Suggested Time Box—20 Business Days
- n How to Handle Defects



# Phase Overview – Post Deploy

- n Wrapping Up the Release
  - .. Go Live
  - .. Conduct the Release Evaluation Meeting
    - n Parking Lot
    - n Lessons Learned
  - .. Deliver Finalized Documents into CM
  - .. CELEBRATE!
- n Suggested Time Box—4 Business Days
- n How Long Between Releases?



# FMS RAD Website

n The FMS RAD Website Address is:

<http://fms.treas.gov/rad/index.html>



# Exercise

- n Furry Friends Website
  - .. Opportunity to Experience an FMS RAD Release
  - .. Let's Take a Look at Release 1
    - n 120 Business Day Time Box





# Start Up Phase

	<b>i</b>	Task Name	Duration	Resource Names
2		<input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3		<b>Prioritize Project Requirements</b>	<b>9 days</b>	<b>Project Manager,Business Functional Lead,Executive Sponsor</b>
5		Create and Review RAD Project Plan	9 days	Project Manager
6		Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7		Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8		Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9		Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10		Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11		Create and Review Meeting Resources Checklist	9 days	Project Manager
12		Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
13		Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14		Create and Review Kick-Off Meeting Agenda	9 days	Project Manager
15		<input type="checkbox"/> <b>Conduct Kick-Off Meeting</b>	<b>1 day</b>	<b>Project Manager</b>
16		Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager
17		Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager



# Project Requirements

- n Encompass ALL of the Application Features and Functions
- n Provide High-Level Descriptions
- n Prioritized
- n Cumulative Document
- n Use Unique Project Requirement Numbers



# Project Requirements, R.2.0

**PROJECT REQUIREMENTS  
FURRY FRIENDS R.2.0  
FINANCIAL MANAGEMENT SERVICE**

Requirement Number	Priority	Requirement Description	Release Number
1	1	Online Catalog	1
2	2	Phone Orders	1
3	3	Online Orders	2
4	4	Orders Emailed to warehouse	2
5	8	Package Tracking via UPS	
6	6	Orders go directly to database	
7	7	Website used for order processing (replace legacy application)	
8	5	Customer Views Orders	2
9	9	Add "News" functionality	
10	10	Email notices for special events and coupons	
11	11	Customer Feedback	
12	12	Shirt and Jacket change colors on the Select Color tabpages	
13	13	Logon Page Personalized for User	
14	14	Add Sweaters	
15	15	Frequent Furry Friends Plan	
16	16	Online Returns	
17	17	Manage Backorders	



# Start Up Phase...continued

		Task Name	Duration	Resource Names
2		<input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3	<input checked="" type="checkbox"/>	Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4		Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
6		Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7		Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8		Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9		Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10		Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11		Create and Review Meeting Resources Checklist	9 days	Project Manager
12		Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
13		Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14		Create and Review Kick-Off Meeting Agenda	9 days	Project Manager
15		<input type="checkbox"/> <b>Conduct Kick-Off Meeting</b>	<b>1 day</b>	<b>Project Manager</b>
16		Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager
17		Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager



# Release Requirements

- n Negotiated Agreement Between Business Owners and Technical Lead
- n Recognize Time Box Constraints
- n Tool for Define Phase
- n Based on Initial LOE Estimate





# Release Requirements, R.2.0

**RELEASE REQUIREMENTS  
FURRY FRIENDS R.2.0  
FINANCIAL MANAGEMENT SERVICE**

3. Online Orders
4. Orders Emailed to warehouse
8. Customer Views Order



# Start Up Phase...continued

	Task Name	Duration	Resource Names
2	<input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3	<input checked="" type="checkbox"/> Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4	<input checked="" type="checkbox"/> Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
<b>5</b>	<b>Create and Review RAD Project Plan</b>	<b>9 days</b>	<b>Project Manager</b>
8	Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9	Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10	Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11	Create and Review Meeting Resources Checklist	9 days	Project Manager
12	Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
13	Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14	Create and Review Kick-Off Meeting Agenda	9 days	Project Manager
15	<input type="checkbox"/> <b>Conduct Kick-Off Meeting</b>	<b>1 day</b>	<b>Project Manager</b>
16	Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager
17	Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager



# RAD Project Plan

- n Personalize the RAD Project Plan
- n Adjust Phase and Task Durations
- n Check Holidays and Nonworking Days

Project Information for 'EXAMPLE RAD Project Plan'

Start date: Thu 11/2/06    Current date: Tue 2/20/07

Finish date: Wed 4/25/07    Status date: NA

Schedule from: Project Start Date    Calendar: Standard

All tasks: Project Start Date, Project Finish Date

Priority: 500

Enterprise Custom Fields

Custom Field Name	Value

Buttons: Help, Statistics..., OK, Cancel

Change Working Time

For: Standard (Project Calendar)

Set working time for selected date(s)

Legend:

- Working
- Nonworking
- Edited working hours

On this calendar:

- Edits to a day of the week
- Edits to an individual day

Select Date(s):

S	M	T	W	Th	F	S
				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			

Set selected date(s) to:

- Use default
- Nonworking time
- Nondefault working time

From:    To:

Buttons: Help, New..., Options..., OK, Cancel



# RAD Project Plan, R.2.0

Task Name	Duration	Resource Names
<b>1</b> <input type="checkbox"/> <b>RAD Release Schedule</b>	<b>120 days</b>	
<b>2</b> <input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3       Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4       Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
5       Create and Review RAD Project Plan	9 days	Project Manager
6       Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7       Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8       Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9       Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10       Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11       Create and Review Meeting Resources Checklist	9 days	Project Manager
12       Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
13       Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14       Create and Review Kick-Off Meeting Agenda	9 days	Project Manager
<b>15</b> <input type="checkbox"/> <b>Conduct Kick-Off Meeting</b>	<b>1 day</b>	
16       Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager
17       Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager
<b>18</b> <input type="checkbox"/> <b>Define Phase</b>	<b>10 days</b>	
19       Introductions, Logistics and Start Up Phase Recap	4 hrs	Define Team
20       Create and Maintain Minutes and Glossary	5 days	Define Team
21       Create Detailed Release Requirements	5 days	Define Team
22       Create a Prototype	5 days	Define Team
23       Create a Web Page Inventory	5 days	Define Team
24       Create User Roles and Access Definitions	5 days	Define Team
25       Create a Navigational Flow Diagram	5 days	Define Team
26       Create and Review Parking Lot	9 days	Define Team
<b>27</b> <input type="checkbox"/> <b>Create Business Rules</b>	<b>4 days</b>	
28       Write the Business Rules Portion of the Business Rules and Program Specifications (BRPS)	4 days	Define Team
29       OR Update Existing Business Use Cases	4 days	Define Team
30       Review the Define Phase Documents with the Define Team	4 hrs	Define Team
31       Management Review	4 hrs	Executive Sponsor,Define Team,Project Manager
32       Deliver the Define Phase Documents into the CM Tool	3 hrs	Project Manager



# RAD Project Plan, R.2.0

	Task Name	Duration	Resource Names
33	<b>Design Phase</b>	<b>26 days</b>	
34	Review of Business Rules with the Designers	1 day	Technical Team
35	Determine How to Build the System	18 days	Technical Team
36	<b>Create Program Specifications from the Business Rules</b>	<b>18 days</b>	
37	Write the Program Specifications Portion of the BRPS	18 days	Technical Team
38	OR Update Existing Technical Use Cases	18 days	Technical Team
39	Design the Database	6 days	Technical Team
40	Management Review	3 hrs	Technical Team,Project Manager,Executive Sponsor
41	Deliver the Design Phase Documents into the CM Tool	1 day	Project Manager
42	<b>Develop Phase</b>	<b>50 days</b>	
43	Review of BRPS by the Developers	1 day	Technical Team
44	Code the System	50 days	Technical Team
45	Conduct Unit, Integration and/or Functional Testing	49 days	Technical Team
46	Prepare for System/Functional and User Acceptance Testing	10 days	Technical Team
47	Management Review	3 hrs	Project Manager,Executive Sponsor,Technical Team
48	Deliver the Develop Phase Documents into the CM Tool	1 day	Project Manager
49	<b>Deploy Phase</b>	<b>20 days</b>	
50	Conduct System/Functional Testing and UAT (QA)	16 days	UAT Team
51	Conduct Deployment Meeting	1 day	Configuration Management Lead,Platform Lead,Project Manager,Technical Lead
52	Production Migration	3 days	RAD Project Team
53	Deliver the Deploy Phase Documents into the CM Tool	1 day	
54	<b>Post Deploy</b>	<b>4 days</b>	
55	Go Live	1 day	Technical Lead,Platform Lead,Configuration Management Lead,Project Manager
56	<b>Conduct Release Evaluation Meeting</b>	<b>1 day</b>	<b>Project Manager,Define Team</b>
57	Review the Parking Lot	4 hrs	
58	Compile and Review the Lessons Learned	4 hrs	
59	Deliver the Finalized Project Documents into the CM Tool	1 day	Project Manager
60	Celebrate!	1 day	



# Start Up Phase...continued

2		<input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3	✓	Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4	✓	Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
5	✓	Create and Review RAD Project Plan	9 days	Project Manager
6		<b>Create and Review RAD Project Team Roles and Responsibilities Roster</b>	<b>9 days</b>	<b>Project Manager</b>
7		Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9		Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10		Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11		Create and Review Meeting Resources Checklist	9 days	Project Manager
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14		Create and Review Kick-Off Meeting Agenda	9 days	Project Manager
15		<input type="checkbox"/> <b>Conduct Kick-Off Meeting</b>	<b>1 day</b>	<b>Project Manager</b>
16		Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager
17		Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager



# RAD Project Team Roles and Responsibilities Roster

- n Provides Team Member Information
- n Assigns and Defines Roles and Responsibilities
- n FMS Project Manager Responsible for All Deliverables
- n One Facilitator





## RAD Project Team Roles and Responsibilities Roster, R.2.0

### RAD PROJECT TEAM ROLES AND RESPONSIBILITIES ROSTER FURRY FRIENDS R.2.0 FINANCIAL MANAGEMENT SERVICE

The participants below represent the business owners, users, and development staff who comprise the RAD Project Team for the Furry Friends Release R.2.0 project. Names/titles in bold are full-time members of the Define Team.

