



Financial Management Service's

Rapid Application Development (FMS RAD)

Training

Release 6, August 24, 2009



Welcome

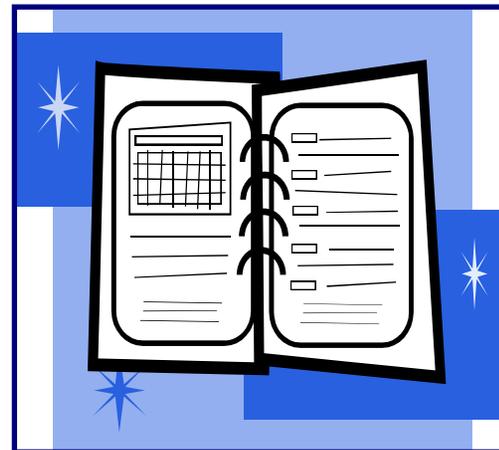
- Your Instructor
 - Tracey Teston
 - tracey.teston@fms.treas.gov
 - RAD Staff
 - 202.874.8541

- Your On-line Resources
 - <http://fms.treas.gov/RAD>
 - fms.rad.staff@fms.treas.gov



Class Schedule

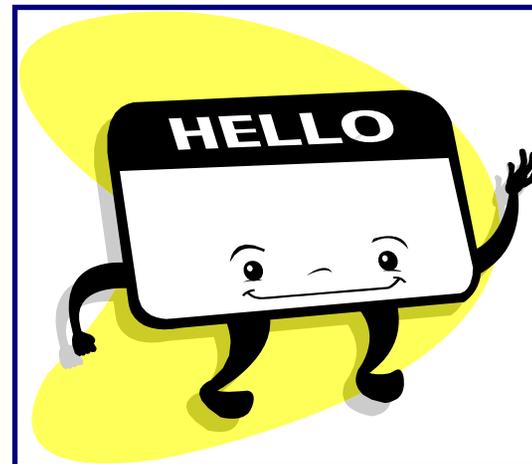
- Start of Class 9:00 a.m.
- Break 10:00 a.m. to 10:15 a.m.
- Adjourn 10:15 a.m. to 11:00 a.m.





Participant Introductions

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





Why FMS RAD

- FMS Experienced:
 - Project Overruns
 - Missed Deadlines
 - Scope Creep
- Bureau of Public Debt's Success with RAD
- Successful Pilots
- Commissioner's Memorandum



What is FMS RAD

- A Prescriptive Software Development Methodology Consisting of:
 - Iterative Development
 - Time Boxing
 - Maximum Release is 120 *Business Days*
 - Phases
 - Start Up
 - Define
 - Design
 - Develop
 - Deploy
 - Post Deploy
 - Management Approval Required
 - Graphical Depictions
 - Required Documentation Set



FMS RAD FAQs

- When do we use FMS RAD? FMS RAD is used for ALL Software Development of New and Existing Systems
 - Includes: Enhancements, ‘.’ Releases (Release 1.2 to 1.3; Release 1.2.1 to Release 1.2.2), and Change Requests. Exception: Severity 1 issues. If the system doesn’t work, it needs to be fixed immediately.
- Can Developers go ahead and make fixes or changes to code in order to make things better? Developers should not change code that is not included in the current FMS RAD Release unless the FMS Project Manager approves the change.
- Can I use the FMS RAD Templates I used from a previous FMS RAD Release? Sure if they are the most recent version number of the FMS RAD Template. Please check the FMS RAD Website to ensure that you have the most recent version of the FMS RAD Templates. Revised FMS RAD Templates have version numbers in the footer.



Preparing to Start an FMS RAD Release

- **Business Owners Must-**
 - Prioritize All Project Requirements
 - Identify the Release Requirements
- **Developers Must-**
 - Analyze Each Release Requirement
 - Provide a Preliminary Level of Effort (LOE) Estimate for Each Release Requirement
- **Business Owners and Developers Must-**
 - Ensure the Infrastructure is In Place



Preparing to Start an FMS RAD Release...continued

- **Certification & Accreditation (C&A)**
 - Tania Wright, IT Security Program Staff Director
- **Treasury Web Application Infrastructure (TWA)**
 - Thomas Booker, TWA Management Staff Director
- **Configuration Management (CM)**
 - Joyce Tabbs, Configuration Management Division Staff Director



Start Up Phase

- Finalize the Release Requirements (Scope)
- Compile Analysis of Release Requirements
- Set the Ground Rules
- Conduct the Kick-Off Meeting
- Suggested Time Box—10 Business Days



Exercise



■ Furry Friends Website

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





Start Up Phase

	Task Name	Duration	Resource Names
1	<input type="checkbox"/> RAD Release Schedule	120 days	
2	<input type="checkbox"/> Start Up Phase	10 days	
3	Prioritize Project Requirements	9 days	FMS Project Manager, Business Functional Lead, Executive Sponsor/Customer
7	Create and Review Business Process Workflow	9 days	FMS Project Manager, Business Functional Lead
8	Create and Review Business User Profiles	9 days	FMS Project Manager, Business Functional Lead
9	Review any Existing Business Use Cases	9 days	FMS Project Manager, Business Functional Lead
10	Create Glossary	9 days	FMS Project Manager, Business Functional Lead
11	Create and Review Meeting Resources Checklist	9 days	FMS Project Manager
12	Perform Action Items in Meeting Resources Checklist	9 days	FMS Project Manager
13	Create and Review Define Phase Daily Task Schedule	9 days	FMS Project Manager
14	Create and Review Kick-Off Meeting Agenda	9 days	FMS Project Manager
15	Create and Review Ground Rules	9 days	FMS Project Manager
16	Conduct Kick-Off Meeting	6 hrs	RAD Project Team
17	Deliver the Start Up Phase Documents into the CM Tool	2 hrs	FMS Project Manager





Project Requirements

- Encompass ALL of the Application Features and Functions
- Provide High-Level Descriptions
- Prioritized
- Cumulative Document
- 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

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Release Requirements

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





Release Requirements, R.2.0

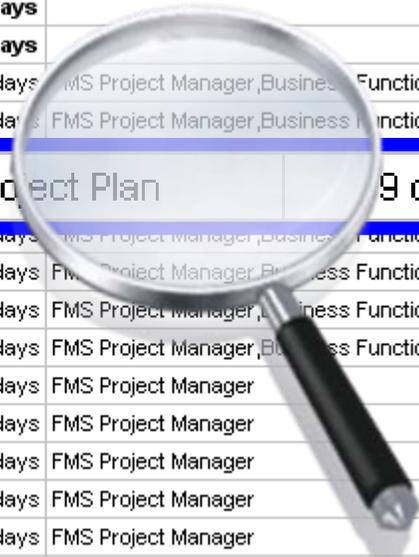
RELEASE REQUIREMENTS FURRY FRIENDS R.2.0 FINANCIAL MANAGEMENT SERVICE

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



Start Up Phase...continued

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6	Create and Review Business Process Flow	9 days	FMS Project Manager, Business Functional Lead
7	Create and Review Business User Profiles	9 days	FMS Project Manager, Business Functional Lead
8	Review any Existing Business Use Cases	9 days	FMS Project Manager, Business Functional Lead
9	Create Glossary	9 days	FMS Project Manager, Business Functional Lead
10	Create and Review Meeting Resources Check	9 days	FMS Project Manager
11	Perform Action Items in Meeting Resources	9 days	FMS Project Manager
12	Create and Review Define Phase Daily Task	9 days	FMS Project Manager
13	Create and Review Kick-Off Meeting Agency	9 days	FMS Project Manager
14	Create and Review Ground Rules	9 days	FMS Project Manager
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RAD Project Plan, R.2.0

