VIP Release Process Training

Veteran-focused Integration Process (VIP)

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VIP is the new, lean process for work delivery in OI&T.
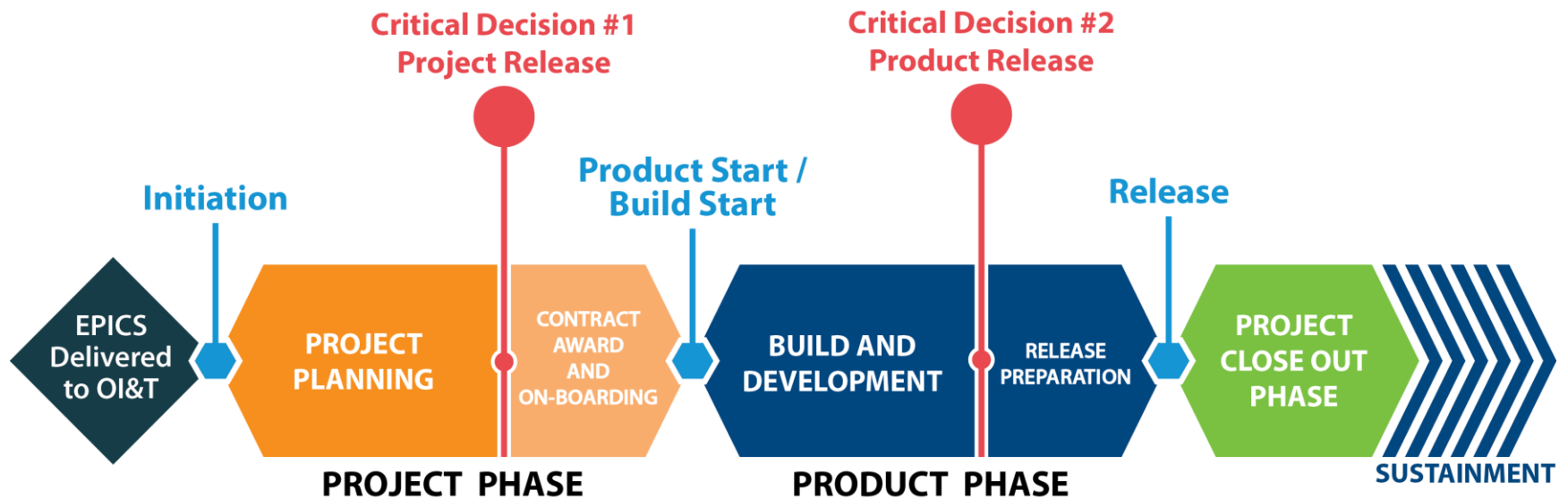
VIP is supported by:

- A single portal for project requests – VIP Request (VIPR)

- A single, simplified Release Process – VIP Release Process

- A single, authoritative, unified Calendar POLARIS (Planning and On-Line Activity/Release Integration Scheduler)

- Tools that support the functions, above:
    - Intake for IT projects (via VIPR, initially a Microsoft SharePoint-based application)
    - Calendar (initially, a Microsoft SharePoint- based application)
    - Time-tracking for all OI&T resources (via Oracle Primavera Progress Reporter)
    - Enterprise Portfolio Management (via IBM Rational Collaborative Application Lifecycle Management (CALM) Project/Product Data Repository)

VIP – Agile Project Management Methodology

VIP employs the Agile Project Management Methodology.

- Requestors express requirements in Epics, Sub-epics, and User Stories.

- Requestors submit Epics and User Stories to initiate VIP via VIP Request (VIPR).

- The Portfolio Manager, Product Owner, and Receiving Organization determine if the request becomes a project at Critical Decision #1.

- If the project is approved at CD#1, the VIP Release Process begins.

- Build/Development work is done in 2-week Sprints for no more than a total of 3 months.

- Project Team has Daily Scrums to provide quick status and plan updates.

- Project Team has Sprint Planning, Backlog Grooming, and Sprint Review Ceremonies throughout the Build/Development cycle.

VIP Workflow

Critical Decision #1
Project Release

Critical Decision #2
Product Release

Initiation

Product Start /
Build Start

Release

EPICS
Delivered
to OI&T

PROJECT
PLANNING

CONTRACT
AWARD
AND
ON-BOARDING

BUILD AND
DEVELOPMENT

RELEASE
PREPARATION

PROJECT
CLOSE OUT
PHASE

PROJECT PHASE

PRODUCT PHASE

SUSTAINMENT

Release Process - Getting to CD#1

- Epics required
  - Business
  - Architecture/engineering
  - Security
  - Infrastructure/Support
  - Sustainment
  - Service /Operational Level Agreements (SLA/OLA)
  - IOC sites selected and MOUs in place
  - Others as required for the particular effort
- Other required artifacts
  - Project charter
  - Project Management Plan
  - Project Financial Plan

VIP Release Process – Contract Award and On-boarding

During Contract Award and On-boarding, a Release Agent is assigned to monitor your release.

