**NSSP Weekly Report**

# **NSSP Week Ending 07/28/2017 POC: Alan Davis**

# NSSP Items This Week

# The NSSP IT project operates with two primary sub-projects for tracking purposes: (1) Development and (2) Technical Assistance. The Onboarding project is a sub-project of Technical Assistance. Several charts depicting the weekly status of these projects, as well as glossary of chart terms, can be found in the Appendix.

# Development Sprint Chart

In order to perform Earned Value Management, the BioSense/NSSP IT project team will begin estimating sprints in hours and not sprint points. Earned value project/performance management (EVPM) is a project management technique for measuring project performance and progress in an objective manner. In this version of a sprint burn down chart the red line going down represents the value earned (work completed against the estimate) and the green line represents the hours worked.



# Development Velocity Summary – Last 5 Sprints

| **Sprint and Start Date** | **Sprint Items** | **Sprint Backlog Total Time (hours)****Initial + Changes** | **Scope Changes****(hours)** | **Sprint Velocity****Time (hours) Completed** | **Time (hours)****Unfinished** |
| --- | --- | --- | --- | --- | --- |
| Sprint 68, 07/17/17 | 61 | 833 | 44 | 676 | 156 |
| Sprint 67, 07/03/17 | 48 | 699 | 32 | 573 | 126 |
| Sprint 66, 06/19/17 | 68 | 979 | 100 | 651 | 328 |
| Sprint 65, 06/05/17 | 61 | 720 | 120 | 324 | 276 |
| Sprint 64, 05/22/17 | 69 | 656 | 10 | 200 | 446 |

 *Note*: Negative scope hours are reflective of items taken from the sprint over a two week period (sprint start and end).

# Description of Current Key Activities

In this section we will summarize the key activities in-progress for the week. This section will provide a high-level overview of the main areas of focus for each key activity. The activities are listed in alphabetical order.

* **AMC Active Directory:** The purpose of this activity is to complete the work necessary for single-sign on username and password across the tools/services on the NSSP BioSense Platform. When the work is complete users will have one username and password to control access to AMC, ESSENCE, RStudio, SAS, Adminer, and the BioTerminal. Currently, there are different username/passwords for AMC and RStudio. The expected release date of the new authentication process for AMC is 9/14/17. Last week, most of the development was completed and QA tested to prepare for testing to begin the week of July 31. Testing in TEST will last until August 11 and testing in STAGE will start on August 14. Other upcoming milestones are the ORR at the CIDROC meeting (August 23, 2017) and the Enterprise Governance EPLC meeting (September 6, 2017). The activities described below are part of the tasks accomplished and planned to achieve the deadline.
* **AMC Enhancements:** The NSSP support team receives requests for enhancements from the user community. To address these requests, the team periodically reviews and prioritizes development of the enhancements. The activities described below relate to the organization, prioritization and development of the enhancements.
* **Legacy Data Migration:** The purpose of this activity is to migrate data from the old BioSense platform databases to ESSENCE. There are several steps to do the Legacy data migration process including developing base code for PHINMS and SFTP versions, collecting special requirements from sites, modifying code as needed, communications, QA, and data processing.
* **Master Facility Table User Interface Requirements:** The purpose of this activity is to finalize the initial requirements for the Master Facility Table proposed user interface. Development for the new UI is projected for after the Active Directory implementation is complete.
* **Server Upgrade (Production and Staging):** In June and July, ICF undertook a server upgrade for both the staging and production environments. At this time only the BioTerminal and SAS servers remain in the old environment in production. All staging servers have been updated. It is projected that the BioTerminal and SAS will be switched to the new environment by August 4, 2017.