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16 Conduct Kick-Off Meeting	6 hrs	RAD Project Team
17 Deliver the Start Up Phase Documents into the CM Tool	2 hrs	FMS Project Manager



RAD Project Plan, R.2.0

	Task Name	Duration	Resource Names
18	Define Phase	10 days	
19	Welcome, 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 Graphical Depictions	5 days	Define Team
23	Create Web Page Inventory	5 days	Define Team
24	Create User Roles and Access Definitions	5 days	Define Team
25	Create Navigational Flow Diagram	5 days	Define Team
26	Create and Review Parking Lot	9 days	Define Team
27	Create Business Rules	4 days	Define Team
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	4 hrs	Define Team
31	Management Review	2 hrs	RAD Project Team
32	Deliver the Define Phase Documents into the CM Tool	2 hrs	FMS Project Manager



RAD Project Plan, R.2.0

	Task Name	Duration	Resource Names
33	<input type="checkbox"/> Design Phase	26 days	
34	Review of Business Rules	4 hrs	Development Staff
35	<input type="checkbox"/> Create Program Specifications from the Business Rules	25 days	Development Staff
36	Write the Program Specifications Portion of the BRPS	25 days	
37	OR Update Existing Technical Use Cases	25 days	
38	Design Tasks	25 days	Development Staff
39	Management Review	2 hrs	RAD Project Team
40	Deliver the Design Phase Documents into the CM Tool	2 hrs	FMS Project Manager



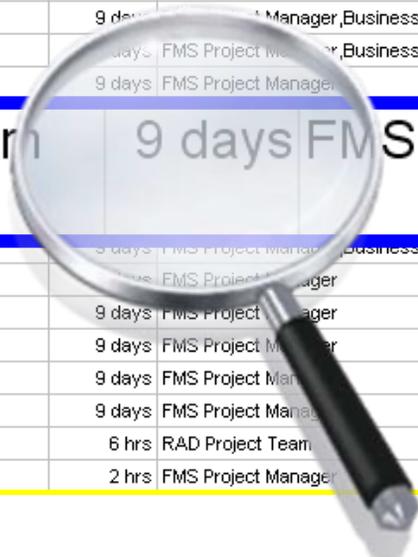
RAD Project Plan, R.2.0

Task Name	Duration	Resource Names
41 <input type="checkbox"/> Develop Phase	50 days	
42 Review of BRPS	4 hrs	Development Staff
43 Development Tasks	49 days	Development Staff
44 Management Update	2 hrs	RAD Project Team
45 Deliver the Develop Phase Documents into the CM Tool	2 hrs	FMS Project Manager
46 <input type="checkbox"/> Deploy Phase	20 days	
47 Prepare to Deploy	18 days	Development Staff
48 Migrate to Production	12 hrs	Development Staff
49 Management Update	2 hrs	RAD Project Team
50 Deliver the Deploy Phase Documents into the CM Tool	2 hrs	FMS Project Manager
51 <input type="checkbox"/> Post Deploy	4 days	
52 Go Live	1 day	Development Staff
53 <input type="checkbox"/> Conduct Release Evaluation Meeting	1 day	FMS Project Manager, Define Team
54 Empty the Parking Lot	4 hrs	
55 Compile and Review the Lessons Learned	4 hrs	
56 Deliver the Finalized RAD Documents into the CM Tool	1 day	FMS Project Manager
57 Celebrate!	1 day	RAD Project Team



Start Up Phase...continued

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RAD Project Team Roles and Responsibilities Roster

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





RAD Project Team Roles and Responsibilities Roster, R.2.0

RAD PROJECT TEAM ROLES AND RESPONSIBILITIES ROSTER FURRY FRIEND R.2 FINANCIAL MANAGEMENT SERVICE

The participants below represent the business owners, users, and development staff who comprise the RAD Project Team for the Furry Friend R.2. Names/titles in bold are full-time participants of the Define Team.

Role	Description	Approximate Participation Rate					
		Start-Up	Define	Design	Develop	Deploy	Post-Deploy
Executive Sponsor/ Customer Germaine Sheppard 202.555.1111 Germaine.Sheppard@furryfriends.com	The Executive Sponsor/Customer is the owner of the project. Responsible for ensuring that the application fulfills strategic business needs. Responsible for selecting and empowering the FMS project manager. Authorizes the transition to the next Phase of a RAD Release.	100%	100%	100%	100%	100%	100%
FMS Project Manager Bennet Hound 202.555.2222 Bennet.Hound@furryfriends.com	The FMS Project Manager ensures the successful completion of all RAD deliverables. Participates in all aspects of the RAD release. Facilitates the Define Phase with an emphasis on developing the Business Rules or Business Use Cases. Coordinates with Configuration Management, Mission Assurance, and the platform area as necessary for each release.	100%	100%	100%	100%	100%	100%
Business Functional Lead Elaine Beagle 202.555.3333 Elaine.Beagle@furryfriends.com	The Business Functional Lead has the authority from the Executive Sponsor/Customer to make decisions on his/her behalf during a release. Ensures the release requirements meet the mission and priorities of the organization. Has the business knowledge necessary to write Business Rules or Business Use Cases corresponding to release requirements. Acts as the Key Decision Maker for the business side. Leads testing to ensure that release requirements were met.	100%	100%	75%	100%	100%	75%



RAD Project Team Roles and Responsibilities Roster, R.2.0

RAD PROJECT TEAM ROLES AND RESPONSIBILITIES ROSTER
 FURRY FRIEND R.2
 FINANCIAL MANAGEMENT SERVICE

Role	Description	Approximate Participation Rate					
		Start-Up	Define	Design	Develop	Deploy	Post-Deploy
Functional Specialist(s) Connie Spaniel 202.555.4444 Connie.Spaniel@furryfriends.com Greg Dane 202.555.8989 Greg.Dane@furryfriends.com Ralph Poodle 202.555.8787 Ralph.Poodle@furryfriends.com	The Function Specialist is the front line user of the application. Provides detailed information regarding the business processes including how the application is used to accomplish the work. Participates in all RAD Phases on an as-needed basis.	25%	100%	100%	25%	100%	25%
Technical Lead Nathan Pug 202.999.5555 Nathan.Pug@furryfriends.com	The Technical Lead analyzes the release requirements and provides level of effort estimates for each release requirement. Provides guidance in making technically sound decisions during the Define Phase. Ensures the programming specifications are created to correspond with the business rules for each release requirement. Acts as the Key Decision Maker for the development side. Ensures application infrastructure is in place before starting a release.	50%	100%	100%	100%	100%	75%
Scribe(s) Doris Dalmation 202.999.8888 Doris.Dalmation@furryfriends.com	Creates and updates the following information and documents during the Define Phase: <ul style="list-style-type: none"> • Minutes (including Assignments and Key Decisions) • Glossary • Detailed Release Requirements • Parking Lot May assist in writing the Business Rules.	0%	100%	0%	0%	0%	0%



