ePermit product manager guide

Frequency	With 18F Acq team	Examples	With vendor teams	Examples
With each week and month				
Weekly	❏ Participate in biweekly "FS Check in" meeting with FS partners (Brian and Aaron) ❏ Draft and send weekly ship to partners and other relevant stakeholders ❏ Product check in with Christmas tree module product owner (Amber)	[Running weekly ship](#)	❏ Product check in with Xmas trees PM and/or vendor team	
Monthly	❏ Facilitate strategy session on project direction ❏ Update the project wiki ❏ Leads and collaborates with 18F Acq team for larger stakeholder communications ❏ Ensure roadmap is maintained and updated	[FS TTS strategy](#) ePermits engagement ePermits cloud.gov agreement		
Sprint Ceremonies				

Backlog grooming	❏ Compare product roadmap to current state; create new issues for strategy, product, acquisition, project mgmt tasks	[Example strategy task in project backlog](#) [Example product & acquisition task in project backlog](#) [Example project mgmt task in project backlog](#)	❏ Pre: Groom the product backlog in advance with the PO and vendor PM ❏ During: Offer grooming feedback (prioritization, acceptance tests, constraints, dependencies, etc.) to product owner (Amber) via Slack	[Intake module story with design acceptance criteria](#)
Sprint review	❏ Facilitate review of project team's accomplishments over course of last sprint ❏ Close tickets; update backlog as needed	[Sprint review agenda](#) [sprint review document](#)	❏ Offer comments on vendors' work to product owner ❏ Ensure that what is implemented accomplishes the PO's goals	[Example mockup review conversation in Slack](#)
Sprint retrospective	❏ Facilitate safe, open retrospective focused on continuous improvement ❏ Ensure "do differentlys" are followed up on and evaluated	[Sprint retrospective running document](#) [retro spreadsheet](#)	❏ Suggest process modifications to Amber that could improve the product or the vendor's performance	Example: Team took on too many stories, hasn't moved enough stories to done and needs to move to smaller stories
Sprint planning	❏ Facilitate sprint planning ❏ Propose weekly sprint goal based on prioritized stories, task orders in progress, etc ❏ Self-assign to high priority strategy, product, acquisition, project mgmt related work	[Example product task Trello cards](#) [ePermit roadmap](#)	❏ Provide assistance to PO as needed; ensure PO is "owning" team's time, and negotiates as necessary	

	❏ Ask team members to delegate when it looks as though they are overloaded			
Sprint	❏ Do assigned tasks ❏ Participate in standup ❏ Update Trello	[Example task Trello cards](#)	❏ Participate in standup ❏ If there are issues w/ vendor, ad hoc meetings to address them ❏ 18F Acq and FS review of the vendor's completed work to prepare PO for sprint review	
With each new buy				
Acquisition planning and package creation	❏ Lead discussions with 18F Acq and Forest Service around high level direction of next buy of vendor software development services ❏ Work with technical and design lead to write epics and key personnel requirements for the Performance Work Statement ❏ Offer suggestions on the Quality Assurance Surveillance Plan ❏ Coordinate w/ NCR to draft Part B	[Modules deck](#) (describing possible future buys) [Christmas tree key personnel](#) [Christmas tree performance work statement](#) [Christmas tree QASP](#) [Kick off workshops](#)		
Acquisition award process	❏ Coordinate with contracting shop, is main POC ❏ Modifies IX w/ TTS Finance and NCR	Sample vendor response form Sample vendor		

		interview questions		
	❏ Collaborate w/ the team to complete Google proposal form ❏ Offer product-specific questions for Google proposal form (vendors' RFQ response form) ❏ Offer product-specific questions for vendor verbal interviews ❏ Participate in vendor interviews ❏ Collaborate with other evaluation team members to write award justification memos from product perspective			
Vendor team onboarding	❏ Coordinates schedules w/ vendor for kickoff, sprint ceremonies ❏ Prioritizes backlog with product owner to provide to vendor ❏ Update onboarding wiki to include roles & responsibilities, product-specific items	Christmas tree onboarding wiki page		