Role	Skills Needed	Description	Start-Up	Define	Design	Develop	Deploy	Post-Deploy
<b>Executive Sponsor/ Customer</b>  <b>Germaine Sheppard</b>  202.555.1111 <a href="mailto:Germaine.Sheppard@furryfriends.com">Germaine.Sheppard@furryfriends.com</a>	<ul style="list-style-type: none"> <li>Requirements Approval</li> <li>Scope Approval</li> <li>Financial Approval</li> </ul>	The Executive Sponsor/Customer is the ultimate owner of the project. Is responsible for ensuring that the application fulfills strategic business needs. Will also be responsible for building and empowering the project team. Is only required to participate in management reviews and Kick-Off Meeting.	100%	100%	100%	100%	100%	100%
<b>FMS Project Manager</b>  <b>Bennet Hound</b>  202.555.2222 <a href="mailto:Bennet.Hound@furryfriends.com">Bennet.Hound@furryfriends.com</a>	<ul style="list-style-type: none"> <li>Project Planning</li> <li>Project Management</li> <li>Facilitation</li> <li>Effective Workshop Techniques</li> <li>Selecting and Leading People</li> <li>Internal Public Relations</li> <li>Scope Management</li> <li>Client Management</li> <li>Business Risk Assessment</li> <li>Technical Aptitude</li> </ul>	The FMS Project Manager ensures the successful completion of all project deliverables. Assists in the development of selected deliverables. Approves deliverables. Participates in all aspects of the project. Facilitates the Define Phase with an emphasis on writing the BRPS. Removes obstacles impeding progress. Resolves any assigned issues. Disseminates project status and related information.	100%	100%	100%	100%	100%	100%



## RAD Project Team Roles and Responsibilities Roster, R.2.0

**RAD PROJECT TEAM ROLES AND RESPONSIBILITIES ROSTER  
FURRY FRIENDS R.2.0  
FINANCIAL MANAGEMENT SERVICE**

Role	Skills Needed	Description	Start-Up	Define	Design	Develop	Deploy	Post-Deploy
<p><b>Business Functional Lead</b></p> <p><b>Elaine Beagle</b> 202.555.3333 <a href="mailto:Elaine.Beagle@furryfriends.com">Elaine.Beagle@furryfriends.com</a></p>	<ul style="list-style-type: none"> <li>Business Analysis</li> <li>Knowledge of the Business</li> <li>Project Coordination</li> <li>Business Requirements Gathering</li> <li>Business Risk Assessment</li> <li>Coordination of the Security Plan and C&amp;A Process</li> </ul>	<p>The Business Functional Lead has the business knowledge necessary to write Project and Detailed Release Requirements for the application. Ensures the requirements meet the mission of the organization and appropriation mandates. Coordinates all efforts and creates all documentation in the Define Phase. Creates the User Document and leads the User training. <b>Key Decision Maker for the Business Side.</b></p>	100%	100%	25%	100%	100%	100%
<p><b>Functional Specialists</b></p> <p><b>Connie Spaniel</b> 202.555.4444 <a href="mailto:Connie.Spaniel@furryfriends.com">Connie.Spaniel@furryfriends.com</a></p> <p><b>Greg Dane</b> 202.555.8989 <a href="mailto:Greg.Dane@furryfriends.com">Greg.Dane@furryfriends.com</a></p> <p><b>Ralph Poodle</b> 202.555.8787 <a href="mailto:Ralph.Poodle@furryfriends.com">Ralph.Poodle@furryfriends.com</a></p>	<ul style="list-style-type: none"> <li>Broad understanding of the business processes</li> <li>Frontline users of the system</li> </ul>	<p>Provides detailed information regarding the actual business processes (how the work is accomplished).</p>	10%	100%	25%	100%	100%	100%



## RAD Project Team Roles and Responsibilities Roster, R.2.0

RAD PROJECT TEAM ROLES AND RESPONSIBILITIES ROSTER FURRY FRIENDS R.2.0 FINANCIAL MANAGEMENT SERVICE									
Role	Skills Needed	Description	Start-Up	Define	Design	Develop	Deploy	Post-Deploy	
<b>Technical Lead</b>  <b>Nathan Pug</b>  202.999.5555 <a href="mailto:Nathan.Pug@developers.com">Nathan.Pug@developers.com</a>	<ul style="list-style-type: none"> <li>Leading People</li> <li>Technical Risk Assessment</li> <li>JAVA</li> <li>HTML</li> <li>MS Technologies</li> <li>Development Best Practices</li> <li>GUI Tools</li> <li>JAVA Development Tools</li> <li>Operating System knowledge (project specific)</li> <li>ODBMS/RDBMS knowledge</li> <li>Middleware technologies/tools/drivers</li> </ul>	Responsible for the overall implementation of the executable architecture. Ensures that the technical aspects of the application will work within the computing environment/architecture of the application. Is involved in the day-to-day technical aspects of the development. Resolves any assigned issues. Assists in the development of selected deliverables.  <b>Key Decision Maker for the Development side and provides Level of Effort estimates for requirements.</b>	100%	100%	100%	75-100%	25%	100%	
<b>Scribe</b>  <b>Doris Dalmation</b>  202.999.8888 <a href="mailto:Doris.Dalmation@developers.com">Doris.Dalmation@developers.com</a>	<ul style="list-style-type: none"> <li>Technical Writing</li> <li>Word Processing</li> <li>Organization</li> </ul>	Records all meeting minutes. Tracks assignments: when and who completed the assignment and its outcome. Tracks Parking Lot items. Tracks Key Decisions. E-mails meeting minutes daily as well as outstanding assignments. Maintains glossary terms and acronyms.	0%	100%	0%	0%	0%	0%	



## RAD Project Team Roles and Responsibilities Roster, R.2.0

Role	Skills Needed	Description	Start-up	Define	Design	Develop	Deploy	Post-Deploy
Development Staff (Designers)  Lead Designer: Jim Boxer  202.999.6666 <a href="mailto:Jim.Boxer@developers.com">Jim.Boxer@developers.com</a>	<ul style="list-style-type: none"> <li>HTML</li> <li>GUI Design</li> <li>GUI Tools</li> <li>Requirements Gathering</li> <li>Prototyping (HTML, JavaScript)</li> <li>Application Design</li> <li>Workflow Design</li> <li>Integration and Regression testing</li> </ul>	Designs and develops the screens for the application. Works with the business users to determine the "Look & Feel" of the application and how it will function. Responsible for creating and integrating the screens for the application. Conducts integration and regression testing. Participates in Define sessions on an "as needed" basis.	0%	25%	50%	100%	50%	0%
Development Staff (Database)  Lead Database Designer: Jane Terrier  202.999.7777 <a href="mailto:Jane.Terrier@developers.com">Jane.Terrier@developers.com</a>	<ul style="list-style-type: none"> <li>Data Modeling</li> <li>Data Modeling Tools</li> <li>Physical Database Design</li> <li>RDBMS</li> <li>Stored Procedures Design &amp; Development</li> </ul>	Analyzes the data entities and relationships and models a logical view and a technology -dependent physical view of the data. Creates logical and physical database design. Administers and operates the database(s). Maintains and updates the database. Participates in Define sessions on an "as needed" basis.	0%	25%	100%	100%	25%	50%
Development Staff (Coders)  Lead Developer: Maude Mastiff  202.999.9999 <a href="mailto:Maude.Mastiff@developers.com">Maude.Mastiff@developers.com</a>	<ul style="list-style-type: none"> <li>Software development</li> <li>Middleware technologies</li> <li>Application design</li> <li>OO Analysis and Design</li> <li>SME Management</li> </ul>	Develops the application tier and other servers. Develops connectivity to existing systems. Conducts unit testing. Participates in Define sessions on an "as needed" basis.	0%	25%	75-100%	100%	50%	100%
Quality Assurance  Q&A Lead: Doug Rover  202.999.1212 <a href="mailto:Doug.Rover@developers.com">Doug.Rover@developers.com</a>	<ul style="list-style-type: none"> <li>Risk Analysis and Mitigation</li> <li>QA Planning</li> <li>Test Planning</li> <li>Test Management</li> <li>Testing Tools</li> <li>Software Testing</li> </ul>	Develops the QA and Test Plans. Works with the Project Manager to ensure quality deliverables. Oversees testing activities. Conducts system, acceptance and usability testing.	25%	0%	25-50%	50%	100%	100%



