iRetire – Notional Sprint Roadmap

SPRINT 1 **Feb 27th - Mar 19th** **COMPLETED**	**RSITPMO – Built initial 2801 and 3107 Applicant Forms. Built Application User Role and Landing Page.**
	RS Business – Support Sprint 1 Development (Sprint Review, Acceptance, etc.). Review Sprint 2 User Stores
	Other Activities: Identify OPM 508 and Performance test tools (RSITPMO).

SPRINT 2 **Mar 20th - Apr 9th** **COMPLETED**	**RSITPMO – Started 2801/3017 Form Instructions, Validations, Form Flow Adjustments. Built initial HR (2801-1/3107-1) Forms, HR User Role and Landing Page.**
	RS Business - Support Sprint 2 Development (Sprint Review, Acceptance, etc.). Sprint 1 UAT & Review Sprint 3 User Stories
	Parallel Activities: Visual Studio license and Developer Laptop procurement (OPM)

SPRINT 3 **Apr 10th - Apr 30th** **COMPLETED**	**RSITPMO – Continued 2801/3107 enhanced logic and data validations. Sprint #1 UAT feedback (pop-up, address, date, and phone number updates)**
	RS Business - Support Sprint 3 Development (Sprint Review, Acceptance, etc.). Sprint 2 UAT & Review Sprint 4 User Stories
	Parallel Activities: Dynamics and Azure License Procurement (OPM)

SPRINT 4 **May 1st – May 21st** **COMPLETED**	**RSITPMO – Continue 2801/3107 and 2801-1/3107-1 forms (Sprint #2 UAT feedback, Additional Form Instructions, Conditional Workflow, Duplicate Data Entry, Data Grids)**
	RS Business - Support Sprint 4 Development (Sprint Review, Acceptance, etc.). Sprint 3 UAT & Review Sprint 5 User Stories. Schedule D and Approval Workflow Design Sessions.
	Parallel Activities: Dynamics and Azure License Procurement (OPM). Research PDF Generation. Complete Security Control Review (ATO Prep). Complete Developer laptop setup

SPRINT 5 **May 22nd – Jun 11th** **COMPLETED**	**RSITPMO – 2801/3017 and 2801-1/3107-1 High Priority Items. Certified Summary of Service Updates. Applicant Account Create Forms.**
	RS Business - Support Sprint 5 Development (Sprint Review, Acceptance, etc.). Sprint 4 UAT & Review Sprint 6 User Stories.
	Parallel Activities: Security Control Review. Revisit Sprint Roadmap.

SPRINT 6 **Jun 12th – Jul 2nd** **IN PROGRESS**	**RSITPMO – Schedule-D Form Checklist. Build Payroll User Role and Landing Page. Design Applicant/HR/Payroll Approval and Submission. Build OPM Dev Environment.**
	RS Business – Support Sprint 6 Development (Sprint Review, Acceptance, etc.). Sprint 5 UAT & Review Sprint 7 User Stories. Application Approve/Submit Design Sessions
	Parallel Activities: Security Control Review. Create OPM Dev/Test/UAT Environment Setup and Transition Plan.

SPRINT 7 **Jul 3rd – Jul 23rd**	**RSITPMO – Recover (Account Create Feedback). Finish Application Approve/Submit User Stories. PDF Generation (2801/3017) *.**
	RS Business - Support Sprint 7 Development (Sprint Review, Acceptance, etc.). Sprint 6 UAT & Review Sprint 8 User Stories. PDF Design Sessions
	Parallel Activities: Security Control Review. Revisit Sprint Roadmap. Perform Performance Testing (if tool available)

*Requires OPM Dynamics and Azure Development environment

iRetire – Notional Sprint Roadmap

SPRINT 8 Jul 24th – Aug 13th	**RSITPMO – Recover (Schedule D and Approval/Submission Workflow). Complete PDF Generation*. Implement Digital Signature* and Document Attachment*.**
	RS Business – Support Sprint 8 Development (Sprint Review, Acceptance, etc.). Sprint 7 UAT & Review Sprint 9 User Stores. PDF and RS Case Workflow Design Sessions
	Parallel Activities: <u>Security Control Review.</u> Research PIV Authentication solution options. Build OPM Dynamics/Azure UAT Environment.

SPRINT 9 Aug 14th – Sep 3rd	**RSITPMO – Recover (PDF Generation Feedback). Applicant/HR/Payroll Workflow Notification/Email* Enablement. Implement User Authorization & Authentication (PIV/MFA) *.**
	RS Business - Support Sprint 9 Development (Sprint Review, Acceptance, etc.). Sprint 8 UAT & Review Sprint 10 User Stories. Digital Signature/Document Attachment Design Sessions
	Parallel Activities: <u>Security Control Documentation.</u> Research Functional Audit Capability solution options. Revisit Sprint Roadmap.

