# Team Leadership

We decided to break the team leadership role up based on weeks and distribute the load as follows:

Week 1 - Brennan  
Week 2 - Rambousek  
Week 3 - Torres  
Week 4 - Berklich  
Week 5 - Mazza  
Week 6 - Basala  
Week 7 - Rambousek

Week 8 - Torres  
Week 9 - Berklich  
Week 10 - Mazza

# Interview Guide

We accepted the sample interview guide as follows:

* Interview Preparation
  + Schedule Date
  + Identify Stakeholders
  + Establish Ground Rules
  + Review all material and develop interview questions
  + Determine strategy for asking questions, recording answers and tracking results
  + Develop Interview Guide
  + Provide Necessary Read Ahead information to Interviewees
  + Ensure all necessary resources are available, equipment, room, IT Support etc.
* Interview
  + Introduction of the team
  + Purpose of the Interview
  + Expected outcomes of the Interview
  + Ground Rules and other Pertinent information for the interviewees
  + Overview of Interview Process
  + Conduct Interview
  + Review Questions and Results of Interview
  + Summary of Results

# Stakeholder Interview

The stakeholder interview will be conducted under the following guise, guidelines, and expectations:

## Purpose

To collect additional information and clarification information on the problem statement presented from the stakeholders. This will allow the team to generate sound requirements with a full understanding of both the needs and the expectations of the stakeholders. This will set a foundation for the development of the product through the MBSE process being executed.

## Ground Rules

1. The interviewees will be available for the entire agreed upon schedule.
2. The interviewees will provide unfiltered responses to the questions posed by the interviewer.
3. The interviews will be done via web and teleconferencing and therefore the connection and technical support required for both the interviewer and interviewee must be adequate
4. Sampling of existing documentation, forms, and databases will be provided.

## Expected Outcome

1. To obtain a better understanding of the need of the stakeholder
2. All interviewees would provide unfiltered answers to the best of their knowledge
3. Verify and collect agreed upon sample of documents, forms, and databases for analysis and fact-finding.
4. Documentation of operational environment.

## Questions

We organized the interview questions by category to facilitate coverage.

1. What types of decisions does this “dashboard” need to inform?
2. Who is the user?
   1. Is the purpose of this to be an underlying foundation for many types of data leveraged by many types of users based upon their need?
   2. Will this be used as a presentation tool to senior staff and General Officers?
   3. How many simultaneous users will be operating the system?
   4. Will the decision makers be in the field? CONUS?
   5. What level of training is expected for them?
   6. How many operators will be required to run this tool?
3. Is this a Navy only project or is there a potential of going joint?
   1. What implications could that have on the current plan for the system?
4. Data Requirements
   1. What types of data will be required? Threat? GIS?
   2. Will this be dealing with classified information?
   3. The current system has many disparate data sources, how are they prioritized?
   4. Does the current process acquire and assess “unscrubbed” raw data?
   5. Are a majority of the sources going to be leveraged from existing information?
   6. Does the current NetOps COP system maintain a persistent data store or transmit data to a separate repository system element, within the GiG, for example?
   7. Would the operational activity sequence include expectations for COP update at a maximum time interval should no nodes report updates or users request updates?
   8. Dynamically generated brief is listed in the Report activity future state goals. Is this envisioned as a PowerPoint embedded type of capability, or are more features and functions desired (audio warnings, prerecorded messages, live and/or recorded video, etc.)
   9. Please provide general descriptions of the types or classes of events that would trigger updates to the COP in the current system and process.
5. Operational Requirements
   1. What type of environment will this system need to operate in?
   2. What is the Concept of Operations for this system?
   3. What (if any) operational threads (Use Cases) have been developed around the use of this product?
   4. What are the Warfighter Outcomes that this product will address?
6. System Expectations
   1. Will this be implemented on platforms? Which platforms?
   2. Where will this system be housed?
   3. With what other systems will this product integrate?
   4. Is there a preference toward a specific layout?
7. Measures of Success
   1. What is the current time that it takes from acquisition of the information to the response? What is the expectation in terms of time improvement?
   2. What are the most important Measures of Effectiveness? A more concise dashboard? Broader amounts of data? Quicker turnaround time?
   3. Which is more important ease of use or accuracy?
   4. Is the ability to easily modify the “dashboard” an important characteristic
   5. Does it need to be user modifiable?
8. Programmatic
   1. Who is the intended transition partner?
   2. From where is funding coming?
9. Additional Questions
   1. Does an architecture for this project exist?
   2. Will this add additional bandwidth loads to the currently over burdened theatre network?
   3. What is the existing process that this product will augment or replace?
   4. Have the SOPs used in the current process; assessment activity been evaluated for potential automation (allocation to a software module) in the future state?
   5. A stated objective for the assess activity’s future state is to Define mission logic. The Respond activity will attempt to incorporate tasking and collaboration in the future state. Will facilitation of issuance of battle command and/or fire control orders be tasks included in Defining mission logic?
   6. The future state for the assess activity intends to aggregate relevant and display contextual data. Will these actions (and any automated acquisition and the UI) be tailorable or customized by operator rank and/or security clearance level?

# Next Steps

Let’s talk briefly here about the way ahead. Items may include:

* Consolidate stakeholder requirements
* Identify key performance parameters
* Develop rudimentary back of the envelope calculations
* Get stakeholder feedback