## RAD Project Team Roles and Responsibilities Roster, R.2.0

Role	Skills Needed	Description	Start-Up	Define	Design	Develop	Deploy	Post-Deploy
Systems Administrator  Frank Daschaund  202.999.2323 <a href="mailto:Frank.Daschaund@developers.com">Frank.Daschaund@developers.com</a>	<ul style="list-style-type: none"> <li>Platform Management</li> </ul>	Administers the systems and development environments.	25%	0%	25%	50-100%	100%	100%
Configuration Management Lead  Debra Yorkie  202.999.3535 <a href="mailto:Debra.Yorkie@developers.com">Debra.Yorkie@developers.com</a>	<ul style="list-style-type: none"> <li>Configuration Management</li> </ul>	Responsible for setting up and maintaining the configuration management tools. Conducts CCBs. Builds application releases.	25%	0%	0%	0%	25%	0%



# Start Up Phase...continued

	Task Name	Duration	Resource Names
2	<input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3	<input checked="" type="checkbox"/> Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4	<input checked="" type="checkbox"/> Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
5	<input checked="" type="checkbox"/> Create and Review RAD Project Plan	9 days	Project Manager
6	<input checked="" type="checkbox"/> Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7	Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8	Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9	Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
12	Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
13	Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14	Create and Review Kick-Off Meeting Agenda	9 days	Project Manager
15	<input type="checkbox"/> <b>Conduct Kick-Off Meeting</b>	<b>1 day</b>	<b>Project Manager</b>
16	Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager
17	Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager

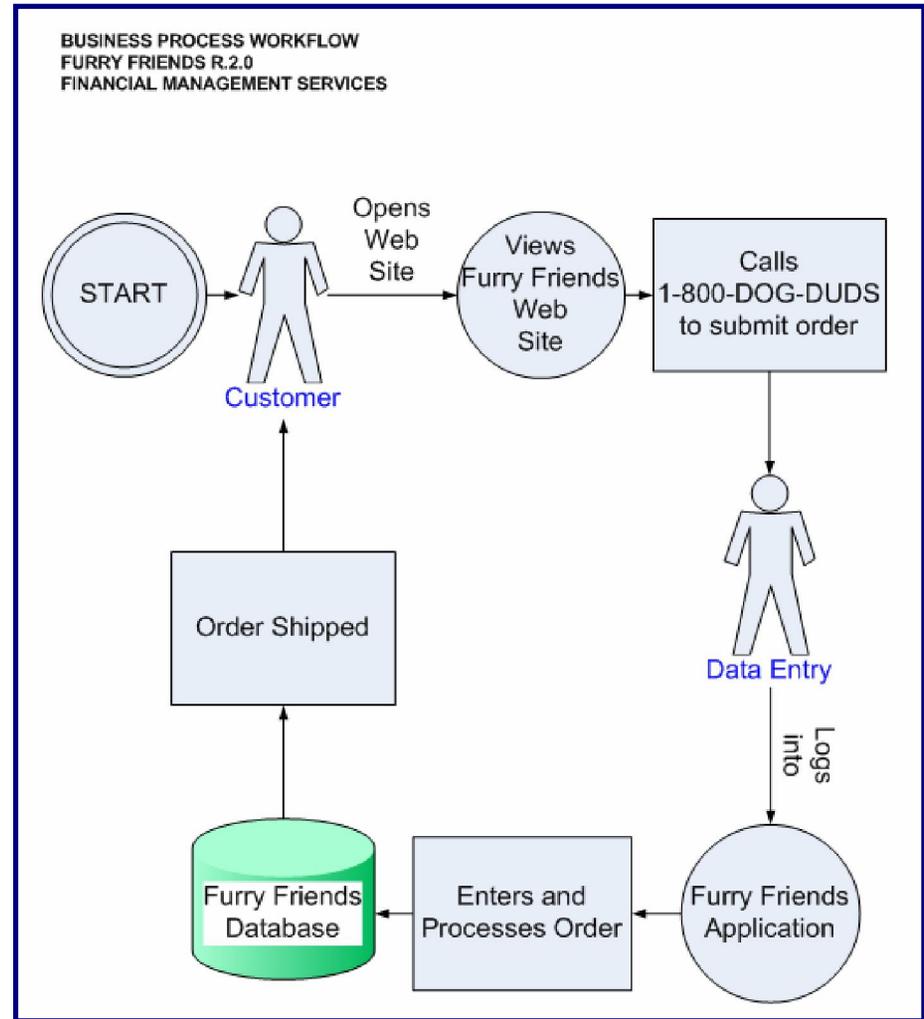
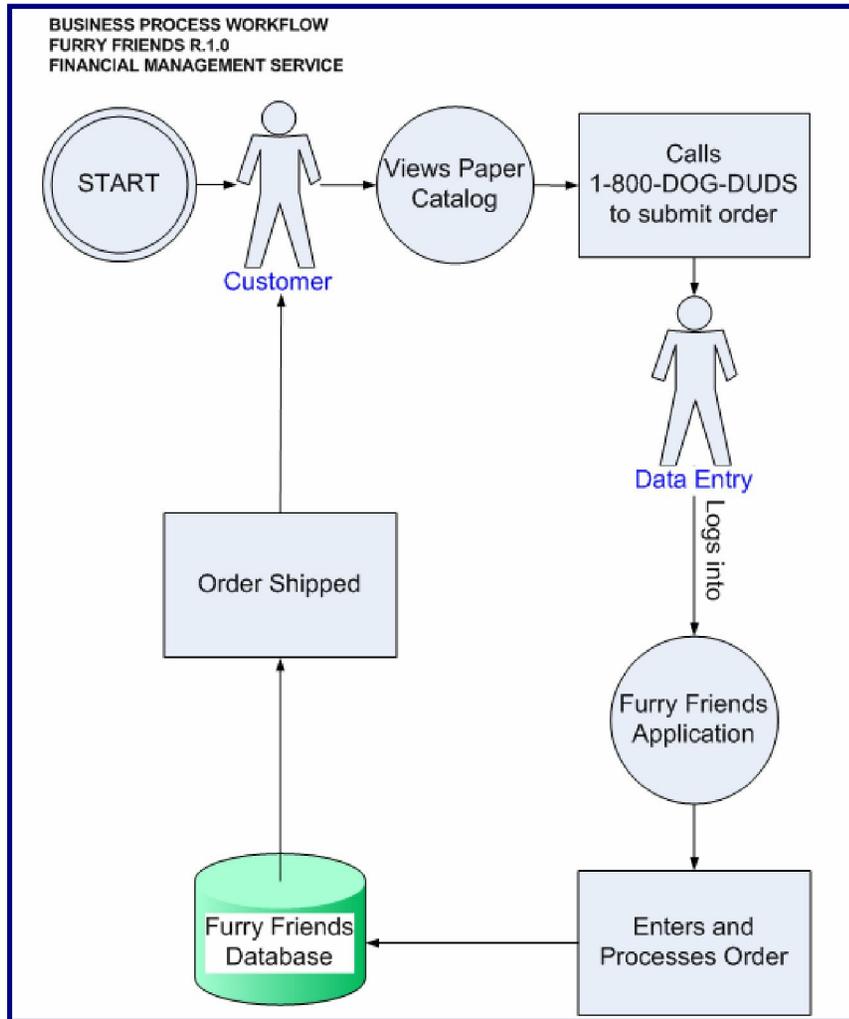


# Business Process Workflow

- n Graphically Depicts How the Business Side of the System **Currently** Works
- n May Focus Only on Business Processes that will be Affected by the Current Release



# Business Process Workflows





# Business User Profiles

- n High-Level Definition of each User Role as they **Currently** Exist
- n Provides Title, Permissions, Functionalities, and Data Access Rights as they **Currently** Exist



# Business User Profiles

**BUSINESS USER PROFILES  
FURRY FRIENDS R.1.0  
FINANCIAL MANAGEMENT SERVICE**

**Customer** – The Customer can view the merchandise in the Furry Friends paper catalog. The Customer can place an order by calling 1-800-DOG-DUDS.

**Data Entry** – The Data Entry person receives and enters the Customer's phone order into the Furry Friends legacy system.

**BUSINESS USER PROFILES  
FURRY FRIENDS R.2.0  
FINANCIAL MANAGEMENT SERVICE**

**Customer** – The Customer can view the product line via the website. The Customer can submit an order by calling the 1-800-DOG-DUDS telephone number.

**Data Entry** – The Data Entry staff can view the Furry Friends website. The Data Entry staff can take orders via the telephone. The Data Entry staff can enter the orders taken by telephone into the Furry Friends legacy system.



# Start Up Phase...continued

		Task Name	Duration	Resource Names
2		<b>Start Up Phase</b>	<b>10 days</b>	
3	✓	Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4	✓	Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
5	✓	Create and Review RAD Project Plan	9 days	Project Manager
6	✓	Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7	✓	Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8	✓	Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9	✓	Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10		Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
12		Perform Action Items in Meeting Resources Checklist	3 days	Project Manager
13		Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14		Create and Review Kick-Off Meeting Agenda	9 days	Project Manager
15		<b>Conduct Kick-Off Meeting</b>	<b>1 day</b>	<b>Project Manager</b>
16		Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager
17		Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager



# Glossary

- n Provides System Specific Verbiage
- n Can Be Modified Throughout the Release



# Glossaries

## GLOSSARY

### FURRY FRIENDS R.1.0

#### FINANCIAL MANAGEMENT SERVICE

**Antlers** – Apparatus that is placed on top of a dog's head that can be either Flowers, Rabbit Ears, or Reindeer Antlers.

