**MVP Release 4 Classroom**

**Jan. 9-11**

**Logistics**

* Class will be from 8:00 am -4:00 pm each day, with a 1-hour lunch
  + Graduation will run until 5pm on Wednesday, January 11.
* **Classroom Location for Jan. 9-11:** 
  + ICF’s Washington DC Location

1725 I (Eye) Street, NW

Washington, DC 20006

* Metro access: Farragut West (Closest - Blue, Orange, Silver) or Farragut North (Red).
* **Graduation (Jan. 11, PM)** will be held in the Indian Treaty Room in the East Wing of the Eisenhower Executive Office Building
* Other logistics:
  + Concourse Room
  + Six table groupings will be needed in the room; these tables should be labeled with the LDA team names so that participants know where to sit when they arrive.
* *If any participants will NOT graduate, we will talk to them the week of Jan. 3 (as per 12/16 meeting with Traci).*

**Day 1 – Monday, January 9**

**8:00-8:15 Welcome and Agenda Review**

* Class hours and expectations
* Week’s agenda/objectives (track back to overall program objectives where appropriate)
* Graduation details
  + Indian Treaty Room
  + 3-5pm

**8:15-9:30 LDA/Shark Tank Prep**

If groups have already completed a significant amount of work on their capstone, we can use this time for an engaging alternative activity:

* Digital Services Guesstures-based game or something else fun or teambuilding-oriented
* Talk through actions plans & strategies with Traci/Brent in a more one-on-one setting

**9:30-11:30 Shadowing and Stakeholder Interview Debrief/Discussion**

Have participants share their experiences with shadowing & stakeholder interviews. Going around the room, have participants answer the following questions about their experiences:

* Who were the stakeholders that you interviewed (you should not share names or other identifiable information)?
  + What were your initial expectations?
* What shadowing opportunity did you identify?
  + What kind of activities occurred?
* From both experiences, what lessons were learned?
* What can you do with the information you gained?

*The ICF team will review the submitted shadowing & stakeholder interview documents to help us prepare for this conversation & identify any commonalities/areas we want to probe on.*

**9:45-10:00 Morning Break**

**11:30-12:30 Lunch Break**

**12:30-1:30 MAP Scenario Conclusion discussion**

* Tradeoff decision
  + In the Tradeoff Game activity, participants reviewed evaluation criteria from two potential vendors (Semper Agile and Always Shippin’) to determine which would provide the best value to the MAP agency. The vendors responded to an RFQ for an MVP.
  + Based on the evaluation worksheet that you completed, which vendor offered the best value and why?
    - Provide participants with printouts of the evaluation worksheet, and the proposal evaluation results and price quote for each vendor to reference/refresh their memory.
      * Can we get them out of their seats based on which companies they picked – Teams A and B – can have something back & forth about why they didn’t pick one or the other. Want to make sure they captured all the elements in the scenarios, all the targeted information, all the tradeoff decisions and WHY. Come up with a final tradeoff decision as a group about why that company provided the best solution. Traci to audit the scenario materials & provide checklist of tradeoffs for students to cover – one with higher cost, etc. – either one could be a winner, good activity for group thought.
      * Are you going to open discussions or not?
      * Either way, what would the discussion questions be related to the information provided to them for each vendor/negotiation posture & what you want to target? Another way for them to diagnose the situation/problem – tech write-up versus what they thought they were getting. Primer for how activity should be run.
        + Build off of self-directed learning & focus on practicing negotiating posture/planning/approach
        + Have Traci or a facilitator play Devil’s Advocate role – or a student?
    - Which vendors did everyone choose?
    - ***Remind participants to bring their worksheet to class***

**1:30-3:00 Acumen Guest Speakers: Best Practices in Agile Development**

* MAP Case Study (30 mins): IF Acumen can attend, we can have them role play the vendors/tradeoff game/negotiations
* Panel discussion: Acumen guest speakers to come in to discuss the vendor perspective working on whitehouse.gov project.
  + Infuse panel discussion questions to cover Exit Strategy topics
    - In Iteration 4.B, participants answered a series of questions about exit strategies.
    - What can you do to course correct when performance is trending downward?
    - Did you have an exit strategy built into your acquisition strategy in Release 3? How did Mary and SBA handle this?
    - Ask participants about the use of incentives. Have they ever used incentives as a means of improving performance?
    - If participants aren’t answering questions, reference their discussion posts to draw them into the conversation.

**3:00-4:00 Leading Change**

Traci presentation – how do you start the movement?

Participants will individually conduct a SWOT Analysis of their agency to determine the Strengths, Weaknesses, Opportunities, and Threats regarding openness to adopting digital services. Participants should consider how their agency’s disposition toward digital services may have changed since they started the program.

After completing the matrix, participants will debrief with their table and work collectively to identify goals and ways to achieve those goals, such as teaching others in their agencies about digital services (brown bag, acq-a-thons, etc.) as part of an action planning exercise. The plan will also include dependent actions, dates, and follow-up actions that should be taken.

Brent can share perspective as Pilot participant about what it was like moving forward with the knowledge gained from the course.

**2:00-2:30** **Reflection on LDA Experience**

**Day 2 Agenda – Tuesday, January 10**

**8:00 – 11:00 LDA/Shark Tank Prep**

In their LDA groups, have participants work on their final preparation for their Shark Tank presentations.

**11:00-12:00 Guest Speakers: USDS Digital Service Expert**

Guest speakers that would have been used for the 4.B Webinar should present using this time.

**12:00-1:00 Lunch Break**

**1:00-4:00 Shark Tank Pitches**

* In front of a panel of guests, each team will present their LDA product for a total of 25 minutes (15 for presentation, 10 for questions)
* Ensure that all team members participate.
* Complete team evaluation feedback forms before end of day as well as final pre-program survey.
* Consider building in a 15 minute break.

**Day 3 Agenda – Wednesday, January 11**

**8:00-10:00 Welcome and Course Assessment Information**

Use this time to review assessment results from the duration of the course with participants. Introduce trends over time, overall performance, and capstone performance.

Badging Leaders (20 minutes)

* Following the discussion of course assessments, discuss badging participants.
* Walk through the badge awards for the course participants, starting with bronze and ending in gold.
  + Include leaderboard information for applied skills badges.

**Feedback Collection**

* Time before lunch will be spent collecting course feedback data from participants. We can either use the collection methods that we had in the past (Start doing, keep doing, stop doing), build a survey, or use a new method.
* We want information on Release 4, but also on the entirety of the course

**10:00-10:15 Morning Break**

**10:15-12:00** DHS FLASH Team Panel [or unconference with digital services experts & trends they’re seeing in agencies?]

**12:00-1:00 Lunch Break**

**1:00-2:30 Haley/Matt Cook/Todd “big picture” Discussion**

Haley and Todd will talk with participants about the big picture of USDS, and what the future holds for government and digital services.

**2:30-3:00 Travel to Graduation**

**3:00-5:00 Graduation Ceremony**

* Winning team gives pitch
* Read names – provides names to Traci of graduating folks as well as badging winners – slide that lists out these folks – e.g., top 5
  + Provide data from pre-program and post-program survey results – include on a slide (similar to what we did for pilot graduation ceremony)
* Reception

**5:00-?? HAPPY HOUR @ USDS!**