# Key Accomplishments (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements  | * AMC Active Directory
	+ Finalized design and requirement sessions for AMC AD development.
	+ Compiled test scripts to use throughout the development and deployment of Active Directory.
	+ Compiled regression tests scripts to use throughout the development and deployment of Active Directory.
	+ Initiated testing of Active Directory User Stories.
	+ Facilitated design and requirement sessions for AMC AD development.
* AMC Enhancements
	+ Tested and resolved portion of AMC Enhancement tickets.
 |
| System Development & Maintenance  | * Operations and Maintenance
	+ Performed SQL Monitoring and replication checkups.
	+ Executed fixes for operation and replication issues.
	+ Created databases for JHU.
	+ Created test database for JHU for them to work on performance issues.
	+ Investigated backup issues in Staging environment.
	+ Investigated BitBucket concerns and standards.
	+ Created initial draft on Git Guidance and submitted the draft for review.
	+ Performed server cost monitoring.
* Server Upgrade
	+ Investigated incidents with new SAS install.
* AMC Active Directory
	+ Monitored progress on the Platform AMC development.
	+ Performed AMC database development work.
	+ Performed SQL database changes for AMC Account Status and Active Directory development.
	+ Updated SQL API documentation as needed for AMC AD and Account Status changes.
	+ Created a SQL query that outputs a PowerShell script that creates new AD accounts for the AMC users that do not already have them.
	+ Prepared development ticket “New User Data Access UI” for Quality Assurance testing.
	+ Prepared development ticket “New User for User Group UI” for Quality Assurance testing.
	+ Prepared development ticket “Test Existing User Login” for Quality Assurance testing.
	+ Prepared development ticket “Password Status information” for Quality Assurance testing.
	+ Prepared development ticket “Test Password Locked” for Quality Assurance testing.
	+ Prepared development ticket “AMC First Login Flow” for Quality Assurance testing.
	+ Performed AMC AD migration planning.
 |
| Data Onboarding  | * MFT Updates
	+ Completed MFT Updates for 5 sites.
* Feed Issues
	+ Reconciled feeds that have had data drops on the Lights On Report through email communication.
	+ Resolved data flow issues for new sites.
 |
| Technical Support  | * Internal
	+ Supported team in resolving SQL coding hurdles.
	+ Researched issues around reported latencies wit replication from Dashboard reporting.
 |
| Data Analytics  | * Legacy
	+ Completed legacy import ticket after creating the scripts and pre and post testing of the data.
	+ Completed processing of site legacy data.
	+ Investigated possibility of onboarding new site.
	+ Produced Weekly Legacy Conversion Status One Pager.
	+ Issued meeting notes for the Legacy Weekly Check-in with ADM.
	+ Completed processing of several sites’ data into ESSENCE.
* Data Quality
	+ Updated the Insert\_XX\_Processed stored procedures four authorized columns (Procedure\_Code, Diagnosis\_Type, Diagnosis\_Code, Chief\_Complaint\_Code) data types for all sites on STAGE-ARCHIVE.
	+ Completed Staging indices.
	+ Performed QA for legacy cites.
	+ Initiated zip code region mapping for legacy sites.
	+ Investigated new defect surrounding temperature unit field.
	+ Identified defects discovered during the Legacy conversion process then coordinated with developers to fix and deploy updated code as well as update damaged records where applicable.
	+ Completed copying the zip code tables to the DATAMART.ESSENCE
 |
| Training and Communication | * JIRA/Service Desk
	+ Assigned incoming customer tickets to appropriate teams.
	+ Resolved issues regarding multiple JIRA projects.
* Server Upgrade
	+ Sent out communications surrounding BioTerminal switch.
 |