**Costume** – An entire ensemble for a dog. Choices are Ladybug, Spock, or Hot Dog. Choice of size.

**Jacket** – Outer wear for a dog. Choice of colors and sizes. Can be personalized as well.

**Shirt** – Summer attire for a dog. Choice of colors and sizes. Can be personalized as well.

**Warehouse** – Location of all of the supplies and management for Furry Friends.

## GLOSSARY

### FURRY FRIENDS R.2.0

#### FINANCIAL MANAGEMENT SERVICE

**Antlers** – Apparatus that is placed on top of a dog's head that can be either Flowers, Rabbit Ears, or Reindeer Antlers.

**Costume** – An entire ensemble for a dog. Choices are Ladybug, Spock, or Hot Dog. Choice of size.

**Jacket** – Outer wear for a dog. Choice of colors and sizes. Can be personalized as well.

**Shirt** – Summer attire for a dog. Choice of colors and sizes. Can be personalized as well.

**Warehouse** – Location of all of the supplies and management for Furry Friends.



# Start Up Phase...continued

	<b>i</b>	Task Name	Duration	Resource Names
2		<b>Start Up Phase</b>	<b>10 days</b>	
3	✓	Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4	✓	Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
5	✓	Create and Review RAD Project Plan	9 days	Project Manager
6	✓	Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7	✓	Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8	✓	Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9	✓	Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10	✓	Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11		Create and Review Meeting Resources Checklist	9 days	Project Manager
12		Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
15		<b>Conduct Kick-off meeting</b>	<b>1 day</b>	<b>Project manager</b>
16		Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager
17		Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager



# Meeting Resources Checklist

- n Reserve Rooms and Send Invitations for the Kick-Off Meeting, Define Phase, and Management Reviews
- n Determine and Gather Resources





# Meeting Resources Checklist, R.2.0

## MEETING RESOURCES CHECKLIST FURRY FRIENDS R.2.0 FINANCIAL MANAGEMENT SERVICE

### Kick-Off Meeting: Friday, March 9, 2007

Conference room must be available on March 9, 2007 from 9:00 a.m. – 3:00 p.m. to conduct the Kick-Off Meeting.

#### Equipment

- Laptop
- Projector
- Screen or White Wall Resources
- Set up of room – in a “U” shape so that all participants can see one another
- Video Conferencing capabilities

### Define Phase: Monday, March 12, 2007 through Friday, March 23, 2007

Conference room must be available for the full two weeks, and must be equipped with a locking door (so that the equipment does not have to be packed up and stored each evening.)

#### Equipment/Connectivity and Supplies

- Laptop(s)
- Projector
- Network Connectivity
- Screen or White Wall
- Write-On/Wipe-Off Board, Markers, Erasers
- Set up of room – in a “U” shape so that all participants can see one another
- Post-It Style Self Sticking Easel Sheets
- Flip Charts and Markers for Flip Charts
- Notepads
- Pens



# Start Up Phase...continued

		Task Name	Duration	Resource Names
2		<input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3	✓	Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4	✓	Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
5	✓	Create and Review RAD Project Plan	9 days	Project Manager
6	✓	Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7	✓	Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8	✓	Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9	✓	Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10	✓	Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11	✓	Create and Review Meeting Resources Checklist	9 days	Project Manager
12	✓	Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
13		Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14		<input type="checkbox"/> Conduct Kick-Off Meeting	1 day	Project Manager
16		Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager
17		Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager



# Define Phase Daily Task Schedule

- n Use as an Agenda for Define Phase
- n Use as a Guide to Ensure the Team Stays on Schedule
- n Tailor the Schedule to the Define Phase
- n Allow Time for 'Homework'



# Define Phase Daily Task Schedule, R.2.0

DEFINE PHASE DAILY TASK SCHEDULE FURRY FRIENDS R.2.0 FINANCIAL MANAGEMENT SERVICE		
Date	Task	Deliverables
Monday, March 19	Conduct Introductions Review Location Logistics Review Ground Rules Review Define Phase Daily Task Schedule Review Release Requirements Review Business User Profiles Review Business Process Workflow Start Detailed Release Requirements Start Parking Lot Maintain Glossary Document Meeting	Detailed Release Requirements Parking Lot Glossary Meeting Minutes
Tuesday, March 20	Review the Meeting Minutes from previous day Start Prototype Start Navigational Flow Diagram Start User Roles and Access Definitions Start Web Page Inventory Continue Detailed Release Requirements Continue Parking Lot Maintain Glossary Document Meeting	Meeting Minutes Prototype Navigational Flow Diagram User Roles and Access Definitions Web Page Inventory Detailed Release Requirements Parking Lot Glossary
Wednesday, March 21	Review the Meeting Minutes from previous day Continue Detailed Release Requirements Continue Prototype Continue Navigational Flow Diagram Continue Parking Lot Continue User Roles and Access Definitions Continue Web Page Inventory Maintain Glossary Document Meeting	Meeting Minutes Detailed Release Requirements Prototype Navigational Flow Diagram Parking Lot User Roles and Access Definitions Web Page Inventory Glossary
Thursday, March 22	Review the Meeting Minutes from previous day Continue Detailed Release Requirements Continue Prototype Continue Navigational Flow Diagram Continue Parking Lot Continue User Roles and Access Definitions Continue Web Page Inventory Maintain Glossary Document Meeting	Meeting Minutes Detailed Release Requirements Prototype Navigational Flow Diagram Parking Lot User Roles and Access Definitions Web Page Inventory Glossary
Friday, March 23	Review the Meeting Minutes from previous day Finalize Detailed Release Requirements Finalize Prototype Finalize Navigational Flow Diagram Finalize Web Page Inventory Finalize User Roles and Access Definitions Maintain Glossary Maintain Parking Lot Document Meeting	Meeting Minutes Detailed Release Requirements Prototype Navigational Flow Diagram Web Page Inventory User Roles and Access Definitions Glossary Parking Lot



# Define Phase Daily Task Schedule, R.2.0

<b>DEFINE PHASE DAILY TASK SCHEDULE</b> <b>FURRY FRIENDS R.2.0</b> <b>FINANCIAL MANAGEMENT SERVICE</b>		
<b>Date</b>	<b>Task</b>	<b>Deliverables</b>
Monday, March 26	Review the Meeting Minutes from previous day Start Business Rules Maintain Glossary Maintain Parking Lot Document Meeting	Meeting Minutes Business Rules and Program Specifications Glossary Parking Lot
Tuesday, March 27	Review the Meeting Minutes from previous day Continue Business Rules Maintain Glossary Maintain Parking Lot Document Meeting	Meeting Minutes Business Rules and Program Specifications Glossary Parking Lot
Wednesday, March 28	Review the Meeting Minutes from previous day Continue Business Rules Maintain Glossary Maintain Parking Lot Document Meeting	Meeting Minutes Business Rules and Program Specifications Glossary Parking Lot
Thursday, March 29	Review the Meeting Minutes from previous day Finalize Business Rules Finalize Glossary Finalize Parking Lot Document Meeting	Meeting Minutes Business Rules and Program Specifications Glossary Parking Lot
Friday, March 30	Review Business Rules with Define Team Review the Define Phase Documents with Management Document Meetings Deliver the Define Phase Documents into the CM Tool	Meeting Minutes Business Rules and Program Specifications Prototype Navigational Flow Diagram Web Page Inventory User Roles and Access Definitions Glossary Parking Lot



# Start Up...continued

		Task Name	Duration	Resource Names
2		<input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3	✓	Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4	✓	Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
5	✓	Create and Review RAD Project Plan	9 days	Project Manager
6	✓	Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7	✓	Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8	✓	Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9	✓	Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10	✓	Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11	✓	Create and Review Meeting Resources Checklist	9 days	Project Manager
12	✓	Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
13	✓	Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14		<b>Create and Review Kick-Off Meeting Agenda</b>	<b>9 days</b>	<b>Project Manager</b>
		<small>Review Documents created during Start Up including Release Roster</small>	<small>9 hrs</small>	<small>Project Manager</small>
17		Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager



# Kick-Off Meeting Agenda

- n Update the Kick-Off Meeting Agenda Template
- n List Each Document to Be Reviewed at the Meeting
- n Allow Adequate Time for Each Agenda Item
- n Provide the Agenda to Participants at least Two Days in Advance of the Meeting
- n Can Be Held on the First Day of Define Phase



# Kick-Off Meeting Agenda, R.2.0

**KICK-OFF MEETING AGENDA  
FURRY FRIENDS R.2.0  
FINANCIAL MANAGEMENT SERVICE**

1. Welcome and Opening Remarks, Bennet Hound, Project Manager
2. RAD Overview, Bennet Hound, Project Manager
3. Introduction of Project Team Members, Bennet Hound, Project Manager  
(Refer to the Project Team Roles and Responsibilities Roster.)
4. Project Description and Goals, Germain Sheppard, Executive Sponsor-Customer
5. Discussion of Risk Assessment, Germain Sheppard, Executive Sponsor-Customer
6. Demo of Previous Release, Bennet Hound, Project Manager
7. Release Requirements, Germain Sheppard, Executive Sponsor-Customer and Bennet Hound,  
Project Manager  
(Refer to the Release Requirements Document.)
8. Project Plan and Timeline, Bennet Hound, Project Manager  
(Refer to the Project Plan Document.)