⭐ Sep 1st: Complete required ATO Documentation and provide to 3PAO

SPRINT 10 Sep 4th – Sep 24th	**RSITPMO – Recover (Digital Signature, Document Attachment Feedback). RS Case Workflow.**
	RS Business - Support Sprint 10 Development (Sprint Review, Acceptance, etc.). Sprint 9 UAT & Review Sprint 11 User Stories. Landing Page and MFA Design Sessions.
	Parallel Activities: Build OPM Dynamics/Azure Production Environment. Perform Performance Testing (if tool available)

ATO & Validation (October 1st – December 31st)	**RSITPMO Validation – Performance Testing, Regression Test, Documentation (Test Plan, User Manual, Deployment Plan, etc.)**
	RS Business/OPM HR – Conduct Complete UAT
	ATO: Paragon (3PAO) – perform Independent Assessment, Security Assessment Report RSITPMO – Remediation based on Assessment, POA&M creation, Security Authorization Package Review/Acceptance/Signature ISSO: POA&M creation, Security Authorization Package Review/Acceptance/Signature

Unplanned Backlog Scope	**Additional 2801/3107 & 2801-1/3107-1 enhancements.**	**Enhance Applicant/HR/Payroll Landing Pages (Not Planned)**
	Build Read-Only view of Applicant (2801/3107) data (Not Planned)	**Implement Functional Audit Capability (Sprint 6)**
	Build Read-Only view of HR (2801-1/3107-1) data (Not Planned)	

*Requires OPM Dynamics and Azure Development environment

FOUO

ORA MVP
Sprint #5 Review/Demo

Office of the Chief Information Officer

June 11, 2019

Agenda

- Overview of Sprint #5 – Features Implemented

- Appendix

Overview of Sprint #5 – Features Implemented

The goal of Sprint #5 included: implementation of high-priority Sprint #3 UAT Feedback, incorporate additional form instructions, update the Certified Summary of Service for 2801-1/3107-1 based on RS and HR feedback, enable Applicant Account Creation and Application Creation by HR users, and pre-population of form fields within the 2801/3107 retirement application and Certified Summary of Service forms

Specific features implemented include:

- HR Specialist Dashboard updated to enable HR to create/edit/delete an Applicant contact and Immediate Voluntary Retirement Application
    - New Applicant Account Creation form
    - New Immediate Voluntary Retirement Application Creation form
- System pre-populates the 2801/3107 and 2801-1/3107-1 forms using the HR provided data when creating the Applicant and retirement application records
- System auto-formats telephone numbers and fax numbers into the appropriate domestic or international format
- In-line instruction modals were updated to precede the question label and input field
- New Important Information sections specific to 2801 and 3107 forms
- Unified Verified Service History that enables the HR Specialist to add/edit/delete both contributory and non-contributory service history in a single section

For more details, reference the Sprint 5 Release Notes

Appendix

Preview of upcoming features (Backlog)

The below high-level items are currently part of the Sprint backlog and will be addressed during future sprints:

☐ Continue incorporating Medium and High priority RS UAT feedback items

☐ Create HR/Payroll 2801-D/3107-D forms including: Instructions, Validations, and Form Flow. Create required User Roles (Payroll, RS, etc.) and Landing Pages

☐ Build Application Approval and Submission Workflow

☐ Ability to generate PDF version of data provided for above forms

☐ Create Document Upload/Attachment capability

☐ Create Digital Signature capability

☐ Enablement of PIV authentication and/or Multi-Factor Authentication based on User Role

☐ Create initial Retirement Services Case Management workflow

☐ Incorporate auditing of field changes

☐ Enable communications (within ORA Portals) between Applicant, HR, and Payroll

☐ Develop summary (read-only) view of Applicant-completed 2801/3107 displayed prior to Applicant certification and submission to Agency HR

☐ Refine Landing Pages for all user roles

Overview of Sprint #1 – Features Implemented

The goal of Sprint #1 was to develop screens for the 2801/3107 applicant forms. Below are specific features implemented:

- Created "Applicant/Retiree" User Role and Landing Page – includes listing all Sections (A thru I) and Schedules (A thru C) of 2801/3017 form
- Started design process of form and field "look and feel"
- Created a Portals form for each of the nine (9) Sections and three (3) Schedules
- Added all fields from the 2801/3107 forms to each Portals form
- Added basic validation (e.g., a date should be date formatted, a phone number and SSN should have proper formatting, etc.)
- Added intuitive field display (e.g., only show "Spouse" fields to be populated when user selects "Yes" for 'Are you married now?', etc.)
- Implemented initial Flow from Landing Page to each Portals form/section and between each section (e.g. from Sections A → B → C)
- Provided an initial example for Form Instruction layout

