**DAP Release 3 Classroom**

**Nov. 14th-18th**

**Logistics**

* Class will be from 8:00 am-4:00 pm each day, with a 1-hour lunch
* Classroom Location:
  + ASI Government HQ
  + 1655 North Fort Myer Drive
  + Suite 1000
  + Arlington, VA 22209
* Other logistics:
  + Room is open from 7:30 am to 5:00 pm each day
  + Wifi available
  + Brown bag sessions, for those who want to grab lunch and bring it back, Traci will be available for lunch time conversations.
  + Six table groupings will be arranged in the room; these tables will be labeled with the LDA team names so that participants know where to sit when they arrive.
  + Metro lines to take are orange or blue to the Rosslyn stop. We are one block south of the metro stop.
* Supplies needed:
  + Pens, pencils, note pads
  + Sticky notes for Lean Canvas
  + Flip chart
  + Printed student handouts

**Day 1 – Monday, November 14th**

The cohort will use this as a day to work on their LDA. ASI’s Melissa Martin will be there to support Traci, Brent, Molly, and the other USDS coaches who will be in attendance to support the teams. Room open from 8:00-4:00.

Emphasize to the cohort that attendance on Monday is strongly recommended, as there will be limited time built into the classroom for LDA work.

LDA Team Stone Ponies (Team 3) will be hosting a brown bag to prototype their product, and may use the classroom at ASI for this meeting.

**Day 2 Agenda – Tuesday, November 15th**

**8:00 – 8:15 Welcome Back…So What Has Changed? (ICF/ASI)**

Welcome everyone back and go over some class logistics (15 minutes)

* Class hours and expectations
* Week’s agenda/objectives (track back to overall program objectives as a reminder)
* Have participants sit in their LDA teams

**8:15-9:15 Brief Review of Release 2: What Are You Buying? (ICF/ASI)**

* We will do a review of key concepts and terms from Release 2, and close the loop on any discussion threads, or areas that folks need additional help with.
* Also go over their assessment results

**9:15-11:15 The Acquisition Strategy (Traci/USDS)**

Lesson on acq strategy:

* Exit strategy discussion, building on what was presented in the 3.A online learning
* “It depends…”: Using the org readiness/maturity model to tailor your acquisition approach to the maturity of the org and the outcome you’re looking to achieve
* Using the lean acquisition canvas: SBA example

**11:15-12:00 Exit strategy/org readiness/maturity model activity? (Traci/USDS)**

Exploratory Exercise: Each person will think about a digital service from their own agency and they will analyze it for efficacy of the exit strategy, do they have a solid one, what would they have done differently if they had the maturity model as a tool.

They will do this is small groups and discuss their different experiences and lessons learned, then select a few good examples to share with the class.

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

**12:30-1:00 Complete activity**

**1:00-2:30 Guest Lecture – Challenge.gov (confirmed as of 10/31)**

Challenge.gov Guest Speakers to talk about these and how to use them, policy, etc. (1.5 hours)

**2:30-2:45 Break**

**2:45 – 4:00** **Working on LDA with team**

**Day 3 Agenda – Wednesday, November 16th**

**8:00-8:15 Welcome and Agenda Review (ICF/ASI)**

**8:15-10:30 Using the Lean Acquisition Canvas (ICF/ASI)**

* LDA teams will compare notes on the lean canvases they completed on their own, discuss tradeoffs, and then come to agreement on a group acquisition strategy. Teams will use USDS’ canvases and/or white boards/sticky pads in the training room to complete this activity.
* Facilitators will be designated for each group to encourage “outside the box” thinking.

**10:30-10:45 Break**

**10:45-11:30 MAP Case Study: Lean Canvas Acquisition Strategy and SOO Selection (ICF/ASI)**

* Groups will now discuss the SOOs they reviewed during Iteration 3.B, discuss why they each selected the SOO they chose, and then come to agreement as a team on which to use, as per their agreed-to acquisition strategy. Group talk for 10 minutes- but then add facilitators back in to get to the final resolution of the SOO per group.
* Teams will prepare a briefing on why they chose one SOO over another, and the tradeoffs that were made.