# Start Up Phase...continued

	<b>i</b>	Task Name	Duration	Resource Names
2		<input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3	✓	Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4	✓	Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
5	✓	Create and Review RAD Project Plan	9 days	Project Manager
6	✓	Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7	✓	Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8	✓	Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9	✓	Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10	✓	Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11	✓	Create and Review Meeting Resources Checklist	9 days	Project Manager
12	✓	Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
13	✓	Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14	✓	Create and Review Kick-Off Meeting Agenda	9 days	Project Manager

<b>15</b>	<input type="checkbox"/>	<b>Conduct Kick-Off Meeting</b>	<b>1 day</b>	<b>Project Manager</b>
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# Kick-Off Meeting

- n Announces the End of the Start Up Phase and the Beginning of the Define Phase
- n Review the Documents Compiled During Start Up Phase
- n If Successful, Culminates in the Business Owner's 'Go-Ahead'



# Start Up Phase...continued

	Task Name	Duration	Resource Names
2	<input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3	<input checked="" type="checkbox"/> Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4	<input checked="" type="checkbox"/> Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
5	<input checked="" type="checkbox"/> Create and Review RAD Project Plan	9 days	Project Manager
6	<input checked="" type="checkbox"/> Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7	<input checked="" type="checkbox"/> Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8	<input checked="" type="checkbox"/> Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9	<input checked="" type="checkbox"/> Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10	<input checked="" type="checkbox"/> Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11	<input checked="" type="checkbox"/> Create and Review Meeting Resources Checklist	9 days	Project Manager
12	<input checked="" type="checkbox"/> Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
13	<input checked="" type="checkbox"/> Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14	<input checked="" type="checkbox"/> Create and Review Kick-Off Meeting Agenda	9 days	Project Manager
15	<input type="checkbox"/> <b>Conduct Kick-Off Meeting</b>	<b>1 day</b>	<b>Project Manager</b>

16	Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager
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# The Ground Rules

- n Outlines Expectations of Define Team During Define Phase
- n Update the Template as Necessary for the Release





# Ground Rules, R.2.0

## GROUND RULES

### FURRY FRIENDS R.2.0

### FINANCIAL MANAGEMENT SERVICE

1. The project must have at least one Project Manager. There can be two Project Managers, if necessary, where one represents the Business Owners and the other represents Information Resources (IR).
2. The project must have someone designated to act as the Business Functional Lead.
3. The Project Manager keeps technical decisions off the table during Define. The Project Manager conducts verbal checkpoints to ensure that the Define Phase is on track.
4. The RAD Facilitator drives the discussion about the Detailed Release Requirements and Business Rules.
5. The Project Manager with appropriate parties involved should quickly escalate disputes that cannot be resolved during any phase of the project. For the Define Phase, the Business Functional Lead is the key decision maker. If the group cannot reach a consensus on a Business Rule, the Business Functional Lead is responsible for the final decision based on the Define Teams recommendations. If this is not possible, the Executive Sponsor/Customer determines the outcome.
6. Representatives from IR may ask questions during the Define Phase to clarify information they need for technical reasons. They may also express limited concern about the Release Requirements if it appears the Release Requirements are going to be more than can be designed and developed.
7. **During the Define Phase, only one person addresses the group at a time. Avoid side bar discussions – all questions and comments are valuable.**



# Start Up Phase...The Last Task

	 Task Name	Duration	Resource Names
2	<input type="checkbox"/> <b>Start Up Phase</b>	<b>10 days</b>	
3	<input checked="" type="checkbox"/> Prioritize Project Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
4	<input checked="" type="checkbox"/> Create and Review Release Requirements	9 days	Project Manager,Business Functional Lead,Executive Sponsor
5	<input checked="" type="checkbox"/> Create and Review RAD Project Plan	9 days	Project Manager
6	<input checked="" type="checkbox"/> Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	Project Manager
7	<input checked="" type="checkbox"/> Create and Review Business Process Workflow	9 days	Project Manager,Business Functional Lead,Executive Sponsor
8	<input checked="" type="checkbox"/> Create and Review Business User Profiles	9 days	Project Manager,Business Functional Lead,Executive Sponsor
9	<input checked="" type="checkbox"/> Review any Existing Business Use Cases	9 days	Project Manager,Business Functional Lead,Executive Sponsor
10	<input checked="" type="checkbox"/> Create Glossary	9 days	Project Manager,Business Functional Lead,Executive Sponsor
11	<input checked="" type="checkbox"/> Create and Review Meeting Resources Checklist	9 days	Project Manager
12	<input checked="" type="checkbox"/> Perform Action Items in Meeting Resources Checklist	9 days	Project Manager
13	<input checked="" type="checkbox"/> Create and Review Define Phase Daily Task Schedule	9 days	Project Manager
14	<input checked="" type="checkbox"/> Create and Review Kick-Off Meeting Agenda	9 days	Project Manager
15	<input type="checkbox"/> <b>Conduct Kick-Off Meeting</b>	<b>1 day</b>	<b>Project Manager</b>
16	<input checked="" type="checkbox"/> Review Documents Created During Start Up Including Ground Rules	6 hrs	Project Manager

17	Deliver the Start Up Phase Documents into the CM Tool	2 hrs	Project Manager
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# CM Tool

- n Provides a Method for Memorializing the Decisions Made During Start Up Phase
- n Protects Documents from being Tampered With
- n Documents Can Be Placed into the CM Tool at any Time



# First Week of Define Phase

	 Task Name	Duration	Resource Names
18	<input type="checkbox"/> Define Phase	<b>10 days</b>	

19	Introductions, Logistics and Start Up Phase Recap	4 hrs	Define Team
20	Create and Maintain Minutes and Glossary	5 days	Define Team
21	Create Detailed Release Requirements	5 days	Define Team
22	Create a Prototype	5 days	Define Team
23	Create a Web Page Inventory	5 days	Define Team
24	Create User Roles and Access Definitions	5 days	Define Team
25	Create a Navigational Flow Diagram	5 days	Define Team
26	Create and Review Parking Lot	9 days	Define Team



# Day One of Define Phase

- n Introductions
- n Logistics
- n If Necessary, Briefly Review these Start Up Phase Documents
  - .. Define Phase Daily Task Schedule
  - .. Ground Rules
  - .. Business User Profiles
  - .. Business Process Workflows
  - .. Release Requirements



# Minutes and Glossary

- n Maintain Minutes
  - .. Capture Attendees
  - .. Record Key Decisions – Avoids Rehashing
  - .. Track Assignments
    - n Assign to a Specific Person
    - n Include Due Date
- n Update Glossary
- n Maintained by Scribe



# Minutes, R.2.0

**MINUTES**  
**FURRY FRIENDS R.2.0**  
**FINANCIAL MANAGEMENT SERVICE**

**DATE:** 2/27/06

**ATTENDEES:** Bennet Hound, Elaine Beagle, Connie Spaniel, Greg Dane, Ralph Poodle, Nathan Pug, Doris Dalmation

**ASSIGNMENTS:**

Assigned To	Description	Due Date	Completed
Greg Dane	Get Milk Bones	2/28/2007	

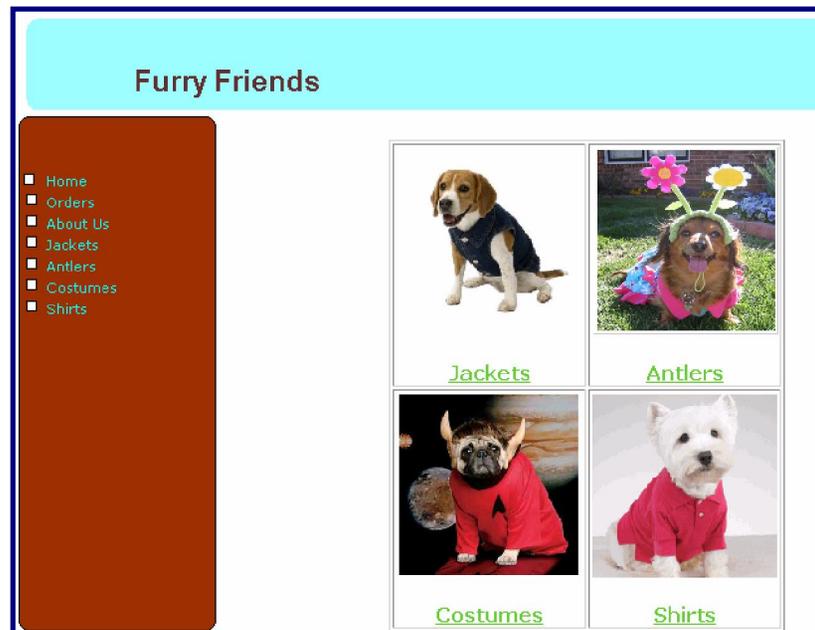
**KEY DECISIONS:**

- The Beagle will become part of the logo



# Prototype, R.2.0

- n Graphical Depiction
- n Visual Guide for Define Phase
- n Bring Screen Shots of Existing System





# Parking Lot

- n Purpose:
  - .. Stores 'Potential' Requirements Created During Define Phase (Include Originator)
  - .. Stores Release Requirements Determined to Be Outside the Scope During Any Phase
- n Final Disposition of All Parking Lot Items Must Be Determined No Later than the Release Evaluation Meeting
- n Not a 'To Do' List



