

**GROUND RULES**  
**JFRAD R.1**  
**FINANCIAL MANAGEMENT SERVICE**

1. The project must have a Project Managers. One representing the Business Owners and the other representing IR.
2. The project must have someone designated to act as the Business Functional Lead.
3. Define is facilitated by the Project Managers to keep technical decisions off the table. The Project Manager conducts verbal checkpoints to ensure the Define is where it needs to be during the 3 days of requirements building.
4. RAD Facilitator drives the discussion about the business 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 what they need. They may also express limited concern about the requirements if it appears the 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.**