#COMPACT CONNECT CHARTER

# Vision Statement

States use unique licensing systems that cannot easily, quickly, or securely share information, which limits access to healthcare and other licensed services across state lines through occupational licensure compacts. Compact Connect will provide a streamlined and secure route for compact users, state licensing staff, and members of the public to access safe and competent care.

# Project Values

## Security

Ensuring the confidentiality and security of personal information is an essential function of Compact Connect.

## Usability

When software is difficult to use, its impact decreases. Compact Connect will reduce barriers for system users by incorporating intuitive features.

## Longevity

Compacts are written such that they can adapt over time to changing regulatory and professional needs. Compact Connect will be created with this long-term view in mind.

## Public Service

Compacts primarily benefit three main stakeholder groups. Licensees using the compact enjoy a lower barrier to entry when seeking employment in remote states. Members of the public benefit from greater access to safe, diverse, and competent care in their state. State licensing boards become better equipped to protect the public through enhanced information sharing with other states. Compact Connect will serve all of these groups.

# Involved Organizations

## The Council of State Governments

The Council of State Governments (CSG) is the nation’s largest nonpartisan organization serving all three branches of state elected and appointed officials. Within CSG is housed the National Center for Interstate Compacts (NCIC). NCIC is working with compact stakeholders to guide the Compact Connect project.

## InspiringApps

InspiringApps designs and builds mobile, web, and custom apps and provides strategic business solutions and immersive experiences. InspiringApps is the development team working to build the Compact Connect software.

## Compact Commissions

Compact commissions are multistate organizations comprised of delegates from each compact member state. Compact commissions are key stakeholders in the Compact Connect project. Currently, three commissions are involved in the project:

Audiology and Speech Language Pathology Interstate Compact Commission

Counseling Compact Commission

Occupational Therapy Licensure Compact Commission

Compact Connect may later include additional occupational licensure compact commissions.

# How We Work

The Compact Connect team uses principles from Agile and Scrum. The team operates in two-week iterations called sprints. Each sprint begins with a planning meeting and ends with review and retrospective meetings.

## Sprint Events

### Daily Standup

The daily standup is a short meeting for the team to discuss what they are working on that day, any roadblocks that have come up, and other needed meetings for the day. Every ticket not in the “done” column is reviewed individually. Team members also mention upcoming absences of one or more days verbally in stand-up meetings the day prior.

Agenda:

- Major announcements

- Ticket review

- Additional discussion/planning

### Sprint Planning

The goal of the sprint planning meeting is to determine what items from the project backlog will be worked on during the next sprint. The attendees include anyone who will be working on a backlog item in the upcoming sprint and organizational supervisors.

Agenda:

- Inspect unfinished tickets from prior sprint. Re-evaluate the tickets, including redefining any criteria necessary and changing the point value. Reassign them to the upcoming sprint or backlog.

- Pull in new tickets for upcoming sprint. Check to ensure user stories and acceptance criteria are clear and accurate.

- Discuss overarching goal of sprint (limit to one or two main priorities).

- Team approval of goal.

### Sprint Review

The goal of the sprint review meeting is to demonstrate what the team has accomplished over the last two weeks. The sprint review meeting attendees include developers, managers, and other stakeholder groups. Directors and designated representatives from compact commissions are especially encouraged to attend.

Agenda:

- Review goal and team progress towards goal.

- Look at finished tickets from sprint, particularly user interface tickets and features ready to demo.

- Provide brief summaries of research and technical tickets.

- Members of the call give feedback when possible.

- Briefly discuss upcoming sprint or any major announcements.

### Sprint Retrospective

The goal of the sprint retrospective is for the development team to reflect on what processes and procedures worked during the previous sprint and what needs to be improved. The attendees include those who contributed to the work of the previous sprint.

Agenda:

- Discuss action items from previous retrospective.

- What went well this sprint?

- What could be improved?

- Assign action items arising from the discussion.

### Backlog Refinement

Backlog refinement involves looking at the items in the backlog and ensuring they are correctly prioritized, clearly defined, and reasonably sized. The product manager will do some backlog refinement individually, including adding items discovered during user research and considering major priorities of the upcoming sprint.

Backlog refinement meetings occur once a week (twice per sprint). The product manager and lead developer(s) attend this meeting to discuss the items in the backlog.