# Web Page Inventory

## n Tracks Web Pages

**WEB PAGE INVENTORY**  
**FURRY FRIENDS R.1.0**  
**FINANCIAL MANAGEMENT SERVICE**

Page #	Page Title
1	Home
2	Jackets
3	Costumes
4	Antlers
5	About Us
6	Shirts

**WEB PAGE INVENTORY**  
**FURRY FRIENDS R.2.0**  
**FINANCIAL MANAGEMENT SERVICE**

Page #	Page Title
1	Home
2	Jackets
3	Costumes
4	Antlers
5	About Us
6	Shirts
7	Jackets1Color
8	Jackets2Size
9	Jackets3Personalize
10	Jackets4Review
11	NewOrder
12	Antlers1Style
13	Antlers2Size
14	Antlers3Review
15	Costume1Style
16	Costume2Size
17	Costume3Review
18	Shirts1Color
19	Shirts2Size
20	Shirts3Personalize
21	Shirts4Review
22	ThanksForYourOrder
23	NewOrderPaymentInfo
24	NewOrderConfirmation



# Detailed Release Requirements

- n Analyze and Break Down the Release Requirements to a Granular Level
  - Don't Forget Reports and Defects
- n Used to Understand the Release Requirements in order to Determine the LOE for Each
- n Not Used to Address User Roles and Data Access Rights
- n Display Updates as they are Made
- n Facilitator Must Keep Discussions Focused



# Exercise...continued

- n Briefly Review the Prototype for Release 1
- n Review the Prototype for Release 2
- n Using the Prototype as a Visual Guide,  
Create the Detailed Release  
Requirements for:
  - .. Release Requirement 3 — Online Orders, and
  - .. Release Requirement 4 — Orders Emailed to  
Warehouse



# Home Page

**Furry Friends**

- Home
- Orders
- About Us
- Jackets
- Antlers
- Costumes
- Shirts

	
<a href="#">Jackets</a>	<a href="#">Antlers</a>
	
<a href="#">Costumes</a>	<a href="#">Shirts</a>

Notes:



# Ordering Jacket – Helper Page 1

## Furry Friends

- Home
- Orders
- About Us
- Jackets
- Antlers
- Costumes
- Shirts

Color    Size    Personalize    Review

**Select Color**



- Blue
- Green
- Yellow

Next>>    Cancel

**Notes:**



# Ordering Jacket – Helper Page 2

## Furry Friends

- Home
- Orders
- About Us
- Jackets
- Antlers
- Costumes
- Shirts

Color   **Size**   Personalize   Review

**Select Size**



Weight (pounds): 5-10 lbs ▾  
Height (inches): Up to 5 inches ▾  
Length (inches): Up to 5 inches ▾

<< Prev   Next >>   Cancel

**Notes:**



# Ordering Jacket – Helper Page 3

## Furry Friends

- Home
- Orders
- About Us
- Jackets
- Antlers
- Costumes
- Shirts

Color Size **Personalize** Review

Enter Name

Name:

Letter Style:

Color:

<< Prev Next >> Cancel

Notes:



# Ordering Jacket – Helper Page 4

## Furry Friends

- Home
- Orders
- About Us
- Jackets
- Antlers
- Costumes
- Shirts

Color    Size    Personalize    **Review**

**Order Review**



Color: Blue  
Size: Large  
Personalize:  
Name: Avis  
Letter Style: Comic Sans  
Color: White

<< Prev    Print    Order    Cancel

**Notes:**



# New Order Page

## Furry Friends

- Home
- Orders
- About Us
- Jackets
- Antlers
- Costumes
- Shirts

**\* First Name:**

**MI:**

**\* Last Name:**

**Suffix:**

**\* Street:**

**\* City:**  **\* State:**  **\* Zip Code:**  -

**\* Country:**

**Email:**

**Home Phone Number:**  xxx-xxx-xxxx

**Cell Number:**  xxx-xxx-xxxx

**Notes:**



# Payment Information Page

## Furry Friends

- Home
- Orders
- About Us
- Jackets
- Antlers
- Costumes
- Shirts

**Credit Card Type:** American Express

**Credit Card Number:**

**Name on the Card:**

**\*Expiration Date:**   mm/dd/yyyy

OK

**Notes:**



# Payment Confirmation Page

## Furry Friends

- Home
- Orders
- About Us
- Jackets
- Antlers
- Costumes
- Shirts

**Name:** Tracey Teston  
**Address:** 620 Warden Street, Stars Hollow, CT 24242  
**Phone Numbers:** 434-343-4324, h; 543-235-234, c  
**Credit Card Information:** 3244-3423-2343 Exp. 01/09  
**Email:** Teston@fms.treas.gov

---

**Order Number:** FF21043  
**Item 1:** Antlers - Flowers  
Large  
**Item 2:** Costume - Hot Dog  
Small

**Subtotal:** \$30.00  
**Tax:** 1.50  
**Shipping and Handling:** 3.00  
**Total:** 34.50

**Notes:**



# Considerations in Determining the LOE

- n Developer Experience
- n Complexity of Requirements
- n Unfamiliar Technology
- n Familiarity with FMS RAD
- n Previous FMS RAD Releases Serve as a Baseline



# Determining the LOE

- n Step 1: Determine Total Work Hours Available:
  - (Work Hours Available) x (Number of Resources Available)
- n Step 2: Reduce Total Work Hours Available by 10-15%
- n Step 3: Determine the Work Hours Required to Deliver a Release Requirement
- n Step 4: Subtract the Work Hours Required to Deliver a Release Requirement from the Total Work Hours Available (Subtract Step 3 from Step 2)



# Exercise...continued

- n Determine the LOE for Release Requirements 3 and 4

Notes:



# Exercise...continued

- n Using the Prototype as a Visual Guide,  
Create the Detailed Release  
Requirements for:
  - Release Requirement 8 - Customer Views  
Order



# View Orders

## Furry Friends

- Home
- Orders
- About Us
- Jackets
- Antlers
- Costumes
- Shirts

Order Date	Order Number	Order Status
<input checked="" type="radio"/> 01/04/2007	FF4009423	New
<input type="radio"/> 12/14/2006	FF4009332	Received
<input type="radio"/> 12/01/2006	FF4009212	Returned

Select

Notes:



# Exercise...continued

- n Determine the LOE for Release Requirement 8

Notes:



# User Roles and Access Definitions

- n Defines User Role's Functionality
- n Defines User Role's Data Access Rights
- n May Define System Statuses

**USER ROLES AND ACCESS DEFINITIONS**  
**FURRY FRIENDS R.2.0**  
**FINANCIAL MANAGEMENT SERVICE**

Function	Roles	
	Customer	Internal User
Access Emails		✓
Place Order	✓	

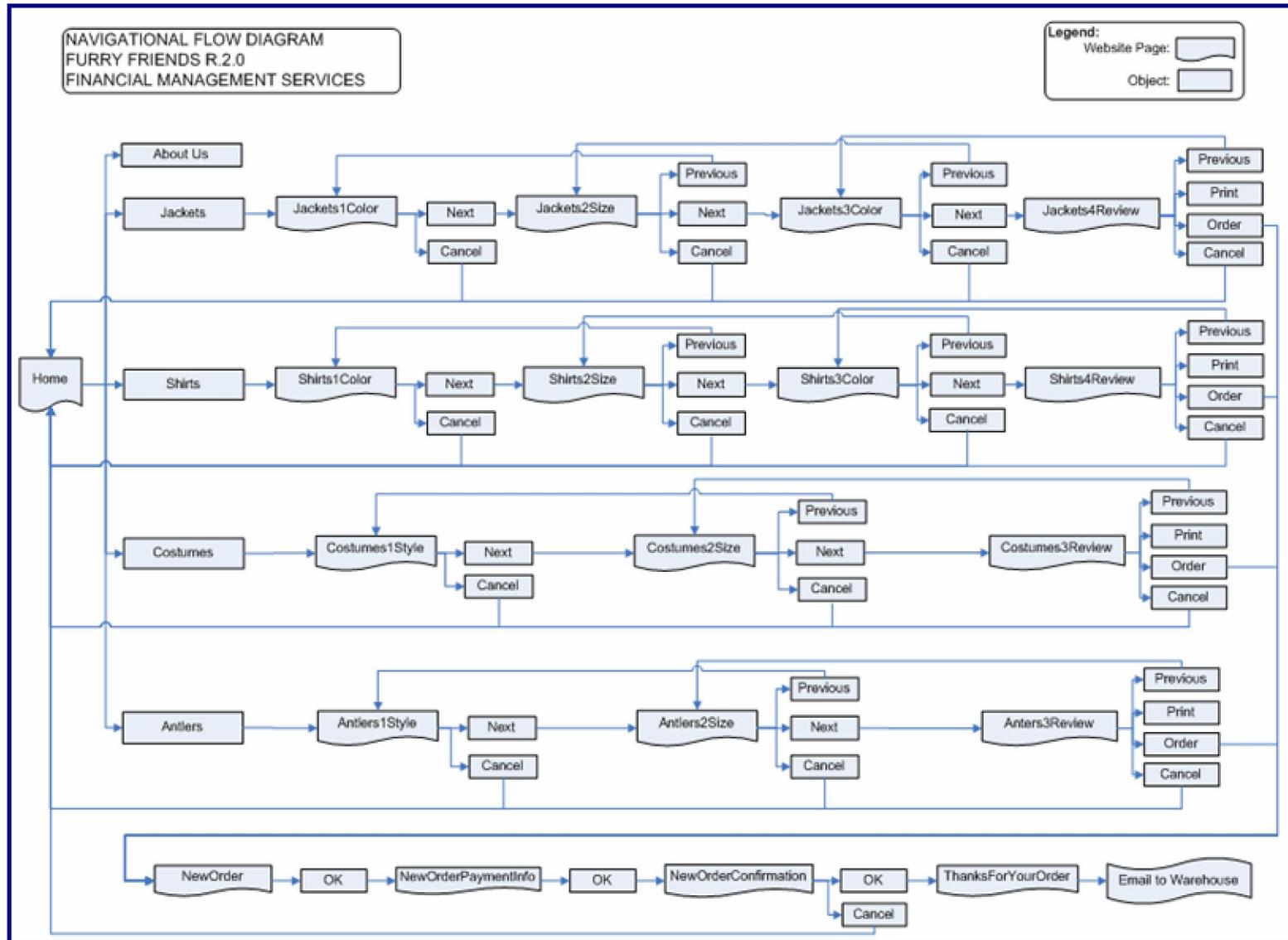


# Navigational Flow Diagram

- n Illustrates How to Get Through the System
- n Illustrates Functionalities on Each Page
- n Does Not Differentiate Between User Roles