# Plans for Next Week (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements | * Master Facility Table (MFT) UI
	+ No work planned due to testing AMC AD.
* AMC Active Directory
	+ Perform testing of AD User Stories in Integrationtest environment.
* AMC Enhancements
	+ Create document for UI standards for all AMC.
 |
| System Development & Maintenance | * Operations & Maintenance
	+ Prepare SOP for SAS users.
	+ Perform server upgrade and migration activities.
	+ Perform server performance monitoring and evaluation.
	+ Perform server cost monitoring.
	+ Finalize revisions to GIT guidance documentation and finalize the document.
* AMC Active Directory
	+ Develop more test cases for AMC database.
	+ Perform AMC AD migration planning and initial implementation.
 |
| Data Onboarding | * Feed Issues
	+ Investigate issue of multiple C\_BioSense\_FacilityIDs for one MFT record.
 |
| Technical Support | * Internal
	+ Support testing of AMC AD User Stories.
 |
| Data Analytics | * Legacy
	+ Send out legacy communications surrounding Quality Assurance to 10 sites.
	+ Complete sFTP conversions for 6 sites.
* Data Quality
	+ Test and implement semicolon logic.
	+ Investigate requirements for site region mapping and design process for mapping other regions.
	+ Perform semicolon wrapping change request activities.
	+ Investigate PHINMS Legacy issue reported by site.
	+ Research if there are zip code changes in the US that need to be applied to the zip code tables.
	+ Provide zip code update for legacy site.
	+ Investigate issues surrounding temperature unit field.
	+ Investigate potential concatenation approaches.
	+ Provide support for C\_Patient\_Class testing.
* Other
	+ Create a summary slide for C\_Patient\_Class findings and update.
	+ Provide Agenda deck for Thursday’s NSSP Platform Working Group Meeting.
 |
| Training & Communication | * JIRA/Service Desk
	+ Initiate planning for Help Desk Evaluation.
	+ Initiate planning for JIRA ADM meeting.
* Server Upgrade
	+ Initiate planning for communications for AD migration.
 |

# New/Significant Project Issues/Risks/Scope Changes for Current Sprint

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **ID** | **Description** | **Mitigation/Action Taken** | **Status** | **Owner** |
| Risk | R012 | Amazon infrastructure issues may affect BioSense Platform infrastructure. | Monitor Amazon performance and prioritize and respond to issues as determined by the project team. | Monitor | Mike Coletta |
| Risk | R013 | The development, testing, and staging environment AMC applications are not independent systems. Existing connections between each may lead to issues when new development is implemented | The team will work to identify a long term solution to separate the applications (AMC & ESSENCE) in each environment. In the short term, they will create and adhere to SOPs and checklists for releasing new builds in each environment | Monitor | Mike Coletta |
| Risk | R014 | High volume of project and support tasks is limiting resources available for Onboarding | New Onboarding team member has been hired. Team is supporting Onboarding needs as new staff is learning the role.  | Monitor | Mike Coletta |
| Risk | R015 | We need to secure (SSL/Certificates) Active Directory and Ldap. | All critical operations such as encoded password, enable, and disabled accounts cannot be done on an unsecured connection. Will need help from system admin to secure (SSL/Certificates) active directory-ldap on test domain controller. | Monitor/Research | Mike Coletta |
| Risk | R016 | Server Transition SQL directives unclear. May need to perform MFT fixes/Reprocessing again on the new Archive server | Server Transition SQL directives unclear. May need to perform MFT fixes/Reprocessing again on the new Archive server | Monitor/Research | Mike Coletta |

System Maintenance, Updates and Outages

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s) Time(s) of Outages/Updates/Patches** | **Estimated Downtime** | **Reason** | **Expected or Unexpected** |
| Thursday, July 27th, 20178:00 AM to 5:00 PM | 9 hrs. | SAS, RStudio Pro, Adminer, and BioTerminal Patching | Expected |
| **Production ESSENCE Restarts** |
| **Week** | **Number of ESSENCE Restarts** |
| 07/22/17 – 07/28/17 | 9 |

# Requirements Status and Agile Development Activities (Sub-task 2.3.2 & Sub-task 2.3.6)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Last Week's Activities** | **%****Complete** | **Upcoming Activities** |
| Data Flow  | 07/27/2017 | Server Upgrade completed with bioterminal switched to the new environment. | 100% | Execute on the plan and update CDC with developments and progress. |
| Access & Management Center | 07/28/2017 | Development completed for Active Directory.  | 90% | Testing begins week of July 31 and to last for 4 weeks.  |
| Master Facility Table UI | 07/28/2017 | Updating requirements documentation.  | 60% | Work on hold until AD work completes.  |
| Reporting  | 07/28/2017 | Issue SOP updated.  | 75% | Section 7 (issue-specific steps) and JIRA ticket process to be developed.  |

