**NSSP Weekly Report**

# **NSSP Week Ending 08/04/2017 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 69, 07/31/17 | 57 | 794 | 8 | 144 | 650 |
| 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 |

 *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. 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.
* **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. BioTerminal and SAS have been switched to the new environment as well.

# Key Accomplishments (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements  | * AMC Active Directory
	+ Facilitated design and requirement sessions for AMC AD Development.
	+ Performed Quality Assurance testing on AMC Active Directory User Stories.
	+ Compiled Regression Test scripts to use in the testing of Active Directory.
 |
| System Development & Maintenance  | * Server Upgrade
	+ Investigated and resolved incidents with new SAS install.
	+ Prepared SAS SOP.
	+ Performed QA on 2 legacy site’s data in Staging.
	+ Performed QA on 1 legacy site’s data in Production.
* AMC Active Directory
	+ Executed SQL database changes for AMC Account Status and Active Directory Development.
	+ Updated SQL API documentation as needed for AMC AD and Account Status changes.
	+ Resolved development ticket BA-3641 “AMC AD Finalize UI Changes for Manage Users”.
	+ Resolved development ticket BA-3643 “New User Data Access UI”.
	+ Resolved development ticket BA-3642 “New UI for User Group”.
	+ Resolved development ticket BA-3635 “Test existing user login”.
	+ Resolved development ticket BA-3566 “Password Status Information”.
	+ Resolved development ticket BA-3638 “Test Password”.
	+ Resolved development ticket BA-3721 “AMC AD: Finalize configuration on the new Test Server for AMC AD”
	+ Assigned BA-3634 AMC AD first Login Flow for QA.
	+ Assigned BA-3636 AMC AD Test PIV login for QA.
	+ Performed old integration and new integration testing.
	+ Sent lists of production data for AMC/AD users.
	+ Deployed AMC Active Directory on new test ACI server.
	+ Facilitated discussion on AMC and Active Directory Statuses Issues with database team.
	+ Tested AMC for create user and unlock all freeze issues. The unlock all account bug has been resolved.
* Other
	+ Completed GIT guide document and submitted for review.
 |
| Data Onboarding  | * New Sites
	+ Coordinated onboarding priorities with new sites.
* MFT Updates
	+ Completed implementation of Q3 MFT updates for 6 sites.
* Feed Issues
	+ Completed final steps of duplicate ID issue repair.
	+ Resolved existing issues with site’s data.
 |
| Technical Support  | N/A |
| Data Analytics  | * Legacy
	+ Produced a timeline for legacy conversion based on SQL change requests.
	+ Updated the legacy conversion roadmap.
	+ Loaded 3 sites’ data into ESSENCE and one site’s PHINMS data into Production.
	+ Developed a plan to execute requested changes to data per site’s request.
* Data Quality
	+ Performed impact assessment on zip code update for site.
	+ Performed impact assessment on concatenation approach issue.
	+ Performed QA on one site’s data.
	+ Created summary of SQL change requests investigation results.
	+ Investigated facilities affected by region mapping.
	+ Documented process for future data updates.
* Other
	+ Produced Weekly Legacy Conversion Status One Pager
	+ Performed SDA ticket tracking in JIRA.
 |
| Training and Communication | * JIRA/Service Desk
	+ Assigned unassigned JIRA tickets.
	+ Supported evaluation team in their approach for help desk metrics.
	+ Worked with ADM to reorganize ADM projects, process and dashboards.
	+ Fixed error on SDA project.
* Server Upgrade
	+ Sent out communications for RStudio/SAS downtime.
	+ Created lists for AMC AD migration in Staging.
	+ Drafted communications for Staging migration.
 |

# Plans for Next Week (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements | * AMC Active Directory
	+ Perform Quality Assurance Testing of AMC Active Directory.
	+ Perform Regression Testing for AMC during deployment of Active Directory.
 |
| System Development & Maintenance | * AMC Active Directory
	+ Write additional test cases for AMC database.
	+ Resolve development ticket BA-3743 “AMC: Resolve issue with AMC Connection timeouts”.
	+ Resolve development ticket BA-3723 “Staging AMC Domain Controller testing”.
* Other
	+ Revise ‘Lights on’ and ‘DataMart reports’ to move contractors from To to Bcc
 |
| Data Onboarding | * New Sites
* MFT Updates
	+ Send out MFT update confirmation messages, get signoff from sites.
	+ Document MFT -> SNC database relationships.
* Other
	+ Test R Update Program.
 |
| Technical Support | * Internal
	+ Support testing team with AMC Active Directory testing.
 |
| Data Analytics | * Legacy
	+ Perform sFTP conversions for six sites.
* Data Quality
	+ Perform legacy QA for nine sites.
	+ Resolved data defects reported by site.
	+ Test and implement semicolon logic.
	+ Investigate region mapping issue.
* Other
	+ Produce weekly legacy conversion status one pager.
 |
| Training & Communication | N/A |

# 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** |
|  |  |  |  |
| **Production ESSENCE Restarts** |
| **Week** | **Number of ESSENCE Restarts** |
| 07/31/17 – 08/04/17 | 15 |

# 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  | 06/09/2017 | Refined requirements for server upgrade; updated JIRA tickets to assign work | 100% | Execute on the plan and update CDC with developments and progress. |
| Access & Management Center | 06/12/2017 | Planned release for end of June; started development. Revised UI and fixed bugs. Tested again with 99% pass. Working on fixing final bugs/defects. | 90% | Deploying to Staging and Production next week.  |
| Master Facility Table UI | 07/14/2017 | Updating requirements documentation.  | 60% | Continue updating requirements documentation.  |
| Reporting  | 07/16/2017 | Continued working on trigger action SOP. Made cosmetic changes to report. Added new tables to reports in Staging per CDC request.  | 75% | Continuing to work on draft SOP. Finalize new additions in Production.  |

# 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. |