1095-B Team Norms

January 25th 2022

VA | U.S. Department of Veterans Affairs

MOVE

In your voice….

Let's meet up…

Member	Zone	Earliest Start Their Time	Earliest Start ET	Hard Stop Their Time	Hard Stop ET
Ashley	ET	0930	0930	1800	1800
Jordan	CT			1800	1900
Tami	ET	0830	0830	1530	1530
Kit	ET				
Carl	ET	0830	0830	1930	1930
Jessie	CT	1000	1100	1800	1900
Grace	ET	0900	0900	2000	2000
James	CT	0930	1130	1800	1900
Nadya	ET	1000	1000		
Jared	PT	0800	1100	1700	2000
Earliest			0830		1530
Average			1000		1900
Latest			1100		2000

Ideal meeting times: 1100-1530

Contact me …

Communication				
	#1	#2	Feedback	Notes
Ashley	Slack	Text	1:1	
Jordan	Slack	Huddles	1:1	
Tami	Slack	SERVE email	Direct	Calendly
Kit	Slack		1:1, bring solution	
Carl	Slack	Mural notes	1:1, Written	
Jessie	Slack		Written, 1:1	Calendly
Grace	Slack	Slack Huddle	1:1, Written	
James	Huddles		1:1, Written	
Nadya			Written, 1:1	
Jared			Direct	

I work best by…

Work style				Other	
team	Style	Meetings	Needs		
Ashley	Structured	Prep time			
Jordan	Honest / respectful	Zoom for long sessions	No late nights		
Tami	Structure	Fly on wall		Please do not answer my late emails	Occasional night work
Kit		Bring solution to table			
Carl	Informal / collaborative	Advanced notice / preptime		Please do not answer my late emails	Occasional night work
Jessie	Informal / positive	Prep time	Time to absorb		
Grace		Advance notice / prep time	Head down time		
James	External processor	Advance notice	Group design sessions		
Nadya			Head down time / Time to absorb		
Jared	Autonomous or collaborative	Works best 9-5PT			

Workbook last saved: 5m ago

The voice of our customer....

Let's onboard to CEDAR…

- Every CEDAR team member must initiate the PIV process within the ***first 3 days*** of onboarding
  - 4 forms
  - Fingerprinting
  - TMS training certificate (1 hr)
- Security Clearance
  - Your CSM will notify you when you need to start watching your email for eQip security processing notification.
  - Once adjudicated, you will be directed to make an appointment at your local VA to get PIV card
  - Withing 3-7 business days, you will be given access to VA network

Let's learn…

- Every team member must complete **VA Platform Onboarding**. Checklist will be assigned in [ZenHub](#) once give vets-write-all access to GitHub. Check list includes historical and procedural readings, mandatory meetings / introductions, directions on how to gain access to specific building or design tools, and position specific content.

Let's meet up…

- VA-PO has [calendar url](#) in VA Slack profile
- It is most convenient to access Zoom meetings if initiated from a corporate Zoom account directly linked to Outlook 360.

Let's chat…

- The VA builds in the open.   It is preferred that all conversations occur in VA 1095-B slack channel

The voice of our customer…. (cont.)

Let's stay organized…

- Please link thoughts / conversations / document discussions using **SLACK** threads
- It is most convenient to access **Zoom meetings** if initiated from a corporate Zoom account directly linked to Outlook 360.
- Store final VA deliverables / intellectual property in 1095 B **GitHub** Repo for historic reference under specific folders
- Stakeholder meetings
  - For all *1st meetings* with stakeholders, the VA-PO needs to be involved in scheduling / meeting / agenda / list of questions
  - *2nd meetings* with stakeholders, the VA-PO will determine degree of involvement after informed of intent to meet
  - Document all meetings (except cadence) in the Stakeholder Communication Log, this allows the VA-PO to see / track meetings
  - All meeting notes / insights /deliverables information will be loaded into VA 1095 B Slack channel with threaded follow-ups
  - Stakeholder calls or Slack huddle summaries / notes / insights are entered in VA 1095-B Slack channel
- All design change requests need to be tracked on a burn log
  - Change log items need to link directly to approved changes or rationale for down-selection / de-prioritization
- All **sprint deliverables** will be socialized with VA-PO in complete or near complete form before Sprint Demo for review / edits /approval

The voice of our team….