Start Up Phase...continued

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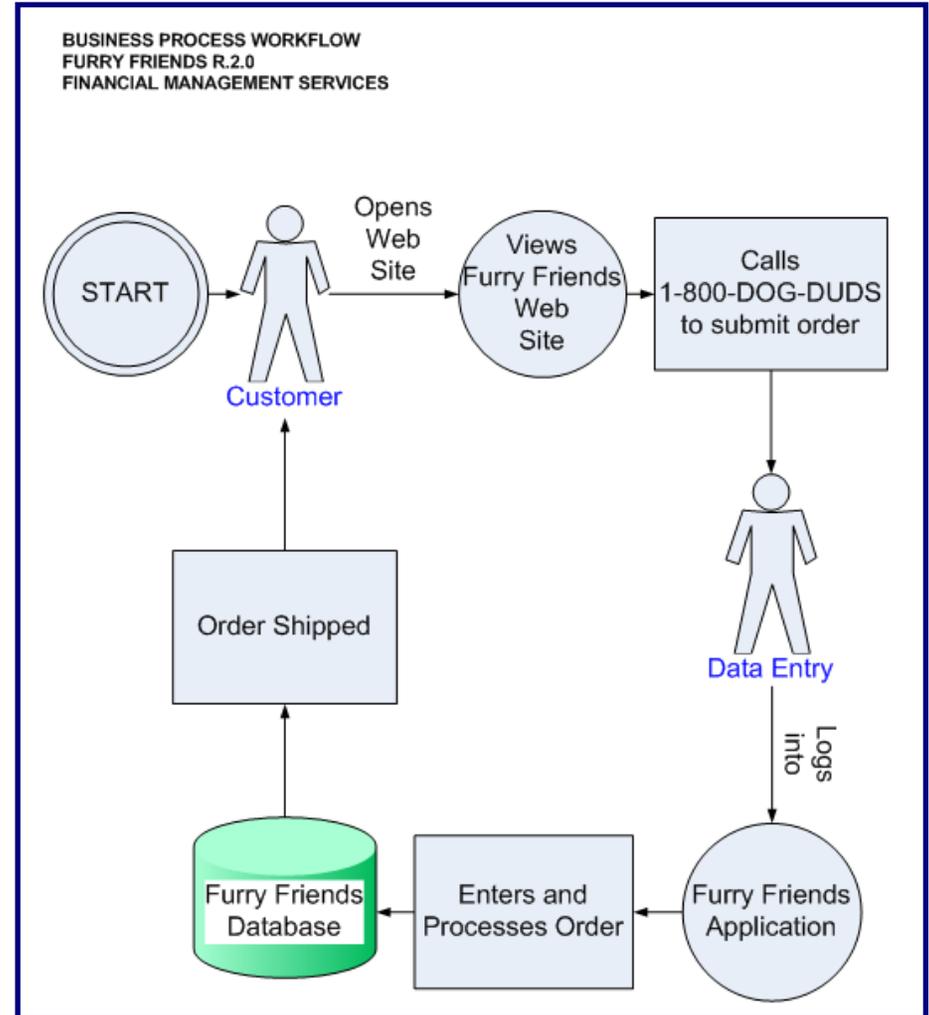
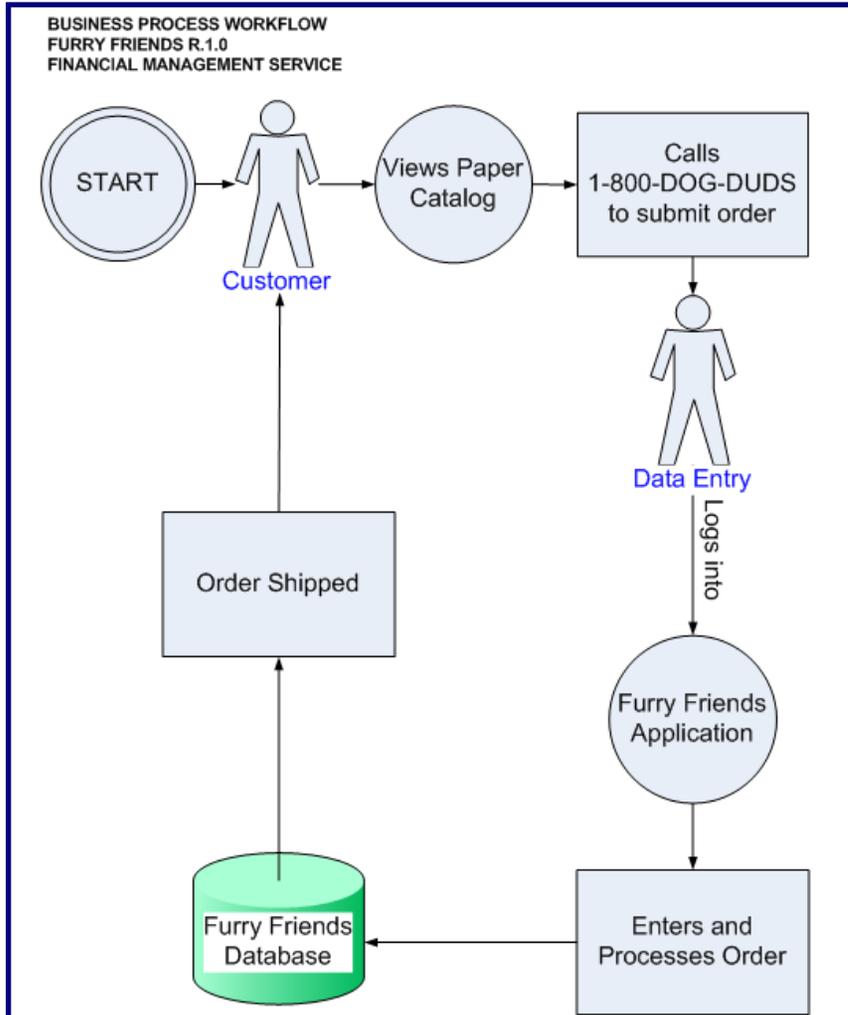


Business Process Workflow

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



Business Process Workflows





Business User Profiles

- High-Level Definition of each User Role as they **Currently** Exist
- 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

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Glossary

- Provides System Specific Verbiage
- 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.

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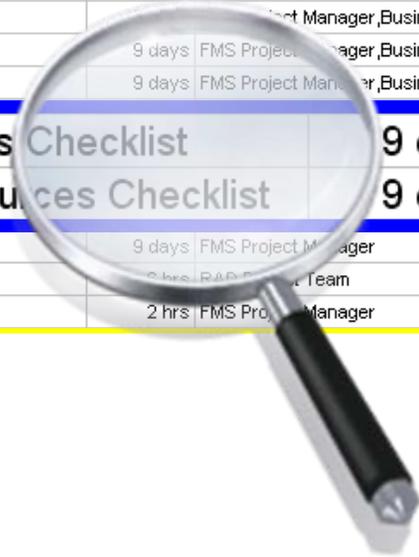
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Meeting Resources Checklist

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





Meeting Resources Checklist, R.2.0

MEETING RESOURCES CHECKLIST FURRY FRIENDS R.2 FINANCIAL MANAGEMENT SERVICE

Kick-Off Meeting

- Room Reserved: LCB 2042
- Equipment: Laptop, Projector, Screen or White Wall Resources, Video Conferencing capabilities
- Resources: RAD Project Team

Define Team Meetings

- Rooms Reserved: LCB 2042, 3012, 4302, 5022
- Equipment: Laptop(s), Projector, Network Connectivity, Screen or White Wall, Write-On/Wipe-Off Board, Markers, Erasers, Post-It Style Self Sticking Easel Sheets, Flip Charts and Markers for Flip Charts, Notepads, Pens
- Resources: Define Team

Define Phase Management Review

- Room Reserved: LCB 2042
- Equipment: Laptop, Projector, Screen or White Wall Resources, Video Conferencing
- Resources: RAD Project Team

Design Phase Management Review

- Room Reserved: LCB 2042
- Equipment: Laptop, Projector, Screen or White Wall Resources, Video Conferencing
- Resources: RAD Project Team

Develop Phase Management Update

- Room Reserved: LCB 2042
- Equipment: Laptop, Projector, Screen or White Wall Resources, Video Conferencing
- Resources: RAD Project Team

Deploy Phase Management Update

- Room Reserved: LCB 2042
- Equipment: Laptop, Projector, Screen or White Wall Resources, Video Conferencing
- Resources: RAD Project Team

