

9:00-9:30: Set up Room

9:30-10:00: Framing

Team

- Understand Scenario
- Review the problem/scope
- Work to form Stakeholder Questions
 - Outputs:
 - Questions Artifact
- Interview Business Owner [9:50-10:00] (Govie)
 - Outputs:
 - Notes (Josh)
 - Recording (Sneha)

Engineering

- Deploy "Hello World" to production (Bob/Tom)
- Document Public URL to top of Readme.md in Github

10:00-10:45: Discovery / Site Set up

Team

- Write Research plan (Sneha)
 - Output: Research Plan (Sneha)
- Write interview questions (Sneha & team)
 - Output: Interview Questions (Sawyer)
- IF Content related: Content Audit / Model drafted (Kevin)
- Interview End User (Govie) + Business Owner Sit in
 - Outputs:
 - Notes (Josh)
 - Recording (Sneha)
- User Story Mapping Exercise (Kevin)
 - Synthesis of Notes / Interviews
 - Outputs:
 - Product Backlog Built in Github (Josh)
 - Product Backlog Built on wall (Kevin)
 - Picture (Josh)
 - Creation of Hypothesis (team)
- Engineering
 - Invite "VA.gov Modernization" User to CMS Admin
 - Begin high level configuration based on conversations (Bob/Tom/Kevin/Sawyer)

Review Sprint Planning based on User Story Mapping Exercise

Design / Deliver

10:45 - 11:45: Sprint 1:

- Pair up designers / Eng folks
 - (Sawyer / Bob)
 - (Sneha / Tom)
- Quick Sprint Planning to go over User Stories assigned to each team pairing or if we want to just pull from the top
 - Look at high level story points between design/eng
- Designers and Engineers will sit and look at content that is needed, design decisions, etc.
- When something is deployed or needing review, have Josh pull in End User or Business Owner to sit with mini-team to get feedback.
 - Output: Try to document feedback in Sprint Folder in docs (Sneha/Sawyer)
 - Output: Working software
 - Output: Additional User Stories if they come up added to backlog (Post it) / give to Josh to add to Github or folks can add them

11:45 - Check-in / Mid-review / Retrospective

See where we are and how Sprint 1 went, did it work?

Determine if more formal end test is better than pulling in.

Have folks take a brief break, get some water and snacks

12:00 - 1:00: Sprint 2

- Quick Sprint Planning
- Same as above / story point maturity?

1:00 - Last Deploy

- Ensure checks are done, 508 compliance / responsive / Cross-Browser
- Review all artifacts are in Github Repo / Including Pictures of progress / walls

1:15 - Demonstration of Prototype created to Business Owner, User, and Eval?

1:30 - Done