Let's Collaborate…

- Meetings:
  - Team of teams (Tues 10ET) where CEDAR & platform teams briefly discuss current work, roadblocks, Q&A
  - Design, Research, Content sync (Monday 1PM ET)
  - Office hours (TBD) profession / role specific groups, see Slack channels and platform orientation
- Collaboration cycle (by appointment) Kickoff through Launch
- Product meetings (TBD) as assigned by VA-PO
- Document Collaboration
  - Collaborate by saving document to the 1095-B space in The MO Studio Box account. Please advise PM / CSM if you cannot access
  - Preferred programs for collaboration are Mural, Sketch, Power Point/Google Docs, GitHub, Airtable, Slack

Let's build across time zones…

- Document Collaboration
  - Collaborate by saving document to the 1095-B space in The MO Studio Box account.
  - Please advise PM / CSM if you cannot access document spaces or programs
- Preferred programs for collaboration are Mural, Sketch, Power Point/Google Docs, GitHub, Airtable, Slack
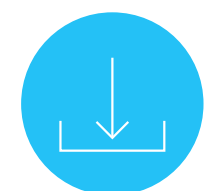
Let's save sensibly…

- Our team branding
  - 1095-B Tax Form Team
  - CompanyA = MOVE
- File naming
  - General **document name_v3_1095-B_mm.dd.yr** or **document name_v4_1095-B_mmddyear**
  - Deliverable **exact_name_in_ZenHub_v3 etc…..**

Each sprint runs two weeks, starting on Wednesdays

Final as of January 25

With VA-PO and stakeholders | With VA-PO | With core team only

	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday
09:00 – 10:00 AM										
10:00 – 11:00 AM										
11:00 – 12:00 AM	Daily Standup	Daily Standup	Daily Standup	Daily Standup	Daily Standup	Daily Standup	Daily Standup	Daily Standup	Daily Standup	Daily Standup
12:00 – 1:00 PM									Demo prep	
1:00 – 2:00 PM	Sprint Retro			Backlog Grooming (Internal)					Backlog Grooming (Internal)	
2:00 – 3:00 PM	Sprint Planning							Design Review		Sprint Demo
3:00 – 4:00 PM		PO Sync		PO Sync	Design Review	PO Sync			PO Sync	
4:00 – 5:00 PM										

PTO Calendar

Week of	Monday	Tuesday	Wednesday	Thursday	Friday
January					
01/16	17	18	19	20 Kickoff	21
01/23	24	25 Jesse appt 10-12	26 Kit & James appt 1600->	27	28 Tracey OOO
February					
01/30	31	01	02 Carl OOO / Kit & James appt 1600->	03	04 Jared OOO
02/06	07 Jared OOO	08	09 Kit & James appt 1600 ->	10	11 Jessie appt 12-14
02/13	14	15	16 Kit & James appt 1600->	17 Kit OOO	18 Kit OOO, Tracey OOO, Tami Async
02/20	21 President's Day Holiday	22 Kit OOO	23 Kit OOO	24 Kit OOO	25 Kit OOO
March					
02/27	28	01	02	03	04 Tami OOO
03/06	07	08	09	10	11 Jessie appt 12-1400
03/13	14	15	16	17	18
03/20	21 Carl OOO	22	23	24	25
03/27	28	29	30	31	**April 1** MVP Launch

Kick-off: 1095-B Tax Form

Agile Estimation

Relative estimation consists of estimating tasks or User Stories, not separately and in absolute units of time, but by comparison or by grouping of items of equivalent difficulty

We are inherently bad at estimating in absolute terms
Let's get relative

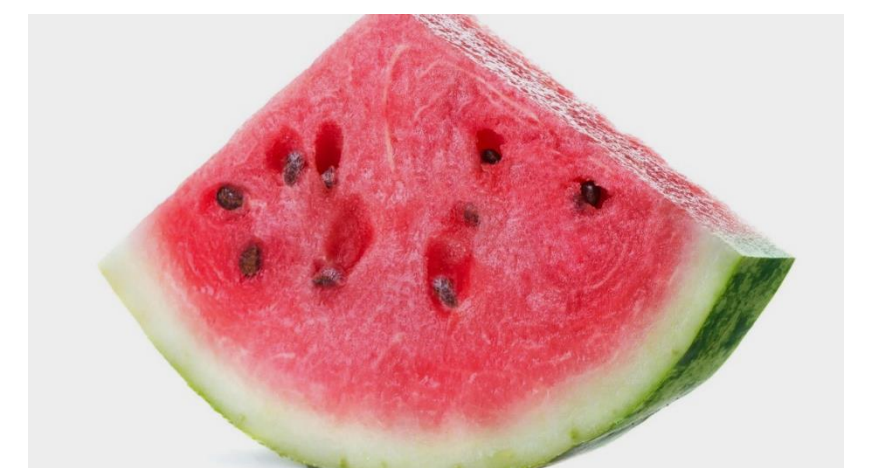**Estimation is considered a commitment not a forecast**
Let's communicate this better