Overview of Sprint #2 – Features Implemented

The goal of Sprint #2 was to continue the development of screens for the 2801/3107 applicant forms and start development of screens for the 2801-1/3107-1 Certified Summary of Federal Service HR forms. Below are specific features implemented:

- Implemented Form Instructions within 2801/3017 forms
- Improved Form Flow between sections of 2801/3107 forms, including breaking larger sections into multiple pages
- Added logic to 2801/3017 Applicant's Checklist page based selections and data entered by Application
- Created "HR Representative" User Role and Landing Page
- Created four (4) Portals forms for Sections A – D of the Certified Summary of Federal Service (2801-1/3107-1) form
- Started incorporating Data Validations and Form Instructions into the Certified Summary of Federal Service sections

OPM.GOV

Performance | Budget | Schedule
Security | Acquisition | Staffing

Objective: Building an ORA Portal through the development of a pilot targeting a subset of agency/agencies and one payroll provider

ITSM	AGILE ●	Business POC: Lawler/Gorog	IT PM: Cheng /Faokunla	Scrum Master: Jeanguenat	POC: Cheng/Faokunla/Wynn

Stability	Security ●	New Capability ●	Customer Capability ●	Mandatory Compliance	Back Log Reduction	Efficiency ●

Deliverables

- **Online Retirement Application (ORA) Minimum Viable Product (MVP)**
  - **Sprint 5** – Sprint #3 UAT Feedback (high priority items), Unified Service History for 2801-1/3107-1, Applicant Account Creation
    - Sprint 5 Demo scheduled at 06/11/2019 3:00 pm
  - **Sprint 6** – (TENTATIVE SCOPE) Sprint #4 UAT Feedback (high priority items), Pre-population of Account/Application Creation Data, 2801/3107 Schedule D Checklist, Unified Service History for 2801-1/3107-1, Applicant Account Creation
    - Sprint 6 scheduled to start 06/12/2019
    - Sprint 6 Demo to-be scheduled on 07/02/2019

Accomplishments

Weekly:
- Continued Security Control Selection/Review with ISSO (06/03/2019, 06/07/2019)
- Conducted Backlog Refinement (06/05/2019, 06/06/2019)
- Conducted kick-off with awarded Third Party Assessment Organization (3PAO), Paragon (06/07/2019)

Project:
- **Sprint 1** – Developed screens for the 2801/3107 forms, implemented basic form flow and validation, and built Applicant User Role and Landing Page – COMPLETED
- **Sprint 2** - Completed 2801/3107 form instructions, form flow adjustments, start 2801-1/3107-1 forms/flow, build HR Specialist User Role and Landing Page – COMPLETED
- **Sprint 3** – Implement 2801/3107 enhanced logic/data validations, Sprint #1 UAT Feedback and updates to all forms (pop-ups, addresses, etc.) – COMPLETED
- **Sprint 4** – Continue 2801/3107 and 2801-1/3107-1 forms (Sprint #2 UAT feedback, Additional Form Instructions, Duplicate Data Entry, Data Grids, etc.) – COMPLETED

Upcoming Tasks

- **Continue Sprint 5 (through 06/11/2019)**
- **Begin Sprint 6 (06/12/2019 – 07/02/2019)**
- **Upcoming meetings**:
  - Daily standups
  - Sprint 6 Planning (06/12/2019, 06/13/2019)
  - Security Control Selection (06/10/2019, 06/14/2019)
  - 3PAO contract awarded to Paragon; kick-off expected the week of 06/10/2019
- Review proposed PDF Generation solution with EIS, RSITPMO Leadership and RS (TBD)
- Work with EIS POC on timeline for setup of Dynamics/Portals and Azure environments
- Determine available Performance Test tools to be utilized for ORA Performance Testing

Risks

Risk ID #12: Access to Development environment.
Risk ID #25: Dynamics Portals access for users outside of OPM network
Risk ID #28: Azure Blob Storage
Risk ID #29/33: Azure Function Apps
Risk ID #32: Performance Test Tools
Risk ID #35: 3PAO procurement
Risk ID #36: Mixed Content Error
Risk ID #37: ATO – Implementation of Security Controls

Impact \ Probability	1	2	3	4	5
5		35		12, 37	
4			33	28, 29	
3			32, 36		
2				25	
1					

*Using a 5-point risk scale for ORA based on RBTE Risk Management Plan (RMP)

Timeline:

- Systems Need Artifact Finalized — Nov 1
- Validate Previous Design — Dec 11
- Start Build Sprint Cycle
- End Build Sprint Cycle
- MVP Complete

2019

Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

- MS Tech Arch Design & MVP Definition Review — Jan 24
- End Sprint 0 — Feb 26
- Start ATO & Validation
- End ATO & Validation — Dec 31