Release Evaluation Meeting

- Room Reserved: LCB 2042
- Equipment: Laptop, Projector, Screen or White Wall Resources, Video Conferencing
- Resources: FMS Project Manager, Define Team



Start Up Phase...continued

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Define Phase Daily Task Schedule

- Use as an Agenda for Define Phase
- Use as a Guide to Ensure the Team Stays on Schedule
- Tailor the Schedule to the Define Phase
- 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 LCB 2042	<ul style="list-style-type: none"> - Review Business Process Workflow - Review Business User Profiles - Review Define Phase Daily Task Schedule - Review Ground Rules - Review Release Requirements - Start Detailed Release Requirements - Start Parking Lot - Maintain Glossary - Document Minutes 	<ul style="list-style-type: none"> - Detailed Release Requirements - Glossary - Minutes - Parking Lot
Tuesday, March 20 LCB 2042	<ul style="list-style-type: none"> - Review the Minutes from previous day - Start Graphical Depictions - Start Navigational Flow Diagram - Start User Roles and Access Definitions - Start Web Page Inventory - Continue Detailed Release Requirements - Maintain Glossary - Maintain Parking Lot - Document Minutes 	<ul style="list-style-type: none"> - Detailed Release Requirements - Glossary - Graphical Depictions - Minutes - Navigational Flow Diagram - Parking Lot - User Roles and Access Definitions - Web Page Inventory
Wednesday, March 21 LCB 2042	<ul style="list-style-type: none"> - Review the Minutes from previous day - Continue Detailed Release Requirements - Continue Graphical Depictions - Continue Navigational Flow Diagram - Continue User Roles and Access Definitions - Continue Web Page Inventory - Maintain Glossary - Maintain Parking Lot - Document Minutes 	<ul style="list-style-type: none"> - Detailed Release Requirements - Glossary - Graphical Depictions - Minutes - Navigational Flow Diagram - Parking Lot - User Roles and Access Definitions - Web Page Inventory
Thursday, March 22 LCB 2042	<ul style="list-style-type: none"> - Review the Minutes from previous day - Continue Detailed Release Requirements - Continue Graphical Depictions - Continue Navigational Flow Diagram - Continue User Roles and Access Definitions - Continue Web Page Inventory - Maintain Glossary - Maintain Parking Lot - Document Minutes 	<ul style="list-style-type: none"> - Detailed Release Requirements - Glossary - Graphical Depictions - Minutes - Navigational Flow Diagram - Parking Lot - User Roles and Access Definitions - Web Page Inventory
Friday, March 23 LCB 2042	<ul style="list-style-type: none"> - Review the Minutes from previous day - Start Business Rules - Finalize Detailed Release Requirements - Finalize Graphical Depictions - Finalize Navigational Flow Diagram - Finalize Web Page Inventory - Finalize User Roles and Access Definitions - Maintain Glossary - Maintain Parking Lot - Document Minutes 	<ul style="list-style-type: none"> - Business Rules and Program Specifications - Detailed Release Requirements - Glossary - Graphical Depictions - Minutes - Navigational Flow Diagram - Parking Lot - User Roles and Access Definitions - Web Page Inventory



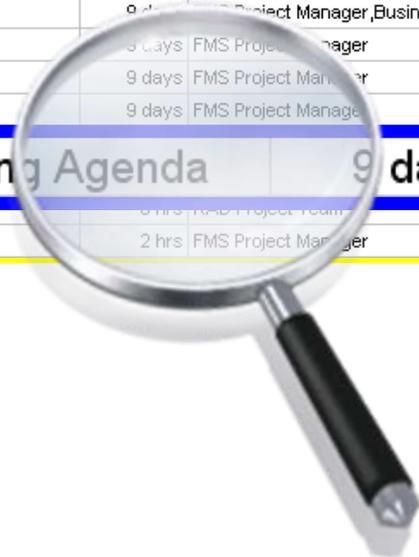
Define Phase Daily Task Schedule, R.2.0

DEFINE PHASE DAILY TASK SCHEDULE FURRY FRIENDS R.2.0 FINANCIAL MANAGEMENT SERVICE		
Date	Task	Deliverables
Monday, March 26 LCB 3012, 4302, 5022	<ul style="list-style-type: none"> - Continue Business Rules - Maintain Glossary - Maintain Parking Lot - Document Minutes 	<ul style="list-style-type: none"> - Business Rules and Program Specifications - Glossary - Minutes - Parking Lot
Tuesday, March 27 LCB 3012, 4302, 5022	<ul style="list-style-type: none"> - Continue Business Rules - Maintain Glossary - Maintain Parking Lot - Document Minutes 	<ul style="list-style-type: none"> - Business Rules and Program Specifications - Glossary - Minutes - Parking Lot
Wednesday, March 28 LCB 3012, 4302, 5022	<ul style="list-style-type: none"> - Continue Business Rules - Maintain Glossary - Maintain Parking Lot - Document Minutes 	<ul style="list-style-type: none"> - Business Rules and Program Specifications - Glossary - Minutes - Parking Lot
Thursday, March 29 LCB 3012, 4302, 5022	<ul style="list-style-type: none"> - Continue Business Rules - Maintain Glossary - Maintain Parking Lot - Document Minutes 	<ul style="list-style-type: none"> - Business Rules and Program Specifications - Glossary - Minutes - Parking Lot
Friday, March 30 LCB 2042	<ul style="list-style-type: none"> - Finalize Business Rules - Review Business Rules with Define Team and Executive Sponsor/Customer - Document Minutes 	<ul style="list-style-type: none"> - Business Rules and Program Specifications - Glossary - Minutes - Parking Lot



Start Up Phase...continued

	Task Name	Duration	Resource Names
1	RAD Release Schedule	120 days	
2	Start Up Phase	10 days	
3	✓ Prioritize Project Requirements	9 days	FMS Project Manager,Business Functional Lead,Executive Sponsor/Customer
4	✓ Create and Review Release Requirements	9 days	FMS Project Manager,Business Functional Lead,Technical Lead
5	✓ Create and Review RAD Project Plan	9 days	FMS Project Manager
6	✓ Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	FMS Project Manager
7	✓ Create and Review Business Process Workflow	9 days	FMS Project Manager,Business Functional Lead
8	✓ Create and Review Business User Profiles	9 days	FMS Project Manager,Business Functional Lead
9	✓ Review any Existing Business Use Cases	9 days	FMS Project Manager,Business Functional Lead
10	✓ Create Glossary	9 days	FMS Project Manager,Business Functional Lead
11	✓ Create and Review Meeting Resources Checklist	9 days	FMS Project Manager
12	✓ Perform Action Items in Meeting Resources Checklist	9 days	FMS Project Manager
13	✓ Create and Review Define Phase Daily Task Schedule	9 days	FMS Project Manager
14	Create and Review Kick-Off Meeting Agenda	9 days	FMS Project Manager
15	Conduct Kick-Off Meeting	8 hrs	RAD Project Team
17	Deliver the Start Up Phase Documents into the CM Tool	2 hrs	FMS Project Manager





Kick-Off Meeting Agenda

- Update the Kick-Off Meeting Agenda Template
- List Each Document to Be Reviewed at the Meeting
- Allow Adequate Time for Each Agenda Item
- Provide the Agenda to Participants at least Two Days in Advance of the Meeting
- 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
FINANCIAL MANAGEMENT SERVICE**

1. Welcome and Opening Remarks, Germaine Sheppard, Executive Sponsor/Customer
2. Introduction of RAD Project Team Members, Bennet Hound, FMS Project Manager
Refer to the RAD Project Team Roles and Responsibilities Roster.
3. Review Release Requirements, Bennet Hound, FMS Project Manager
Refer to the Release Requirements Document.
4. Review RAD Project Plan, Bennet Hound, FMS Project Manager
Refer to the RAD Project Plan Document.
5. Review Define Phase Daily Task Schedule, Bennet Hound, FMS Project Manager
Refer to the Define Phase Daily Task Schedule Document.
6. Review Business Process Workflows and Business User Profiles, Bennet Hound, FMS Project Manager
Refer to the Business Process Workflows and Business User Profiles Documents.
7. Review Glossary, Bennet Hound, FMS Project Manager
Refer to the Glossary Document.
8. Review Ground Rules, Bennet Hound, FMS Project Manager
Refer to the Ground Rules Document.



