

ePermit engagement manager guide

| Frequency | With 18F Acq team | Examples | With vendor teams | Examples |
|--------------------------|--|---|---|----------|
| With each week and month | | | | |
| Weekly | <ul style="list-style-type: none"> ❑ Weekly check in with FS project manager (Aaron) about his priorities that week ❑ Participate in ad hoc calls with Aaron and other FS members | Running weekly ship Report out Aaron's priorities, concerns for the week | | |
| Monthly | <ul style="list-style-type: none"> ❑ Participate in periodic 18F Acq project team role definition discussions and retros ❑ Monitors 18F Acq finances, reports out to Aaron, as needed. ❑ Fulfills data calls for TTS finance ❑ Participates in engagement strategy discussions ❑ Participates in acquisition strategy discussions | ePermits engagement ePermits cloud.gov agreement | <ul style="list-style-type: none"> ❑ Monitors vendor invoices for project spend concerns | |
| With each sprint | | | | |
| During sprint review | | | <ul style="list-style-type: none"> ❑ Attends | |

| | | | | |
|--|---|---|---|--|
| During sprint retrospective | <input type="checkbox"/> Participates | Sprint retrospective running document | | |
| During sprint planning | <input type="checkbox"/> Self-assign to high priority strategy, acquisition, project mgmt related work | Example product task Trello cards | | |
| Beginning of sprint | <input type="checkbox"/> Do tasks <input type="checkbox"/> Participate in standup | Example task Trello cards | <input type="checkbox"/> If there are issues w/ vendor, ad hoc meetings to address them | |
| During sprint | <input type="checkbox"/> Do tasks <input type="checkbox"/> Keep trello up to date | | | |
| With each new buy | | | | |
| Acquisition planning and package creation | <input type="checkbox"/> Lead discussions with 18F Acq and Forest Service around high level direction of next buy of vendor software development services <input type="checkbox"/> Works with technical and design lead to write epics and key personnel requirements for the Performance Work Statement <input type="checkbox"/> Offer suggestions on the Quality Assurance Surveillance Plan <input type="checkbox"/> Coordinates 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 | <input type="checkbox"/> Coordinates with contracting shop, is main POC | Sample vendor response form | | |

| | | | | |
|-------------------------------|---|---|--|--|
| | <ul style="list-style-type: none"> ❑ Modifies IX w/ TTS Finance and NCR ❑ Collaborates w/ the team to complete Google proposal form ❑ Offers product-specific questions for Google proposal form (vendors' RFQ response form) ❑ Offer product-specific questions for vendor verbal interviews ❑ Participates in vendor interviews ❑ Collaborates with other evaluation team members to write award justification memos from product perspective | Sample vendor interview questions | | |
| Vendor team onboarding | <ul style="list-style-type: none"> ❑ Coordinates schedules w/ vendor for kickoff, sprint ceremonies | Christmas tree onboarding wiki page | | |
| Ad hoc tasks | | | | |
| | | | | |