- The Project Team adds the planned Release to the Release Calendar.

- The Release Agent ensures that the Project Team has the complete list of product data deliverables.

- The Project Manager establishes a Product Account in the Rational Tool repositories, if one does not already exist. Contact Rational@va.gov.

- The PM ensures that the Release Agent has access to the Product Account.

- The Project Team's Configuration Manager and Testing Manager obtain training in the use of the Rational Tool repositories, if necessary. Contact Rational@va.gov.

VIP Release Process – Build/Development to CD#2

Throughout the Build/Development phase, the Release Agent monitors the data in the repositories.

- Throughout the Build/Development phase, the PM ensures that the Configuration manager and Testing Manager are managing necessary product data appropriately in the tool's repositories.

- The Release Agent provides feedback to the Project Manager, the Configuration Manager, and the Testing Manager.

- The Release Agent collects certain metrics at the end of each Sprint.

- Near the end of the Build/Development phase, the Release Agent provides the status of the product data to the three decision-makers: the Portfolio Manager, the Product Owner, and the Receiving Organization.

- At CD#2, the three decision-makers determine if the Release Candidate can be released into production.*

*IOC evaluation or full release, if no IOC evaluation is included

IOC evaluation or full production installation occurs.

- During IOC or full production deployment, product changes are updated in repositories.
  - Significant issues or severe defects that necessitate changes to requirements are reported to the decision-makers, who determine if product will be backed out or deployed nationally.
  - If backed out, Release Candidate returns to appropriate step in the VIP Process.
- If national deployment is successful, 90-day Product Warranty begins.
  - The Product Warranty covers everything stated in the requirements.
  - Transfer of knowledge and transition of product into sustainment occurs.
- At the end of Product Warranty, transfer of ownership occurs and is recorded in the tool.

VIP Release Process – Post-installation

Configuration Manager records "as-built" data in the Rational Tool.

Release Agent evaluates release metrics.

Subsequent releases, defect repairs, upgrades, and all other production releases to the product go through the VIP Release Process.

As-Is and To-Be Release Compliance and Review

As-Is Release Processes

10+ Review Groups and Processes

50+ Steps

30+ Categories of Data

Data Duplicated across Artifacts

Late-stage Review

Multiple Email Messages and Reports concerning Status

To-Be Release Process

1 Review Group

4 Steps

6 Categories of Data

Data Element Entered Once, Updated as Necessary, Used Multiple Times, as Needed

Continuous Feedback throughout Development

Approval and Product Ownership Recorded in the Tool

Questions?

Release Process: Getting to CD#1

- Other required artifacts
  - Project charter
  - Project Management Plan
  - Project Financial Plan

Release Process: Getting to CD#1

- Agile process
- Epics required
  - Business
  - Architecture/engineering
  - Security
  - Infrastructure/Support
  - Sustainment
  - Service /Operational Level Agreements (SLA/OLA)
  - IOC site
- Other required artifacts
  - Project charter
  - Project Management Plan
  - Project Financial Plan

Release Process: Getting to CD#1

Will request become a project?

Decision Makers:
– Portfolio Manager
– Product Owner
– Receiving Organization

Release Process: CD#1 to CD#2

- On CD#1 approval
  - Contracts awarded, team formed
  - Configuration Manager trained in Rational Tools
  - Release Agent assigned
  - Project Manager ensure access to repository

Release Process: CD#2

- CD#2 review
  - Product Team build data placed in repository
  - Release Agent monitors reviews, provides feedback on build
  - Release Agent reviews, reports on status of build data to Decision Makers*
  - Decision Makers determine if build acceptable for production release
    - Once approved, no changes allowed to requirements
  - If approved, build moves to Release Preparation and Execution

Release Process – Release Preparation and Execution

- If IOC
  - Track changes, monitor significance
  - Deal with any issues

What if I have more questions?

- Contact VA ESE Release Office vaESEreleaseoffice@va.gov .

- Attend any optional recurring Friday 1PM training session. *Contact vaESEreleaseoffice@va.gov and ask to be invited to the recurring optional ERF training.*