Start Up Phase...continued

	i	Task Name	Duration	Resource Names
1		<input type="checkbox"/> RAD Release Schedule	120 days	
2		<input type="checkbox"/> Start Up Phase	10 days	
3	✓	Prioritize Project Requirements	9 days	FMS Project Manager,Business Functional Lead,Executive Sponsor/Customer
4	✓	Create and Review Release Requirements	9 days	FMS Project Manager,Business Functional Lead,Technical Lead
5	✓	Create and Review RAD Project Plan	9 days	FMS Project Manager
6	✓	Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	FMS Project Manager
7	✓	Create and Review Business Process Workflow	9 days	FMS Project Manager,Business Functional Lead
8	✓	Create and Review Business User Profiles	9 days	FMS Project Manager,Business Functional Lead
9	✓	Review any Existing Business Use Cases	9 days	FMS Project Manager,Business Functional Lead
10	✓	Create Glossary	9 days	FMS Project Manager,Business Functional Lead
11	✓	Create and Review Meeting Resources Checklist	9 days	FMS Project Manager
12	✓	Perform Action Items in Meeting Resources Checklist	9 days	FMS Project Manager
13	✓	Create and Review Define Phase Daily Task Schedule	9 days	FMS Project Manager
14	✓	Create and Review Kick-Off Meeting Agenda	9 days	FMS Project Manager



15	Create and Review Ground Rules	9 days	FMS Project Manager
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The Ground Rules

- Outlines Expectations of Define Team During Define Phase
- 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 designated facilitator drives the discussion about the Detailed Release Requirements and Business Rules during the Define Phase.
2. The designated facilitator keeps technical decisions off the table during the Define Phase.
3. The designated facilitator conducts verbal checkpoints to ensure that the Define Phase is on track.
4. The FMS 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 Detailed Release Requirement or 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.
5. Representatives from the Development Staff 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.
6. **During the Define Phase, only one person addresses the group at a time. Avoid side bar discussions – all questions and comments are valuable.**



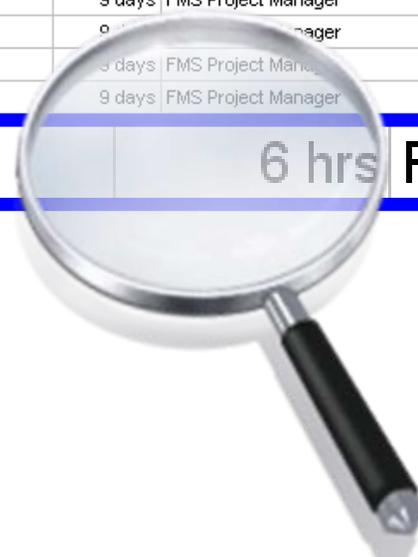
Start Up Phase...continued

	i	Task Name	Duration	Resource Names
1		<input type="checkbox"/> RAD Release Schedule	120 days	
2		<input type="checkbox"/> Start Up Phase	10 days	
3	✓	Prioritize Project Requirements	9 days	FMS Project Manager,Business Functional Lead,Executive Sponsor/Customer
4	✓	Create and Review Release Requirements	9 days	FMS Project Manager,Business Functional Lead,Technical Lead
5	✓	Create and Review RAD Project Plan	9 days	FMS Project Manager
6	✓	Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	FMS Project Manager
7	✓	Create and Review Business Process Workflow	9 days	FMS Project Manager,Business Functional Lead
8	✓	Create and Review Business User Profiles	9 days	FMS Project Manager,Business Functional Lead
9	✓	Review any Existing Business Use Cases	9 days	FMS Project Manager,Business Functional Lead
10	✓	Create Glossary	9 days	FMS Project Manager,Business Functional Lead
11	✓	Create and Review Meeting Resources Checklist	9 days	FMS Project Manager
12	✓	Perform Action Items in Meeting Resources Checklist	9 days	FMS Project Manager
13	✓	Create and Review Define Phase Daily Task Schedule	9 days	FMS Project Manager
14	✓	Create and Review Kick-Off Meeting Agenda	9 days	FMS Project Manager
15	✓	Create and Review Ground Rules	9 days	FMS Project Manager

16

Conduct Kick-Off Meeting

6 hrs RAD Project Team





Kick-Off Meeting

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



Start Up Phase...the Last Task

	Task Name	Duration	Resource Names
1	<input type="checkbox"/> RAD Release Schedule	120 days	
2	<input type="checkbox"/> Start Up Phase	10 days	
3	<input checked="" type="checkbox"/> Prioritize Project Requirements	9 days	FMS Project Manager,Business Functional Lead,Executive Sponsor/Customer
4	<input checked="" type="checkbox"/> Create and Review Release Requirements	9 days	FMS Project Manager,Business Functional Lead,Technical Lead
5	<input checked="" type="checkbox"/> Create and Review RAD Project Plan	9 days	FMS Project Manager
6	<input checked="" type="checkbox"/> Create and Review RAD Project Team Roles and Responsibilities Roster	9 days	FMS Project Manager
7	<input checked="" type="checkbox"/> Create and Review Business Process Workflow	9 days	FMS Project Manager,Business Functional Lead
8	<input checked="" type="checkbox"/> Create and Review Business User Profiles	9 days	FMS Project Manager,Business Functional Lead
9	<input checked="" type="checkbox"/> Review any Existing Business Use Cases	9 days	FMS Project Manager,Business Functional Lead
10	<input checked="" type="checkbox"/> Create Glossary	9 days	FMS Project Manager,Business Functional Lead
11	<input checked="" type="checkbox"/> Create and Review Meeting Resources Checklist	9 days	FMS Project Manager
12	<input checked="" type="checkbox"/> Perform Action Items in Meeting Resources Checklist	9 days	FMS Project Manager
13	<input checked="" type="checkbox"/> Create and Review Define Phase Daily Task Schedule	9 days	FMS Project Manager
14	<input checked="" type="checkbox"/> Create and Review Kick-Off Meeting Agenda	9 days	FMS Project Manager
15	<input checked="" type="checkbox"/> Create and Review Ground Rules	9 days	FMS Project Manager
16	<input checked="" type="checkbox"/> Conduct Kick-Off Meeting	6 hrs	RAD Project Team

17 | **Deliver the Start Up Phase Documents into the CM Tool** | **2 hrs** | **FMS Project Manager**





Define Phase

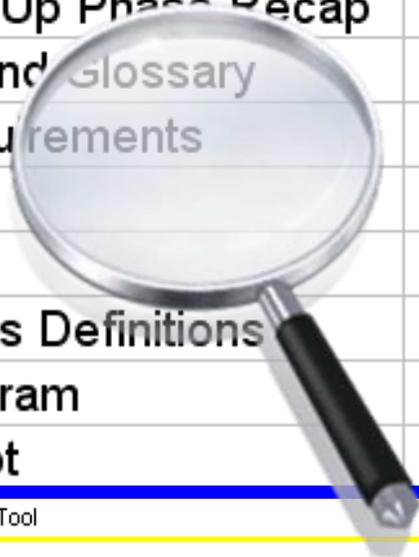
- Define the Detailed Release Requirements
- Determine the LOE
- Write the Business Rules
- Management Review and Sign-Off of:
 - Business Rules
 - Navigation Flow Diagram
 - User Roles and Data Access Definitions
 - Graphical Depictions
- Suggested Time Box—10 Business Days