# Navigational Flow Diagram, R.2.0





# Second Week of Define Phase

	Task Name	Duration	Resource Names
18	<input type="checkbox"/> <b>Define Phase</b>	<b>10 days</b>	
19	<input checked="" type="checkbox"/> Introductions, Logistics and Start Up Phase Recap	4 hrs	Define Team
20	<input checked="" type="checkbox"/> Create and Maintain Minutes and Glossary	5 days	Define Team
21	<input checked="" type="checkbox"/> Create Detailed Release Requirements	5 days	Define Team
22	<input checked="" type="checkbox"/> Create a Prototype	5 days	Define Team
23	<input checked="" type="checkbox"/> Create a Web Page Inventory	5 days	Define Team
24	<input checked="" type="checkbox"/> Create User Roles and Access Definitions	5 days	Define Team
25	<input checked="" type="checkbox"/> Create a Navigational Flow Diagram	5 days	Define Team
26	<input checked="" type="checkbox"/> Create and Review Parking Lot	9 days	Define Team
27	<input type="checkbox"/> <b>Create Business Rules</b>	<b>4 days</b>	<b>Define Team</b>
28	Write the Business Rules Portion of the Business Rules and Program Specifications (BRPS)	4 days	
29	OR Update Existing Business Use Cases	4 days	
31	Management Review	3 hrs	Executive Sponsor, Define Team
32	Deliver the Define Phase Documents into the CM Tool	1 hr	Project Manager



# Business Rules and Program Specifications (BRPS)

- n Business Rules:
  - .. Written During Define Phase
  - .. Defines What a System Does by Addressing Each Object on a Page
  - .. Defines 'Behind the Scenes' Functionality by Associating the Functionality with an Object or Page
  - .. Focus on User Roles.
  - .. See 'Guide to Writing Business Rules' in Appendix B
- n Program Specifications:
  - .. Written During Design
  - .. More Technical Information



**BUSINESS RULES AND PROGRAM SPECIFICATIONS  
FURRY FRIENDS R.2.0  
FINANCIAL MANAGEMENT SERVICE**

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**BUSINESS RULES AND PROGRAM SPECIFICATIONS**  
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**FINANCIAL MANAGEMENT SERVICE**

**System Edits and Messages**

System Message #	Edit Description	System Message Description
1	The user must select a color via a radio button prior to clicking the Next button on the Jackets1Color Page and the Shirts1Color Page	Please select a color.
2	The user must select a style of antlers prior to clicking the Next button on the Antlers1Style Page	Please select the style of antlers you want.
3	The user must select a size of antlers prior to clicking the Next button on the Antlers2Size Page	Please select the size antlers you want.
4	The user must select a style of costume prior to clicking the Next button on the Costume2Style Page	Please select the style of costume you want.
5	The user must select an order from the list prior to clicking the select button on the SelectOrder Page	Please select the order you would like to view.
6	The user must enter 16 numeric characters if Mastercard or Visa is selected as the credit card type; the user must enter 15 numeric characters if American Express is selected as the credit card type on the NewOrderPayment Page	Please re-enter your credit card number.
7	The user must enter data in the Name on the Card text box, and the data entered must be alphabetic only on the NewOrderPayment Page	Please re-enter the name on the credit card you are using.
8	The expiration date must be in the following format dd/mm/yyyy on the NewOrderPayment Page	Please re-enter the expiration date on your credit card using the following format: dd/mm/yyyy.
9	The user will loose order data if they select the 'Cancel' button on any helper page.	You order information will be deleted. Do you want to return to the Helper?

**Database Table Definitions**

Table Name:					
Description:					
Name	Datatype	Is PK	Null Option	Comment	Is FK



**BUSINESS RULES AND PROGRAM SPECIFICATIONS  
FURRY FRIENDS R.2.0  
FINANCIAL MANAGEMENT SERVICE**

**Web Page #8 – Jackets2Size Page**

## Furry Friends

ColorSizePersonalizeReview

**Select Size**



Weight (pounds):

Height (inches):

Length (inches):

<< Prev Next >> Cancel

- Home
- About Us
- Jackets
- Antlers
- Costumes
- Shirts



**BUSINESS RULES AND PROGRAM SPECIFICATIONS**  
**FURRY FRIENDS R.2.0**  
**FINANCIAL MANAGEMENT SERVICE**

**Web Page #8 – Change History**

Action	Related Business Rules	Change Description	Changed By	CR



**BUSINESS RULES AND PROGRAM SPECIFICATIONS  
FURRY FRIENDS R.2.0  
FINANCIAL MANAGEMENT SERVICE**

**Web Page #8 – Business Rules**

Web Page #8 – Jackets2Size Page						
Ref. #	Object Name	Database Table. Column Name	Data Type	Field Type	Business Rule	System Message #
1	Page Description			N/A	This page allows customer to choose the size of the jacket. The 'Customer' User Role can access this page.	
2	Furry Friends			Static Text	Font: Bold, Arial, Size 14, Brown	
3	Navigation Bar			N/A	The left navigation bar includes the following links: Home; Orders; About Us; Jackets; Antlers; Costumes; Shirts	
4	Home			Navigation Bar Item	When the user clicks the Home link, the user will be forwarded to the Home page.	
5	Orders			Navigation Bar Item	When the user clicks the Order link, the user will be forwarded to the SelectOrder page.	
6	About Us			Navigation Bar Item	When the user clicks the About Us link, the user will be forwarded to the About Us page.	
7	Jackets			Navigation Bar Item	When the user clicks the Jackets link, the user will be forwarded to the Jackets1Color page.	
8	Antlers			Navigation Bar Item	When the user clicks the Antlers link, the user will be forwarded to the Antlers1Style page.	
9	Costumes			Navigation Bar Item	When the user clicks the Costumes link, the user will be forwarded to the Costume1Style page.	
10	Shirts			Navigation Bar Item	When the user clicks the Shirts link, the user will be forwarded to the Shirts1Color page.	
11	Tab Header Group			N/A	The following tab headers will be shown as in the prototype: Color; Size; Personalize; Review	
12	Color			Tab Header	The Color tab header will be disabled.	
13	Size			Tab Header	The Size tab header will be enabled.	
14	Personalize			Tab Header	The Personalize tab header will be disabled.	



# Exercise...continued

- n Write the Business Rules for Ordering Jacket – Helper Page 2
  - .. Use the Detailed Release Requirements
  - .. Use the Prototype Pages
  - .. Use ‘Guide to Writing Business Rules’



### Furry Friends

Color
Size
Personalize
Review

**Select Size**



Weight (pounds):

Height (inches):

Length (inches):

Web Page #8 – Jackets2Size Page						
Ref. #	Object Name	Database Table. Column Name	Data Type	Field Type	Business Rule	System Message #
15	Review			Tab Header		
16	Select Size			Static Text		
17	Photo of beagle wearing a jacket			Image		
18	Weight (pounds):			Drop Down List		
19						
20	Height (inches):			Drop Down List		
21						
22	Length (inches):			Drop Down List		
23						
24	<< Prev			Button		
25	Next >>			Button		
26	Cancel			Button		



# “Answers”

**BUSINESS RULES AND PROGRAM SPECIFICATIONS**  
**FURRY FRIENDS R.2.0**  
**FINANCIAL MANAGEMENT SERVICE**

Web Page #8 – Jackets2Size Page						
Ref. #	Object Name	Database Table. Column Name	Data Type	Field Type	Business Rule	System Message #
15	Review			Tab Header	The Review tab header will be disabled.	
16	Select Size			Static Text	Font: Bold, Arial, Size 12, Black	
17	Photo of beagle wearing a jacket			Image	The photo of the beagle wearing a jacket will be underneath the subtitle, as shown in the prototype.	
18	Weight (pounds):			Drop Down List	Values listed in this order: 5-10 lbs; 10-15 lbs; 15-25 lbs; 23-35 lbs; 35-45 lbs	
19					Default Value: 5-10 lbs.	
20	Height (inches):			Drop Down List	Values listed in this order: Up to 5 inches; 5-10 inches; 10-20 inches; 20-30 inches	
21					Default Value: Up to 5 inches	
22	Length (inches):			Drop Down List	Values listed in this order: Up to 5 inches; 5-10 inches; 10-20 inches; 20-30 inches	
23					Default Value: Up to 5 inches	
24	<< Prev			Button	When the user clicks the << Prev button, the user will be forwarded to the Jackets1Color Page.	
25	Next >>			Button	When the user clicks the Next >> button, the user will be forwarded to the Jackets3Personalize Page.	
26	Cancel			Button	When the user clicks the Cancel button, the user will be forwarded to the Home Page.	9