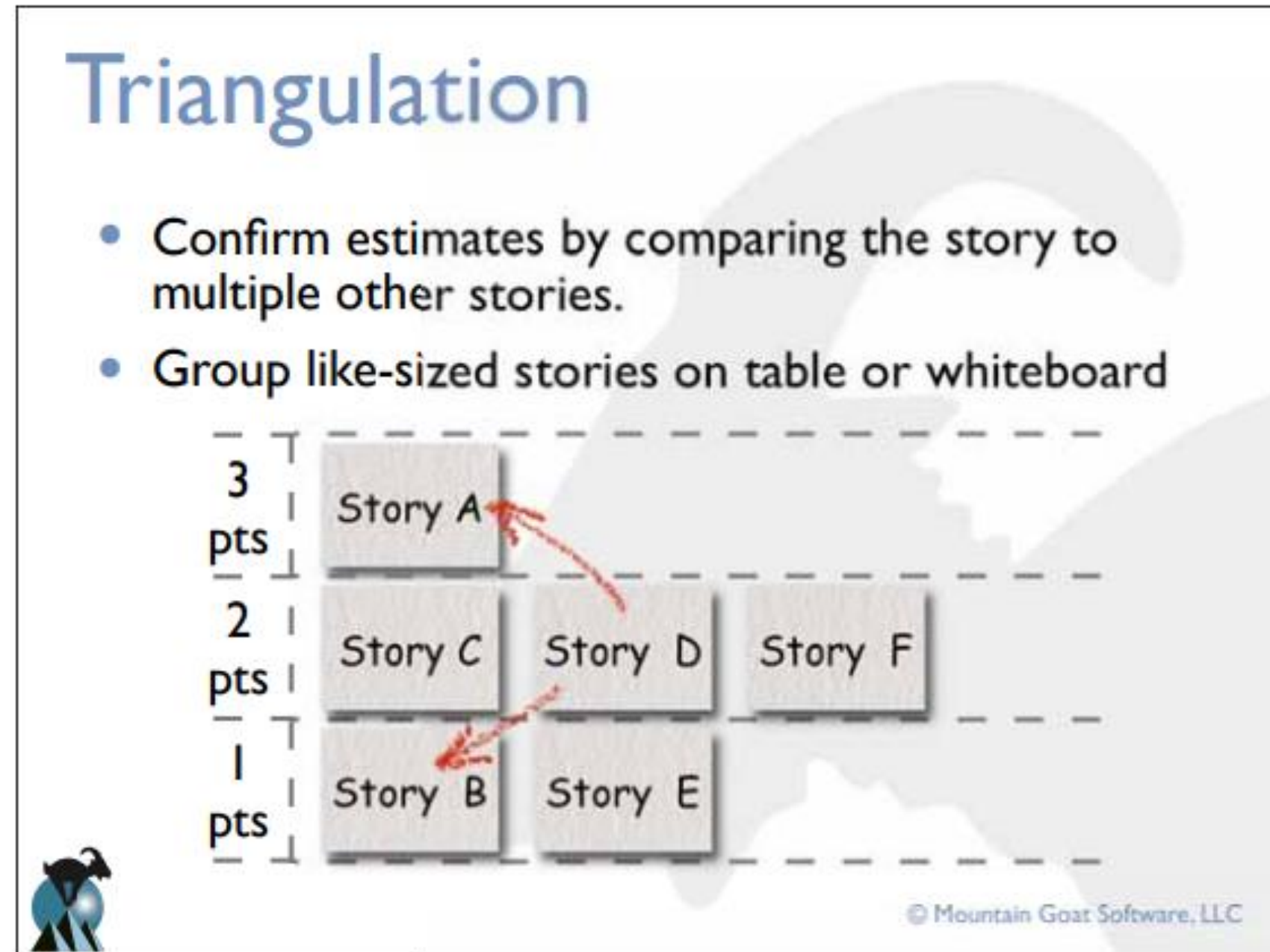**We don't need to be perfect**
In time we will get better

We do need to keep track though, so we can get better at it

Top Tip – Think of what you'd estimate to peel a fruit

Why Story Points?

Size represents
- Complexity – how hard is it?
- Volume – how much is there?
- Knowledge – what do we know?
- Uncertainty – what is not known?

Why Story Points?

Study after study shows people are LOUSY at absolute estimation!

Within an order of magnitude, we are VERY good at estimating relative 'size'

We CAN compare VERY different things using relative sizing, so long as we understand 'enough' about each thing.

Comparing a user story to others using Story Points

"This story is like that story, so its estimate is what that story's estimate was."

Don't use a single gold standard

- Triangulate instead: Compare the story being estimated to multiple other stories