First Week of Define Phase

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

19	Welcome, 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 Graphical Depictions	5 days	Define Team
23	Create Web Page Inventory	5 days	Define Team
24	Create User Roles and Access Definitions	5 days	Define Team
25	Create Navigational Flow Diagram	5 days	Define Team
26	Create and Review Parking Lot	9 days	Define Team

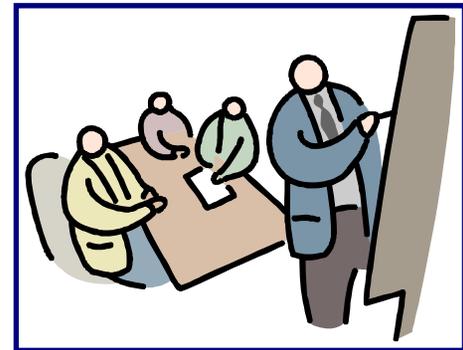


32	Deliver the Define Phase Documents into the CM Tool	2 hrs	FMS Project Manager
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Day One of Define Phase

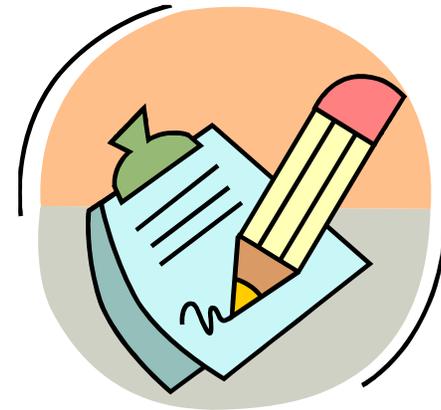
- Welcome
- Logistics
- If Necessary, Briefly Review these Start Up Phase Documents
 - Define Phase Daily Task Schedule
 - Ground Rules
 - Business User Profiles
 - Business Process Workflows
 - Release Requirements





Minutes and Glossary

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





Minutes, R.2.0

MINUTES
FURRY FRIENDS R.2
FINANCIAL MANAGEMENT SERVICE

DATE: 2/27/07

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	

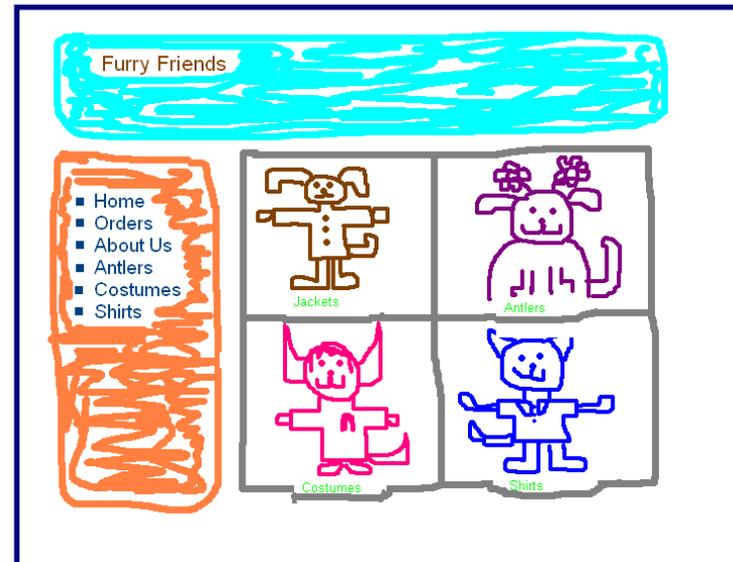
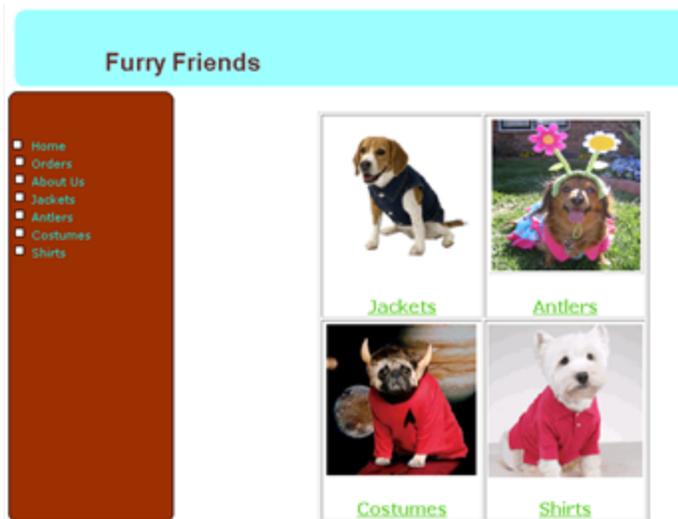
KEY DECISIONS:

- The Beagle will become part of the logo



Graphical Depictions

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





Parking Lot

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





Web Page Inventory

■ 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

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





Exercise...continued



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



Exercise...continued



Furry Friends

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



- Detailed Release Requirements:



Exercise...continued



■ Detailed Release Requirements:

Furry Friends

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

Color Size Personalize Review

Select Color



- Blue
- Green
- Yellow

Next>> Cancel



Exercise...continued



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

■ Detailed Release Requirements:



Exercise...continued



Furry Friends

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

Color Size **Personalize** Review

Enter Name

Name:

Letter Style:

Color:

<< Prev Next >> Cancel

Detailed Release Requirements:



Exercise...continued



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

■ Detailed Release Requirements:



Exercise...continued



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

Detailed Release Requirements:



Exercise...continued



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

■ Detailed Release Requirements:



Exercise...continued



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

■ Detailed Release Requirements:



Exercise...continued



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



Exercise...continued



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

■ Detailed Release Requirements:



User Roles and Access Definitions

- Defines User Role's Functionality
- Defines User Role's Data Access Rights
- 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	✓	

