TechFlow, Inc. Response to
Request for Quotation (RFQ)
4QTFHS150004
Agile Delivery Services (ADS I)

Sprint Team Matrix

July 7th, 2015

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1.0   Purpose

The purpose of this document is to familiarize the reader with the team assembled by TechFlow for the U.S. Food and Drug Administration (FDA) in support of the Drug and Risk Information (DARI) public information prototype. It includes a matrix of resources their associated labor category and functional designation to DARI prototype aligned to the Digital Playbook plays. Our team includes the labor categories from the Development Pool labor categories to design and develop the prototype.

Sprint team members have Functional Managers that assign resource to the projects in coordination with the Product Manager. The Product Manager is solely responsible and leads the day-to-day delivery of project driven tasks and formal submission of the DARI product.

2.0   Sprint Team Matrix

The sprint team matrix provides the TechFlow sprint team that was assembled for the development of the DARI application as well as their functional team alignment. The TechFlow team is comprised of 13 labor categories that represents each team member's role / labor category and their functional designation within TechFlow.

Role / Labor Category	Functional Team Alignment
Product Manager	Product Owner
Technical Architect	Development
Interaction Designer / User Researcher / Usability Tester	Development
Writer / Content Designer / Content Strategist	Development
Visual Designer	Development
Frontend Web Developer	Development
Backend Web Developer	Development
DevOps Engineer	DevOps
Security Engineer	DevOps
Delivery Manager	DevOps
Agile Coach	Scrum Master

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Role / Labor Category	Functional Team Alignment
Business Analyst	Business Analyst
Digital Performance Analyst	Development

3.0   Playbook Sprint Team Roles

TechFlows sprint teams use the U.S. Digital Services Playbook to ensure a user centric, easy to use application built on an opensource platform is the driving force behind all design options. Below is the playbook mapping to attachment "e", how we incorporated those plays in to the overall development of the DARI prototype, the documents associated with each play and finally the labor categories with the primary responsibility of the development of the artifacts.

Play Title	Attachment E Mapping	LCATS
Play 1 Understand what people need	Understand what people need, by including people in the prototype development and design process	Category 1 - Product Manager Category 12 - Business Analyst Category 5 - Visual Designer Category 4 - Writer / Content Designer / Content Strategist
Play 2 Address the whole experience, from start to finish		Category 3 - Interaction Designer / User Researcher / Usability Tester Category 12 - Business Analyst

Play Title	Attachment E Mapping	LCATS
Play3 Make it simple and intuitive	Used at least three "human-centered design" techniques or tools	Category 3 - Interaction Designer/User Researcher/Usability Tester
Play 4 Build the service using agile and iterative practices	Used an iterative approach, where feedback informed subsequent work or versions of the prototype	Category 11 - Agile Coach
Play 5 Structure budgets and contracts to support delivery		Category 1 - Product Manager
Play 6 Assign one leader and that person accountable	Assigned one leader, gave that person authority and responsibility, and held that person accountable for the quality of the prototype submitted	Category 1 - Product Manager
Play 7 Bring in experienced teams	Assembled a multidisciplinary and collaborative team including a minimum of 5 labor categories from the Development Pool labor categories to design and develop the prototype	Category 1 - Product Manager
Play 8 Choose a modern technology stack	Used at least five modern and open-source technologies, regardless of	Category 2 - Technical Architect

Play Title	Attachment E Mapping	LCATS
	architectural layer (frontend, backend, etc.)	
Play 9 Deploy in a flexible hosting environment	Deployed the prototype on an Infrastructure as a Service (IaaS) or Platform as a Service (PaaS) provider, and indicated which provider they used	Category 7 - Backend Web Developer
Play 10 Automate testing and deployments	Deploy their software in a container (i.e., utilized operating-system-evel virtualization)	Category 7 - Backend Web Developer
Play 11 Manage security and privacy through reusable processes	Set up or used continuous monitoring	Category 8 - DevOps Engineer Category 10 - Delivery Manager
Play 12 Use data to drive decisions		Category 1 - Product Manager Category 11 - Agile Coach Category 12 - Business Analyst Category 8 - DevOps Engineer
Play 13 Default to open	Prototype and underlying platforms used to create and run the prototype are openly licensed and free of charge	Category 2 - Technical Architect

