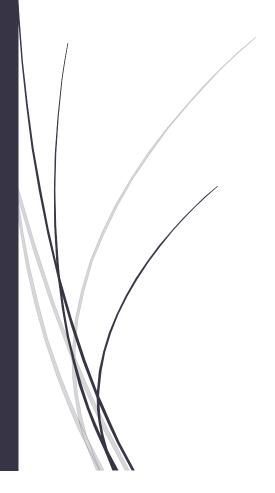


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# Agile Transformation Plan



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Agile Plan: Transition to Agile for a GovCon Business

**Client:** [Client Name]

Project Name: Transition to Agile for GovCon Automation and Efficiency

**Date:** [Current Date]

#### 1. Introduction

This Agile Plan outlines the approach and phases for transitioning a GovCon business from a "Waterfall" methodology to Agile. The focus is on automating GovCon processes, enhancing capture management, business development, and proposal efforts, and effectively utilizing data from sam.gov.

## 2. Objectives of the Transition

- Increase efficiency by automating key GovCon processes.
- Implement a flexible and responsive Agile framework.
- Integrate marketing efforts with a database for analyzing sam.gov data to improve proposal success and capture management.
- Foster continuous improvement through regular assessments.
- Ensure compliance with GovCon standards such as CMMC and maintain certification requirements.

## 3. Agile Transformation Approach

**Phase 1: Initial Assessment & Preparation** 

**Duration: 4-8 Weeks** 

#### 1. Agile Assessment:

- Conduct an in-depth maturity assessment to understand current state and areas of improvement.
- Utilize surveys, interviews, and workshops to gather data from all levels of the organization.

## 2. Goal Setting:

• Define clear transformation goals aligned with the company's strategic initiatives, including enhancing capture management and compliance.

#### 3. Stakeholder Engagement:



- o Identify key stakeholders and ensure alignment and buy-in.
- Conduct initial meetings to set expectations.

# 4. Training & Development:

o Organize Agile workshops and training sessions for employees, emphasizing business development and proposal processes.

## Phase 2: Planning & Initial Implementation

**Duration: 8-12 Weeks** 

## 1. Agile Teams Formation:

• Form cross-functional teams and assign roles (Product Owners, Scrum Masters, Development Team members).

# 2. Backlog Creation:

• Collaborate with stakeholders to create an initial product backlog, including tasks for automation and compliance.

## 3. Automating GovCon Efforts:

- Identify processes for automation, particularly in capture management and contracts.
- o Develop a roadmap for implementing automation tools.

## 4. Utilizing Marketing & Database:

- Integrate marketing strategies with data analytics using sam.gov data, focusing on propensity analysis.
- o Set up a database to store, manage, and analyze sam.gov data.

## 5. Initial Sprint Planning:

- o Plan the first sprint, focusing on high-priority backlog items.
- o Define sprint goals, tasks, and deliverables.

#### Phase 3: Execution & Continuous Improvement

**Duration: 6-12 Months (3-6 Program Increments, PIs)** 

## 1. Program Increment (PI) Planning:

Conduct PI planning sessions at the beginning of each PI.



o Define PI objectives, features, and user stories.

# 2. Sprint Cycles:

- Implement 2-4 week sprint cycles with daily stand-ups, sprint reviews, and retrospectives.
- Continuously refine the product backlog.

# 3. Developing Automation:

- o Implement automation solutions incrementally and monitor performance.
- o Focus on proposal management and compliance processes.

# 4. Database & Marketing Integration:

- o Optimize the database to handle sam.gov data efficiently.
- Utilize data insights to refine marketing strategies and campaigns.

## 5. Agile Assessment & Continuous Improvement:

- Conduct Agile assessments at the end of each PI to measure progress and adapt plans.
- o Ensure compliance with CMMC and other GovCon standards.

# Phase 4: Scaling & Sustainability

# **Duration: Ongoing**

## 1. Scaling Agile Practices:

- o Extend Agile practices to other departments and teams.
- o Foster a culture of continuous improvement and collaboration.

## 2. Sustainability Initiatives:

- Establish Communities of Practice (CoPs) to share knowledge and best practices.
- o Regularly update training programs.

#### 3. Long-term Automation & Data Strategy:

- Continuously enhance automation capabilities for business development and compliance.
- Leverage the growing database for advanced analytics.



## 4. Ongoing Agile Assessments:

- Schedule periodic assessments to ensure sustained growth.
- Use assessment results to guide future improvements.

#### 4. Timeline

Phase Duration

Initial Assessment & Preparation 4-8 Weeks

Planning & Initial Implementation 8-12 Weeks

Execution & Continuous Improvement 6-12 Months

Scaling & Sustainability Ongoing

#### 5. Deliverables

- 1. Comprehensive Agile Assessment Report:
  - o Findings and recommendations from initial and periodic assessments.
- 2. Transition Roadmap:
  - o Clear steps outlining the journey from Waterfall to Agile.
- 3. Automated GovCon Processes:
  - Implemented automation solutions for capture management, proposals, and compliance.
- 4. Integrated Marketing & Database Platform:
  - Efficiently integrated database with marketing analytics capabilities.
- 5. Continuous Improvement Plans:
  - o Ongoing initiatives for sustaining and scaling Agile practices.