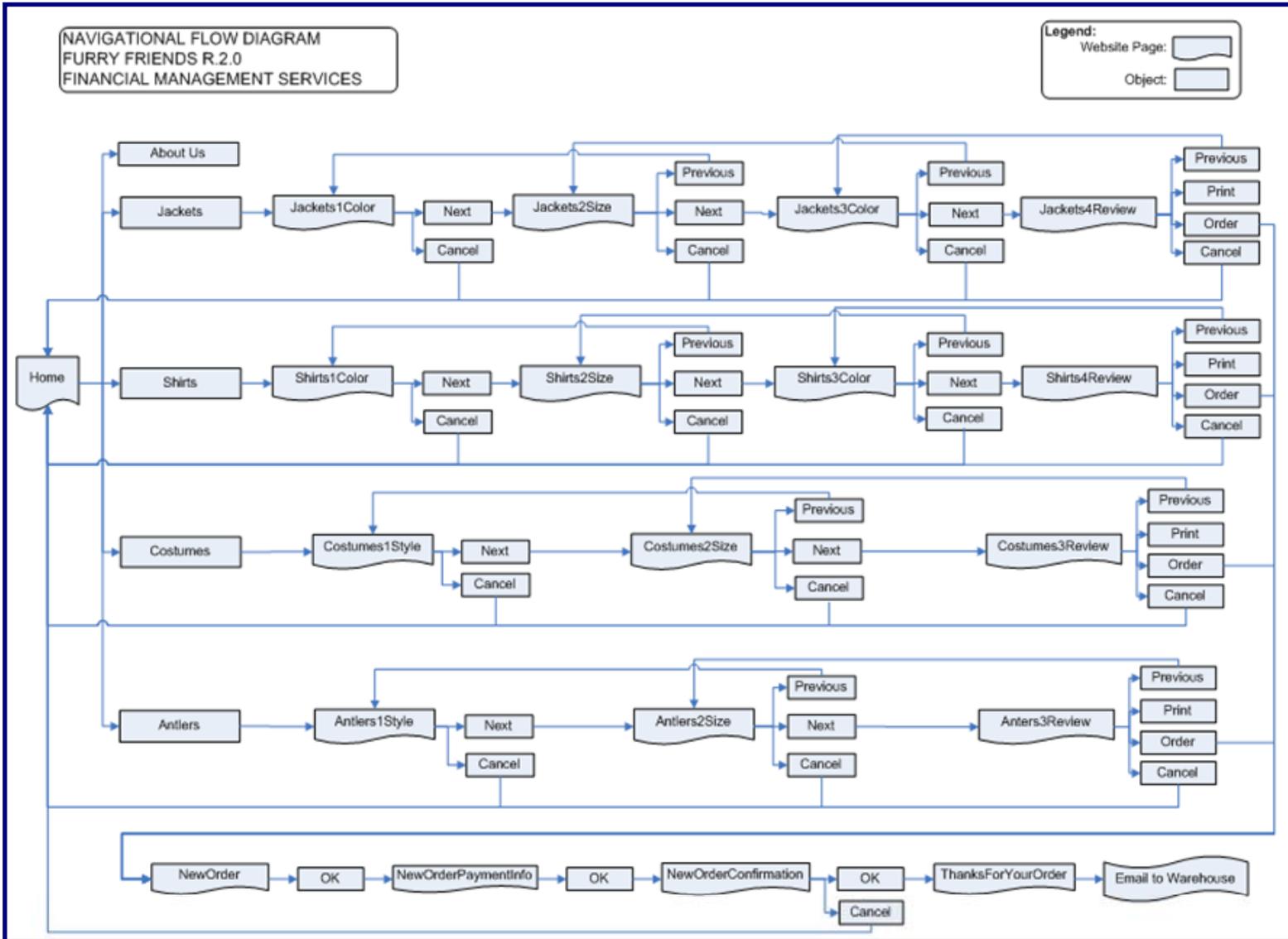


Navigational Flow Diagram

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



Navigational Flow Diagram, R.2.0





Considerations in Determining the LOE

- Developer Experience
- Complexity of Requirements
 - How Many New Pages
 - How Many User Roles
- Unfamiliar Technology
- Familiarity with FMS RAD
- Previous FMS RAD Releases Serve as a Baseline
- Resources:
 - Graphical Depictions
 - User Roles and Data Access Definitions
 - Navigational Flows





Exercise...continued



- Determine the LOE for Release Requirements 3 and 4

- Determine the LOE for Release Requirement 8



Second Week of Define Phase

	Task Name	Duration	
18	<input type="checkbox"/> Define Phase	10 days	
19	<input checked="" type="checkbox"/> Welcome, 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 Graphical Depictions	5 days	Define Team
23	<input checked="" type="checkbox"/> Create 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 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"/> Create Business Rules	4 days	Define Team
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	





Business Rules and Program Specifications (BRPS)

- 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 the Appendix
- Program Specifications:
 - Written During Design Phase
 - Provides More Technical Information



BRPS Table of Contents

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

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Web Page #2 - Change History	9
Web Page #2 – Business Rules	10
Web Page #3 – Costumes Page	11
Web Page #3 - Change History	12
Web Page #3 – Business Rules	13
Web Page #4 – Antlers Page	15
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Web Page #4 – Business Rules	17
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Web Page #5 – Change History	20
Web Page #5 – Business Rules	21
Web Page #6 – Shirts Page	22
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Web Page #7 – Change History	26
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Web Page #8 – Jackets2Size Page	29
Web Page #8 – Change History	30
Web Page #8 – Business Rules	31
Web Page #9 – Jackets3Personalize Page	33
Web Page #9 – Change History	34
Web Page #9 – Business Rules	35
Web Page #10 – Jackets4 Review Page	37
Web Page #10 – Change History	38
Web Page #10 – Business Rules	39
Web Page #12 – Antlers1Style Page	42
Web Page #12 – Change History	43
Web Page #12 – Business Rules	44
Web Page #13 – Antlers2Size Page	46
Web Page #13 – Change History	47
Web Page #13 – Business Rules	48
Web Page #14 – Antlers3Review Page	50



BRPS System Messages and Database Table Definitions

BUSINESS RULES AND PROGRAM SPECIFICATIONS
 FURRY FRIENDS R.2.0
 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 lose 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



BRPS GUI Screen Shot

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

Web Page #8 – Jackets2Size Page

Furry Friends

- Home
- 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



BRPS Change History

**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



BRPS Business Rules

**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



- Write the Business Rules for the 'Select Size' Page of the Ordering Jacket Helper
 - Use the Detailed Release Requirements
 - Use the Graphical Depiction Pages
 - Use 'Guide to Writing Business Rules'



Exercise...continued



Furry Friends

Color
Size
Personalize
Review

Select Size

Weight (pounds):

Height (inches):

Length (inches):

<< Prev
Next >>
Cancel

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		



Exercise...Final Task



“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	
18	<input type="checkbox"/> Define Phase	10 days	
19	<input checked="" type="checkbox"/> Welcome, 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 Graphical Depictions	5 days	Define Team
23	<input checked="" type="checkbox"/> Create 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 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"/> Create Business Rules	4 days	Define Team
28	<input checked="" type="checkbox"/> Write the Business Rules Portion of the Business Rules Program Specifications (BRPS)	4 days	
29	<input checked="" type="checkbox"/> OR Update Existing Business Use Cases	4 days	

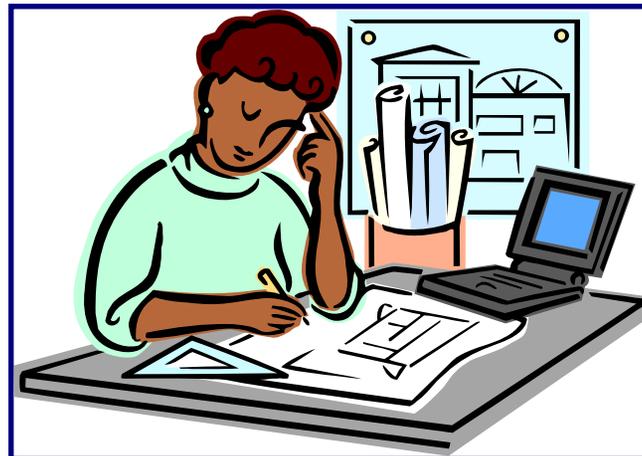
30	Review the Define Phase Documents	4 hrs	Define Team
31	Management Review	2 hrs	RAD Project Team
32	Deliver the Define Phase Documents into the CM Tool	2 hrs	FMS Project Manager