Play Title	Attachment E Mapping	LCATS
Play 1 Understand what people need	Created or used a design style guide and/or a pattern library	Category 12 - Business Analyst
Play 4 Build the service using agile and iterative practices	Performed usability tests with people	Category 3 - Interaction Designer / User Researcher / Usability Tester
Play 4 Build the service using agile and iterative practices	Created a prototype that works on multiple devices, and presents a responsive design	Category 3 - Interaction Designer / User Researcher / Usability Tester Category 4 - Writer / Content Designer / Content Strategist
Play 4 Build the service using agile and iterative practices	Wrote unit tests for their code	Category 6 - Frontend Web Developer Category 7 - Backend Web Developer
Play 8 Choose a modern technology stack	Set up or used configuration management	Category 8 - DevOps Engineer

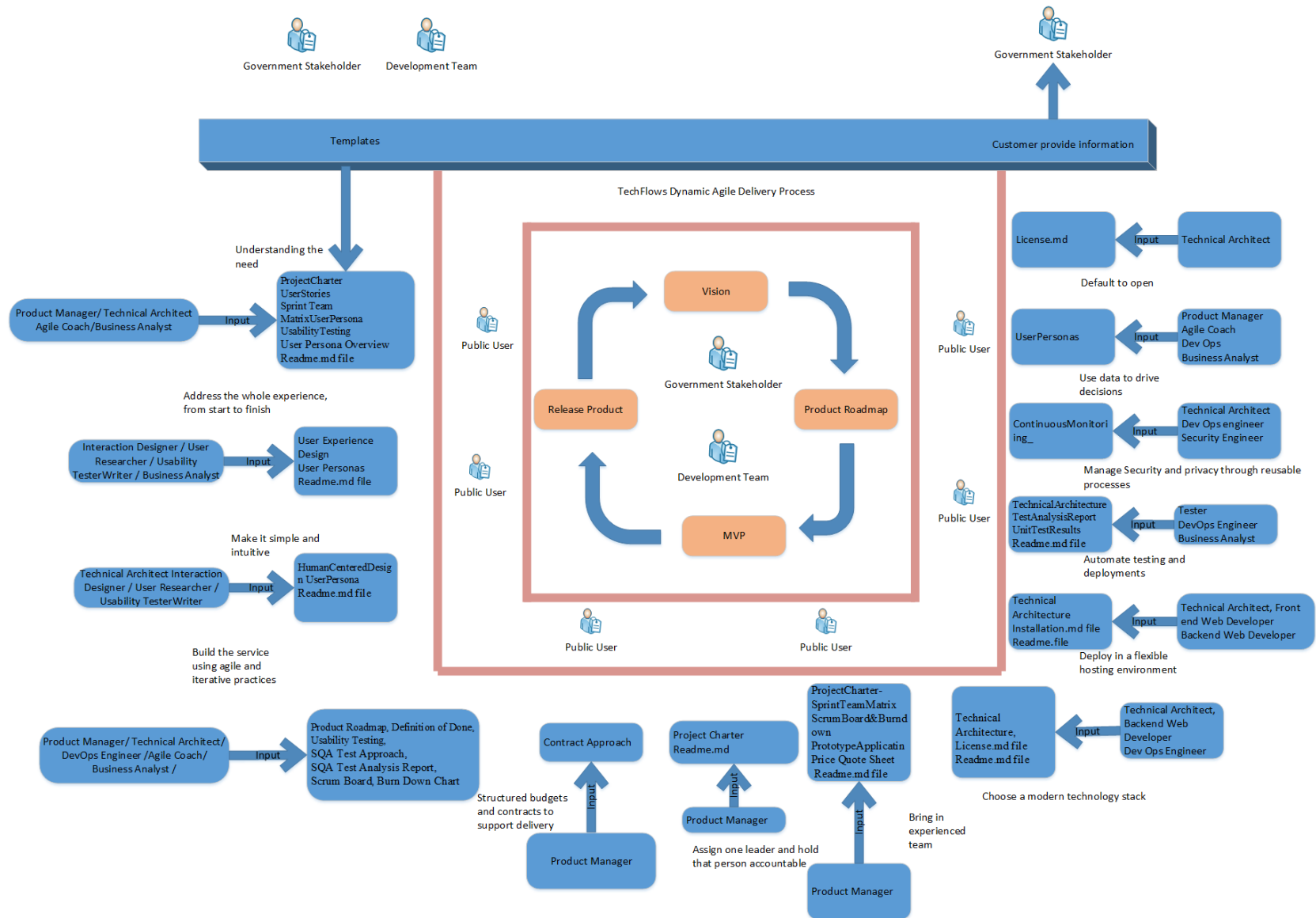| Play Title	Attachment E Mapping	LCATS
Play 13 Default to open	Provided sufficient documentation to install and run their prototype on another machine	Category 6 - Frontend Web Developer Category 7 - Backend Web Developer

Figure 1. Iterative Process to development supporting documents aligned to Digital Playbook