# Community Enhancement Requests

| **Enhancement Type** | **Key** | **Summary** | **Status** | **Created** | **Updated** |
| --- | --- | --- | --- | --- | --- |
| ESSENCE Support | NTA-989 | ZIP query –Issues creating a ZIP code count of visits in table | Open | 05/17/2017 | 05/10/2017 |
| Improvement | NTA-704 | Non-required fields in DQ report; NTA- 661 | Active | 04/04/2017 | 06/08/2017 |
| Improvement | NTA-1272 | Data Description – request to see if the rule for a data source is set to aggregate or aggregate and data details in AMC | Active | 07/13/17 | 07/14/2017 |
| Improvement | NTA-1343 | Question of Multiple Weather Station Data Sources in ESSENCE  | Open | 07/27/17 | 07/28/2017 |

**Appendix**

# Status of This Week’s Technical Assistance Requests

# In order to monitor the quality of service provided to external users, the BioSense/NSSP IT project team measures the number of technical assistance requests received in a given week against the number of requests resolved. In this chart you can see the breakdown by issue type of the received requests, as well as the status of the requests.

# Status of This Week’s Development Requests

# In order to track the progress of the sprint, the BioSense/NSSP IT project team measures the number of development tickets created and resolved on a weekly basis, as well as the overall number of open tickets left to be resolved. In this chart you can see the breakdown by ticket issue type and the status of the tickets.

# Development and Technical Assistance Tickets for Current Sprint

The below Chart displays the total number of tickets created this week for the functional development of the current sprint. The chart breaks down the tickets based on the Priority Rubric they were created under.

# Status of This Week’s Onboarding Requests

# In order to monitor the onboarding progress of new sites, the BioSense/NSSP IT project team measures the number of onboarding tickets created and resolved on a weekly basis, as well as the overall number of open tickets left to be resolved. This information allows the project team to quickly analyze pain points and work to resolve them.

# Chart Glossary

| **Term** | **Definition** |
| --- | --- |
| **Technical Assistance JIRA Ticket Types** |
|  Feat. /Func. Suggestion | A feature or functionality suggested by users/stakeholders. |
|  Onboarding | An onboarding-related technical item. |
|  Processing | A request/item that relates to data processing. |
|  Questions | Any questions for the technical assistance team, e.g. HL7 mapping guide. |
|  Tech. Issue - Backend | A technical issue with the backend of the BioSense system. |
|  Tech. Issue - Frontend | A technical issue with the frontend of the BioSense system. |
|  User Accnt/Access | A user account or access request, e.g. R Studio access. |
|  Other | Other technical requests, e.g. request for new certificates. |
| **Development JIRA Ticket Types** |
|  Task/Sub-Task | A development-related issue or request. |
|  Improvement | A suggested change to the system. |
|  New Feature/Function | A suggested new feature to the system. |
|  Bug | A development-related issue or defect. |
| **Status** |
|   **Open** | The item/ticket is in queue. |
|  **Active** | The item/ticket is in progress. |
|  **Inactive** | Work on the item/ticket has started, but is on hold for a particular reason. |
|  **Waiting for Customer/Support** | The item/ticket is being worked on and is waiting on a reply from the customer or support. |
|  **Resolved** | The item/ticket is done, but needs to be reviewed. |
|  **Complete** | The item/ticket is done and has been reviewed. |
|  Re-opened | After being resolved or complete, the ticket is re-opened for a particular reason. |
|  Priority Rubric | The development and technical assistance tickets grouped by BioSense Platform functional area |
| **Other Items** |
|  BTA | BioSense Technical Assistance. Item/tickets related to technical assistance and coming through the Help Desk. |
|  BA | BioSense Agile. Items/tickets related to development or feature requests or backlog. |
|  Agile | Software development methodology to create requirements and solutions. |