Design Phase

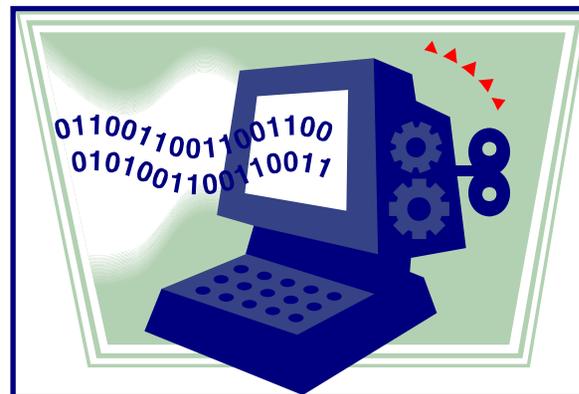
	Task Name	Duration	Resource Names
33	<input type="checkbox"/> Design Phase	26 days	
34	Review of Business Rules	4 hrs	Development Staff
35	<input type="checkbox"/> Create Program Specifications from the Business Rules	25 days	Development Staff
36	Write the Program Specifications Portion of the BRPS	25 days	
37	OR Update Existing Technical Use Cases	25 days	
38	Design Tasks	25 days	Development Staff
39	Management Review	2 hrs	RAD Project Team
40	Deliver the Design Phase Documents into the CM Tool	2 hrs	FMS Project Manager





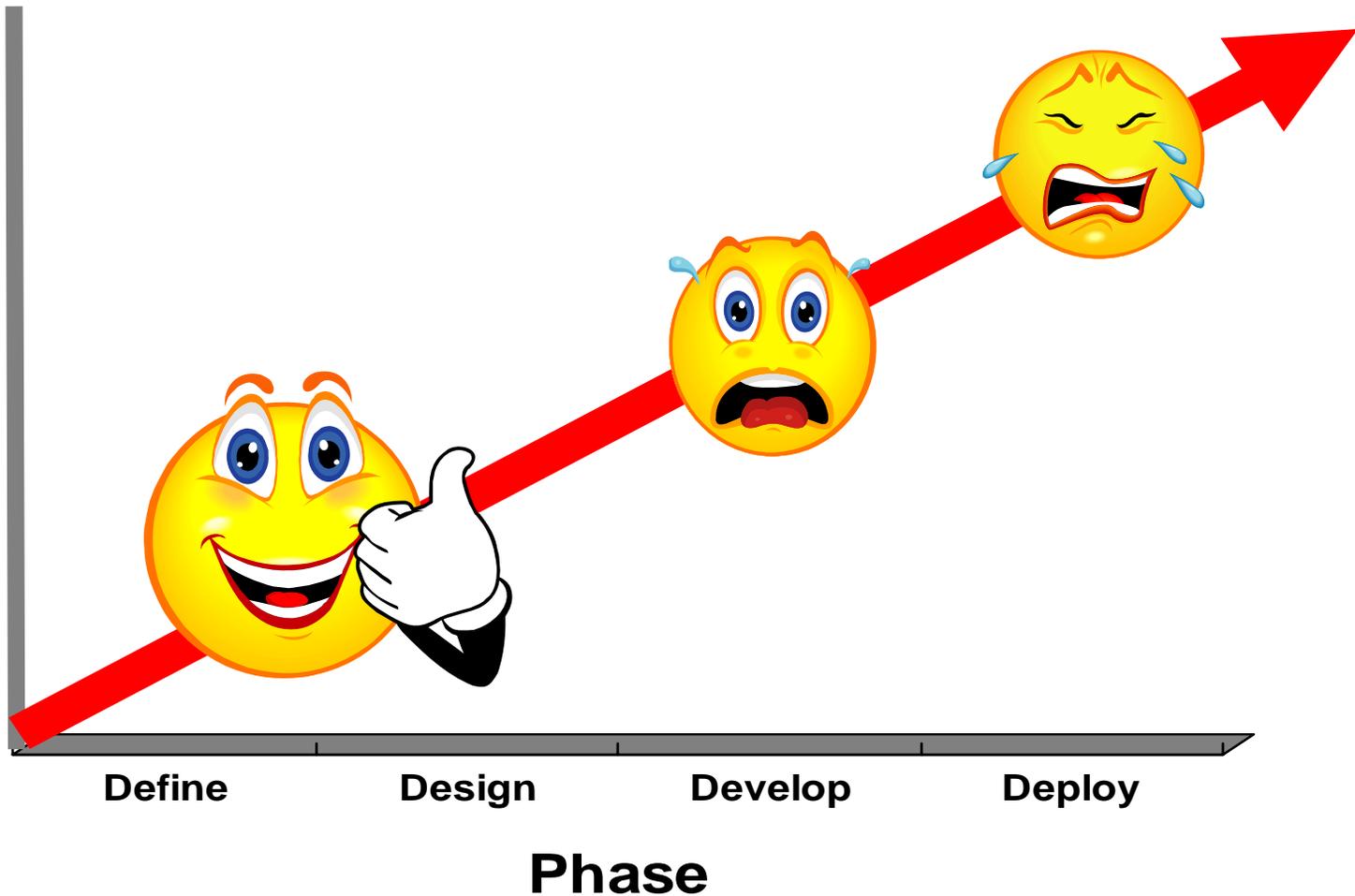
Develop and Deploy Phases

	Task Name	Duration	Resource Names
41	Develop Phase	50 days	
42	Review of BRPS	4 hrs	Development Staff
43	Development Tasks	49 days	Development Staff
44	Management Update	2 hrs	RAD Project Team
45	Deliver the Develop Phase Documents into the CM Tool	2 hrs	FMS Project Manager
46	Deploy Phase	20 days	
47	Prepare to Deploy	18 days	Development Staff
48	Migrate to Production	12 hrs	Development Staff
49	Management Update	2 hrs	RAD Project Team
50	Deliver the Deploy Phase Documents into the CM Tool	2 hrs	FMS Project Manager





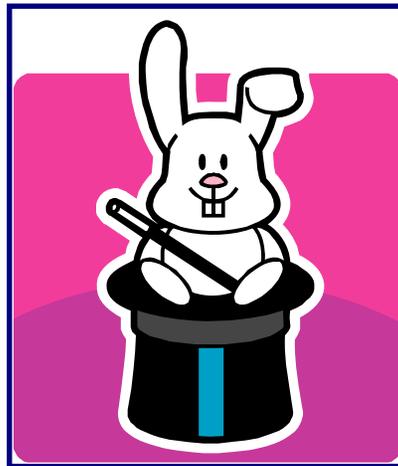
Release Requirements to Parking Lot





Post Deploy Phase

Task Name	Duration	Resource Names
52 Go Live	1 day	Development Staff
53 <input type="checkbox"/> Conduct Release Evaluation Meeting	1 day	FMS Project Manager, Define Team
54 Empty the Parking Lot	4 hrs	
55 Compile and Review the Lessons Learned	4 hrs	
56 Deliver the Finalized RAD Documents into the CM Tool	1 day	FMS Project Manager
57 Celebrate!	1 day	RAD Project Team





Celebrate!



Appendix: 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
Buttons		
<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
Drop Down List		
<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



Guide to Writing Business Rules...continued

Object Name	Field Type	Business Rules
Header Menu Bar		
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
Navigation Bar		
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
Page Description		
Page Description	N/A	Provide a high-level objective for the page as the first Business Rule and address User Roles.
Radio Buttons		
<Enter Object Label> (e.g., 'Color')	Radio Button Group	Default Selection: Identify whether one of the buttons is selected by default
<Enter Object Label> (e.g., 'Blue')	Radio Button	Required Values: Indicate if it is a required value Default Properties: Visible, Enabled
		Events: Describe what happens when a radio button is selected
Selection List or Tables		
<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"> • Display message when mouse is over the checkbox. • If checked, all of the checkboxes in the column are checked. • If unchecked, all of the checkboxes in the column are unchecked.
		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



Guide to Writing Business Rules...continued

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"> Indicate the data format for each column. Example: first name + mi + last name + suffix. Indicate if font is bold, italics, underlined, left-justified etc.
Static Text		
<Enter Object Label> (e.g., 'Name')	Static Text	Default Properties: Visible
		Format Requirements: Indicate if font is bold, italics, underlined, left-justified etc.
Tabs		
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
Text Box		
<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