

# AGILE TRANSFORMATION PLAN

Who buys what you sell?

For GovCon  
Small  
Businesses



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**Agile Transformation Plan: Transition to Agile for GovCon Small Businesses**

**Client: Sample Client INC**

**Project Name: Agile Data implementation for GovCon Automation and Efficiency**

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## **1. Introduction**

This Agile Plan outlines the approach and phases for transitioning a GovCon data and Marketing 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, answering “Who buys what we sell?”.

## **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 (4-8 Weeks)**

#### **1. Agile Assessment:**

- Conduct an in-depth maturity assessment to understand the 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 (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 (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 (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.