### Facilitation Instructions Activity: Maturity-Based Acquisition Strategy

### **Audience**

Cross-functional government teams involved in procurement, including program managers, acquisition professionals, IT, compliance, and legal stakeholders.

### **Session Overview**

**Purpose:**Enable participants to understand how organizational maturity impacts acquisition strategy, identify risks unique to digital procurements, and apply maturity-aligned approaches.

**Duration:** 90–120 minutes

**Materials Needed:**

* Printed or digital copies of the document
* Whiteboard or virtual collaboration board (e.g., Miro, MURAL)
* Maturity Model handout (e.g., TechFAR Hub Maturity Model)
* Sticky notes or digital equivalent

### **Session Agenda**

| Time | **Segment** | **Objectives** |
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| 0–10 min | **Welcome & Framing** | Align session goals to participants' roles |
| 10–30 min | **Why Maturity Matters** | Introduce concept of maturity and associated risks |
| 30–60 min | **Risk Axioms + Whole-System View** | Identify systemic constraints and actionable solutions |
| 60–90 min | **Maturity Model & Strategy Matrix** | Apply tools to align strategy with real-world readiness |
| 90–120 min (Optional) | **Case Walkthrough or ADEPT Example** | Cement learning through peer discussion or real-world reflection |

### **Facilitation Steps**

### **1. Welcome & Learning Objectives (10 min)**

* Share the four learning objectives.
* Icebreaker: “On a scale of 1–5, how mature do you think your agency is in digital service delivery—and why?”
* Connect the document to current procurement challenges in the group.

### **2. Why Maturity Matters (10–15 min)**

* Walk through the section “Why Maturity Matters in Acquisition Strategy.”
* Discussion prompt: “What are the consequences of overestimating organizational maturity in digital projects?”
* Emphasize: Maturity ≠ agency size.

### **3. Foundational Risk Axioms (20 min)**

* Introduce each axiom using a mini-scenario:  
  + **Axiom 1:** Long contract stuck with underperforming vendor.
  + **Axiom 2:** Proprietary system, can’t pivot vendors.
  + **Axiom 3:** Misused fixed price in an unclear scope.
  + **Axiom 4:** Frustration in agile adoption curve.
* **Group exercise:** Match each axiom to a past challenge your team has experienced.

### **4. Whole-System Strategy Perspective (15–20 min)**

* Use the “Problem with One-Off Strategies” section.
* Facilitate a discussion: “Which non-technical constraint—budget, staffing, culture, policy—has been the biggest barrier in your past procurements?”

### **Tip: Use a fishbone diagram to map failures to root causes.**

### **5. Maturity Assessment & Strategy Matrix (20–30 min)**

* Provide an overview of digital maturity models.
* Interactive activity:  
  + Distribute or project the TechFAR Hub or DSC maturity matrix.
  + Have teams self-rate their current maturity.
  + Discuss: “What types of acquisition approaches match where we are today—not where we wish we were?”
* Key message: Matching strategy to current maturity reduces risk and improves outcomes.

### **6. Optional Deep Dive (30 min)**

* Walk through Maryland ADEPT case or a fictional scenario.
* Prompt: “How would your strategy change if your maturity level was lower/higher?”
* Use breakout groups if virtual or table teams if in person.

### **Facilitation Tips**

* Encourage honesty: maturity self-assessment only works if teams are candid.
* Use real-life failures and successes to anchor the material.
* Normalize that maturity-building is a journey, not a flaw.
* Keep discussions time-boxed to ensure momentum.