# The Last Day of Define Phase

		Task Name	Duration	Resource Names
18		<b>Define Phase</b>	<b>10 days</b>	
19	✓	Introductions, Logistics and Start Up Phase Recap	4 hrs	Define Team
20	✓	Create and Maintain Minutes and Glossary	5 days	Define Team
21	✓	Create Detailed Release Requirements	5 days	Define Team
22	✓	Create a Prototype	5 days	Define Team
23	✓	Create a Web Page Inventory	5 days	Define Team
24	✓	Create User Roles and Access Definitions	5 days	Define Team
25	✓	Create a Navigational Flow Diagram	5 days	Define Team
26	✓	Create and Review Parking Lot	9 days	Define Team
27	✓	<b>Create Business Rules</b>	<b>4 days</b>	<b>Define Team</b>
28	✓	Write the Business Rules Portion of the Business Rules and Program Specifications (BRPS)	4 days	
29	✓	OR Update Existing Business Use Cases	4 days	

30		Review the Define Phase Documents with the Define Team	4 hrs	Define Team
31		Management Review	3 hrs	Executive Sponsor, Define Team
32		Deliver the Define Phase Documents into the CM Tool	1 hr	Project Manager



# Design, Develop, and Deploy Phases

- n On Your Own
- n Respect the Time Boxes
- n Conduct Management Reviews After Each of these Phases



# Post Deploy Phase

n Go Live



# Post Deploy...continued

- n Conduct Release Evaluation Meeting
  - .. Parking Lot
    - n Final Disposition of All Parking Lot Items Must Be Determined
  - .. Lessons Learned
    - n Identify Challenges and Successes
    - n Captured Throughout the Release
    - n Forward to the FMS RAD Staff for Compilation and Distribution
- n All Final Documents Must Be Placed and Baselined into the CM Tool
- n Metrics



# Celebrate!





# Appendix A



## Guide to Writing Business Rules

The following information lists items that should be considered when writing Business Rules for objects on an application page. Not all items will be addressed for each object. Be sure to address each user role, status, or other variable that can affect the Business Rules for each item.

The Define Team is responsible for listing exactly what each object on a system page does and its state. This is done by creating Business Rules, which further define the Detailed Business Requirements. FMS recommends the use of the Business Rules and Program Specifications format for capturing the business requirements, however, Business Use Cases may be used if preferred. Regardless of the format used, the Business Rules must cover every user role or other condition of the system. Each Business Rule must be assigned a number (Ref. #), and this reference number must not be changed or reused so that the change history can be maintained properly. The description of the Business Rule is entered in the 'Business Rule' column. The type of object (e.g., button, radio button, text box) should be identified in the 'Field Type' column. The 'Object Name' is the label for the object. Please refer to the 'Object Business Rules' list below for specific Business Rules that should be defined for each object

The Business Rules should also list and provide reference numbers for all of the edit and error messages for a system in the 'System Message' column. Each edit and error message must be assigned a reference number, and this reference number must not be changed or reused. The messages are associated with the Business Rules via the reference number. For example, to indicate that the error message 'Please enter a Phone Number' will be displayed when the Save button is selected but the user did not enter a phone number, the reference number of that error message is entered in the System Message column for the Business Rule for the Save button.

The database and other technical information are entered into this document by the developers during the Design Phase.

### Object Business Rules:

(Be sure to define the following Business Rules with respect to each user role, status, or other variables that can affect the Business Rules for each item).

Object Name	Field Type	Business Rules
<b>Buttons</b>		
<Enter Object Label> (e.g., 'Save')	Buttons	Default Properties: Visible, Enabled
		Events: Describe what happens when a Button is clicked
		Validations: List Validation, include corresponding 'System Message' number
<b>Drop Down List</b>		
<Enter Object Label> (e.g., 'Color')		Calculated Values: Indicate any calculated values
		Data Groupings: Provide data groupings including columns that will have subtotals and/or totals
		Default Properties: Enabled, Visible
		Default Value: Indicate the Default Value
		Events: Describe what happens when a list item is selected
		Required Field: Indicate if it is a required value
		Sort Order: Provide sort order



Object Name	Field Type	Business Rules
<b>Header Menu Bar</b>		
Header Menu Bar:	N/A	Header Bar Items: List the Header Bar Items in order of appearance
		Optional: Define the Header Menu Bar Items globally if they occur on more than one page
<Enter Object Label> (e.g., 'Logoff')	Header Bar Item	Events: Describe what happens when a Header Bar Item is selected
<b>Navigation Bar</b>		
Navigation Bar	N/A	Navigation Bar Items: List the Navigation Bar Items in order of appearance
		Optional: Define the Navigation Bar Items globally if they occur on more than one page
<Enter Object Label> (e.g., 'About Us')	Navigation Bar Item	Events: Describe what happens when a Navigation Bar Item is selected
<b>Page Description</b>		
Page Description	N/A	Provide a high-level objective for the page as the first Business Rule and address User Roles.
<b>Radio Buttons</b>		
<Enter Object Label> (e.g., 'Color')	Radio Button Group	Default Selection: Identify whether one of the buttons is selected by default
		Required Values: Indicate if it is a required value
<Enter Object Label> (e.g., 'Blue')	Radio Button	Default Properties: Visible, Enabled
		Events: Describe what happens when a radio button is selected
<b>Selection List or Tables</b>		
<Enter Object Label> (e.g., 'Orders')	Selection List or Tables	Column Headers: List Column Headers in order of appearance
		Data Groupings: Provide data groupings including columns that will have subtotals and/or totals
		Default Properties: Enabled, Visible
		Multiple Selections: Indicate if the user can select multiple list items or only one at a time.
		Scroll Bars: Indicate if a scroll bar will be used, and if so, indicate how many rows should be displayed prior to scroll bar appearing.
		Sort Order: Provide sort order
<Enter Object Label> (e.g., 'Date')	Column Header	Checkboxes: If Checkboxes are a column header <ul style="list-style-type: none"> <li>• Display message when mouse is over the checkbox.</li> <li>• If checked, all of the checkboxes in the column are checked.</li> <li>• If unchecked, all of the checkboxes in the column are unchecked.</li> </ul>
		Format Requirements: Indicate if font is bold, italics, underlined, left-justified etc.
<Enter Object Label> (e.g., 'Date')	Column Header and Link	Purpose: Indicates a column that can be resorted
		Sort Order: Provide sort order



Object Name	Field Type	Business Rules
<Enter Column Header Label> (e.g., 'Date')	Column Data	Calculated Values: Indicate any calculated values.
		Events: Describe what happens when a List or Table Item is selected
		Format Requirements <ul style="list-style-type: none"> <li>Indicate the data format for each column. Example: first name + mi + last name + suffix.</li> <li>Indicate if font is bold, italics, underlined, left-justified etc.</li> </ul>
<b>Static Text</b>		
<Enter Object Label> (e.g., 'Name')	Static Text	Default Properties: Visible
		Format Requirements: Indicate if font is bold, italics, underlined, left-justified etc.
<b>Tabs</b>		
Tab Header Group	N/A	Tab Headers: List Headers in order of appearance
<Enter Object Label> (e.g., 'Personalize')	Tab Header	Default properties: Enabled, Visible
		Events: Describe what happens when tab is selected
<b>Text Box</b>		
<Enter Object Label> (e.g., 'Name')	Text Box	Default properties: Enabled, Visible
		Events: Describe what happens when a data is entered into a Text Box.
		Format Requirements: Indicate if font is bold, italics, underlined, left-justified etc.
		Redisplay Data: Indicate, for example, to add four leading zeroes to the value entered.
		Required Values: Indicate if it is a required value
		Validations (if performed as user leaves the text box): List Validation, include corresponding 'System Message' number
		Value Lengths: Provide the maximum and minimum value lengths
		Width: Provide the width of the Text Box



# Appendix B



# Required Documents

- n Must Be in FMS RAD Template Format
- n Must Be Titled As Shown
  - .. Project Requirements
  - .. Release Requirements
  - .. Detailed Release Requirements
  - .. RAD Project Plan
  - .. Ground Rules
  - .. Lessons Learned
  - .. Parking Lot



# Required Content

- n Must Be Included in the Documentation Set
- n May Be Included in Any Document or Format
  - .. RAD Project Team Roles and Responsibilities Roster
  - .. Business Process Workflow
  - .. Business User Profiles
  - .. Glossary
  - .. Meeting Resources Checklist
  - .. Define Phase Daily Task Schedule
  - .. Kick-Off Meeting Agenda
  - .. Minutes
  - .. Navigational Flow Diagram
  - .. User Roles and Access Definitions
  - .. Web Page Inventory
  - .. Business Rules and Program Specifications