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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:

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

4. Training & Development:

- **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.**
- **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.**
- **Set up a database to store, manage, and analyze sam.gov data.**

5. Initial Sprint Planning:

- **Plan the first sprint, focusing on high-priority backlog items.**
- **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.**

- **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:

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

4. Database & Marketing Integration:

- **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.**
- **Ensure compliance with CMMC and other GovCon standards.**

Phase 4: Scaling & Sustainability

Duration: Ongoing

1. Scaling Agile Practices:

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

2. Sustainability Initiatives:

- **Establish Communities of Practice (CoPs) to share knowledge and best practices.**
- **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:

- **Findings and recommendations from initial and periodic assessments.**

2. Transition Roadmap:

- **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:

- **Ongoing initiatives for sustaining and scaling Agile practices.**