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

**12:30-1:00 Wrap up MAP Case Study**

**1:00-2:30 Let’s Talk Pricing/Contract Type for Cloud and Agile (Traci/USDS)**

* Discussion of pricing strategy and contract type for cloud and agile procurements

**2:30-2:45 Break**

**2:45-4:00 Guest Speakers**

Acumen, as guest speaker to discuss pricing and lessons learned.

**Day 4 Agenda – Thursday, November 17th**

**8:00-8:15 Welcome and Agenda Review (ICF/ASI)**

**8:15-10:00 SOOs, SOWs, PWSs…Oh My! (USDS)**

* How to select the appropriate requirements document based on org readiness?
* How to handle a situation where a program office spends two months writing a requirements document that’s not what you need – tradeoffs associated with requirements (e.g., what’s the true cost of documentation?), impact on your relationship with the program office, determining what will really “break” the agile process and what won’t
* If the PMO sends you a SOW or PWS all scripted out, how do you recognize that is not the right strategy, what elements can break the agile process, how to mitigate that, if the PMO is gonna be too prescriptive, what can the CO control, how to communicate this strategy change, the CO could change PoP, change to a SOO, etc.

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

**10:15-12:00 Putting It All Together – Continued (ICF/ASI/USDS)**

* Now that they have filled out the lean canvas and selected their SOO, the next step is to develop the following sections of the RFP:
  + Section L: Instructions for formatting, organizing, and submitting the proposal
  + Section M: Source selection, and evaluation factors
* Teams will work together to write a simple Section L and M based on their acquisition strategy (45 minutes). They will then brief out on what they developed and the tradeoffs/considerations that went into what they developed (1 hour). This is the “un conference” session – go to the “Group” of the SOO that you originally chose to help draft the evaluation criteria for it – this will be facilitated by a USDS member.
* Facilitators will be designated for each group to encourage “outside the box” thinking.
* Then, we will conduct a large group discussion:
  + Use of downselects and other ways to do “fast acquisitions”
  + What challenges did you have in developing your solicitation package?
  + What roadblocks do your foresee, if any?
  + Are you confident that your solicitation package will bring you a vendor that can support your product vision?

**12:00-1:00 Lunch: *Special Brown Bag Session- Multiple Award, IDIQ, BPA, how to choose.***

**1:00-4:00 Acquisition Package Vendor Roundtable Discussion**

* Teams present their ideas for their acquisition packages and associated evaluation criteria to invited vendors along with the tradeoffs that went into making the decisions that they did. Vendors provide feedback to the teams on their acquisition packages and how they can continue to improve them so as to encourage innovative vendor responses, etc.
* Vendors bring in other examples of acquisitions that they’ve responded to that they’ve felt are particularly effective in encouraging innovation and delivering value for the government.

**4:00-?? Networking Happy Hour!**

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**Day 5 Agenda – Friday, November 18th**

**8:00-8:15 Welcome and Agenda Review (ICF/ASI)**

**8:15-10:00 Release 4 Preview of Making the Award and Managing the Contract**

**Incentives – how do you incentive digital service contracts**

Introduce the overall objectives and syllabus for Release 4

* The source selection and award process
* Preparing for post-award management, kick-off, expectations, schedule, etc.
* Performance evaluation, how do you know when it is going badly and you should exit
* Using an exit strategy
* Capstone preview

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

**12:00 – 1:00 Lunch**

**1:00 – 2:00 LDA Report Out and Reflection**

* Demo afternoon; we will provide guidance in Release 3B on what we expect as a final product to share during this portion of Day 5.
* Move to after lunch – 5 min presentations on what they are testing and how its going – quick check in.

**2:00 – 3:00 Final review & Assessment**