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Stakeholder Needs Form and Github Kanban

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14/12/2020

1 Capturing Stakeholder requests

Stakeholder requests come to the campus through a variety of different pathways.

- **National Stakeholder**
 - All national stakeholder requests should be directed to the National Stakeholder manager's team.
 - Contact: Jane.crowe@ons.gov.uk .
- **International Stakeholder**
 - All international stakeholder requests should be directed to the International Stakeholder manager's team.
 - Contact: Ceri.Regan@ons.gov.uk , t-harris@fcdo.gov.uk
- **Internal Stakeholder**
 - All internal (Data Science Campus) requests should be directed to the Internal Stakeholder manager's team.
 - Contact: Alison.Adams@ons.gov.uk

1.1 Responsibilities:

- **Stakeholder manager team:**
 - Help stakeholder fill out stakeholder request form
(https://officenationalstatistics.sharepoint.com/:f:/r/sites/dscdsc/Cap/Faculty/Process_and_Standards/stakeholder_forms?csf=1&web=1&e=PHm41a)
 - Add user story (with link to stakeholder needs form) to github kanban
(<https://github.com/orgs/datasciencecampus/projects/39>)
 - Gather more information from the stakeholder where necessary
 - Communicate decisions and timeline to stakeholder

1.2 Capturing Stakeholder Requests


Stakeholder requests will be captured:

- In a stakeholder request form
(https://officenationalstatistics.sharepoint.com/:f:/r/sites/dscdsc/Cap/Faculty/Process_and_Standards/stakeholder_forms?csf=1&web=1&e=PHm41a) filled out by the relevant stakeholder manager team.
 - In the `drafts` folder you can find the stakeholder needs form template.
 - Once a stakeholder needs form is filled in by the stakeholder manager, this should be added to the completed forms in the `completed` folder.
 - Once the completed form is reviewed in the DSCA Prioritisation Meeting this will then go to the reviewed forms in the `reviewed` folder.


1.3 Stakeholder Needs Form

The stakeholder needs form template can be found on the ONS sharepoint in drafts

(https://officenationalstatistics.sharepoint.com/:f:/r/sites/dscdsc/Cap/Faculty/Process_and_Standards/stakeholder_forms?csf=1&web=1&e=PHm41a).

		Data Science Campus – DRAFT training request				Date: 01/12/2020 Stakeholder ID:	
		Title:					
Description	Summary: (<280 char)	A brief description of the request			Stakeholder organisation and contact person	e.g. Department for International Trade Contact_person@dit.gov.uk	
Stakeholder (tell us a bit more about the organisation and individuals)	...who (stakeholder)	- What does your organisation/team do? - What are the different job roles within the team who will be trained?			...what (projects, tasks)	- What are the current tasks/decisions that are made? - How are the results presented/communicated?	
	...who (individuals)	- What is the general background of the participants? (Domain knowledge, Mathematics/Statistics, Programming)			...data, tools, techniques	- What types of data are involved? Where are they stored? - What are the current techniques/tools you use to answer the question?	
What is your end goal?	...training goals	- What do you want to be able to accomplish by the end of the training session/learning journey?			...skills needed	- what skills do you wish to develop?	
Training logistics	...timeline	e.g. needs to be complete by September	...# of participants?	e.g. 20	Special considerations	... E.g. IT infrastructure, method of delivery (Microsoft teams, face-to-face)	
How will the training request make the best use of Data Science Campus courses/programmes?	...capability team expertise	(To be filled out by the capability team)			...training programmes/courses identified?	(To be filled out by the capability team)	
	...wider campus expertise	(To be filled out by the capability team)			Partner organisations Are there other trainers that should be involved?	(To be filled out by the capability team)	

Stakeholder Needs Form Page 1

		ONS Data Science Capability – DRAFT capability training triage				Date: 01/12/2020 Stakeholder ID: Stakeholder Manager: Business Support:	
		Title:					
User stories:	1. (To be filled out by the capability team) 2. 3.						
Impact:	(To be filled out by the capability team) a. What will be the impact of this training request? b. c.						
Added Value:	(To be filled out by the capability team) i. What is the capability team's added value? ii. Are there any existing organisations/partners already carrying out this training? iii. How does the request align with the DSC Capability aims?						
Generalisability:	(To be filled out by the capability team) a. What other groups will benefit from the training materials in this course? b. c.						
Diversity and Inclusivity:	(To be filled out by the capability team) a. How do we ensure no one is left behind?						
Critical Barriers/Risks	a. b. c.						
Resources	(To be filled out by the capability team) What resources are required a. b. c.	Impact score	Added value	Generalisability	Diversity and Inclusivity	Resources Size	
		/10	/10	/10	/10	S/M/L	

Stakeholder Needs Form Page 2

1.3.1 Organisation Starting point

- What decisions do they make?
- What are the core projects/outputs currently?
- What are the main datasets used currently?
- What are the current techniques/tools used to answer the question?

1.3.2 Organisation Goals

- What decisions do they want to be able to make?
- What outputs does the department want to deliver in the future?
- How does the request fit in with the strategic goals of the organisation?
- What does success look like for them? Are there any key performance indicators?

2 Adding a ticket to the Kanban

Title: Stakeholder Name

Brief Description

- Brief description of request

Assignees

- Stakeholder Manager assigned.

Links

- Link to completed Stakeholder Needs form.

Labels:

- Team (National, International, Internal)
- Theme
- Epic
- User story id: *US_Epic_#*

3 Assessment

3.1 High-level priority meeting

- In the DSCA Prioritisation Meeting stakeholder needs forms will be reviewed and evaluated based on Impact, Added Value, Diversity and Inclusivity, Generalisability, and Resources.

The aim of the high-level priority meeting will be to

- Discuss and assess new stakeholder requests and assign an initial prioritisation level to the request.

Stakeholder needs requests will be evaluated based on:

3.1.1 Impact

- What will the impact of this training be?
- Are there any key performance measures?

3.1.2 Added Value

- What is the capability team's added value?
- Are there other groups already carrying out this training?
- How does the request align with the Data Science Capability team's aims?

3.1.3 Generalisability

- What other groups will benefit from the training materials developed for this course?

3.1.4 Diversity and Inclusion

- Who will be trained?
- How do we ensure that no one is left behind?

3.1.5 Resources

- What is the timeline?
- Does a new course need to be developed?
- Does the team have the skill set to develop this course?

3.2 Developing a training plan/product backlog

After the request has been approved, we can then work to populate the product backlog with the key items.

- After a user story has been approved.
- Identifying the courses and training that will help stakeholders get from their start point to their end goal.
- Assign initial delivery dates with a label.
- The training plan then feeds back to the product backlog.