**NSSP Weekly Report**

# **NSSP Week Ending 08/11/2017 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 | 910 | (1) | 624 | 286 |
| Sprint 68, 07/17/17 | 61 | 833 | 44 | 676 | 156 |
| Sprint 67, 07/03/17 | 48 | 826 | 32 | 499 | 327 |
| Sprint 66, 06/19/17 | 68 | 979 | 100 | 651 | 328 |
| Sprint 65, 06/05/17 | 61 | 857 | 120 | 580 | 277 |

 *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, all systems in Production are successfully running in the new environment.

# Key Accomplishments (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements  | * Active Directory (AD)
	+ Facilitated design and requirements sessions for AMC AD development.
	+ Performed testing of Active Directory functionality in Test environment.
	+ Performed regression testing of AMC in Test environment.
	+ Documented and performed additional testing on bugs discovered in Test environment.
	+ Developed and finalized Active Directory and regression test scripts.
 |
| System Development & Maintenance  | * Server Operations & Maintenance
	+ Investigated and resolved incidents with new SAS install.
	+ Prepared SOP for SAS users.
	+ Perform SQL monitoring and replication checkups.
	+ Resolved operational and replication issues.
	+ Investigated “double hop” issues in regards to linked servers in the new environment.
	+ Reinitialized the Master\_Profile database subscriptions due to out of sync tables.
	+ Investigated replications with long running latencies to ensure there were no prominent issues.
	+ Performed tracking on long running maintenance tasks on Archive.
	+ Reviewed SQLMonitor logs to see if any users are creating demands on DataMart.
* Active Directory (AD)
	+ Performed SQL database changes for AMC Account Status and Active Directory development.
	+ Assisted in the development of testing environment for AMC.
	+ Investigated and resolved bugs discovered during AMC Active Directory testing.
	+ Assisted testing team throughout AMC AD testing.
	+ Updated SQL API documentation as needed for AMC AD and Account Status changes.
	+ Compiled and documented list of test/production data for AMC/AD users.
* Other
	+ Revised ‘Lights On’ and ‘DataMart’ reports to move contractors from To Bcc.
	+ Updated BitBucket configuration to meet team standards.
 |
| Data Onboarding  | * New Sites
	+ Reduced number of breached Onboarding tickets.
	+ Onboarded ASPR DMAT test feed to BioSense Staging.
	+ Onboarded 4 facilities to Production and uploaded 13 new “planning” facilities into the MFT.
	+ Prepared one site’s data for resubmission into Staging.
* MFT Updates
	+ Completed Q3 MFT Updates.
* Feed Issues
	+ Repaired Connection and File Submission for Wesley Derby.
	+ Reconciled feeds that have experienced data drops on the Lights On Report.
	+ Resolved data flow issues for 4 sites.
	+ Updated site’s Facility Names on the MFT.
* Other
	+ Initiated work on NSSP Onboarding Guide updates and SOP.
	+ Resolved 23 NSSP service desk tickets.
	+ Updated NSSP PHINMS Staging receiver to PHINMS 3.0.
 |
| Technical Support  | * Internal
	+ Supported evaluation team in their approach for help desk metrics.
 |
| Data Analytics  | * Legacy
	+ Produced Weekly Legacy Conversion Status One Pager.
	+ Refined the Legacy Conversion timeline based on the SQL change requests.
	+ Updated the Legacy Conversion roadmap.
	+ Produced a status table of Legacy conversion for SAS user.
	+ Successfully moved 3 sites’ data into Production ESSENCE.
	+ Successfully moved 1 site’s data into Staging ESSENCE.
	+ Completed site legacy import ticket setup and began processing the 90+ million messages.
	+ Transferred one site’s converted records from PHINCONV\_Archive to Archive.
* Data Quality
	+ Conducted research into the PHINMS data gap oddity between create date from 3/25/16-5/1/16.
	+ Produced plan and timeline to resolved C\_Patient\_Class defect.
	+ Produced impact assessment for sites requested zip code update.
* Other
	+ Produced benefits/challenges matrix to evaluate username approach for AMC user migration planning.
 |
| Training and Communication | * JIRA/Service Desk
	+ Assigned incoming tickets to the appropriate personnel.
	+ Resolved ESSENCE Support and Data Support tickets.
* AMC Active Directory User Migration
	+ Finalized communications for AD user migration.
	+ Created, cleared, and sent communications for the initial AD Migration announcement.
	+ Categorized users for the Production AD and AMC categories.
 |

# Plans for Next Week (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements | * Access Management Center (AMC)
	+ Compile list of ESSENCE and AMC enhancement requests.
	+ Updated AMC Quick Start Guide and submit for review.
* Active Directory (AD)
	+ Perform testing of Active Directory functionality in new Test environment.
	+ Perform regression testing in new Test environment.
	+ Investigate and retest bugs discovered during testing.
 |
| System Development & Maintenance | * Active Directory (AD)
	+ Perform necessary AMC AD and Account Status changes.
	+ Support testing team through AMC Active Directory testing.
* Other
	+ Finalize AMC SQL API documentation and submit for review.
 |
| Data Onboarding | * New Sites
	+ Analyze new site onboarding statistics and send site recommendations for resolving onboarding issues.
* Master Facility Table
	+ Send out maintenance MFTs.
	+ Document MFT 🡪 SNC database relationships.
	+ Perform testing of R Update Program.
	+ Perform sites’ requested MFT additions and updates.
* Other
	+ Develop NSSP Validation Guide for New Site Onboarding Window 2.
	+ Develop NSSP Onboarding Quarterly Report for Q2 2017.
 |
| Technical Support | N/A |
| Data Analytics | * Legacy
	+ Send out legacy communications to 10 sites.
	+ Perform 2 site’s sFTP conversions.
	+ Perform requested C\_Patient\_Class data fix.
* Data Quality
	+ Facilitate semicolon wrapping change request activities.
	+ Facilitate combo fields change request activities.
	+ Perform zip code update requested by site.
	+ Perform investigation in regards to unit columns data change request.
	+ Perform investigation in regards to concatenation approach change request.
 |
| 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** |
| 08/05/17 – 08/11/17 | 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  | 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 | User Groups functionality successfully deployed in June. Revised UI and fixed bugs. Tested again with 99% pass. Worked on fixing UI inconsistencies and final bugs.  | 95% | Document UI inconsistencies and develop UI standards document to function as a development guide moving forwards. |
| Master Facility Table | 08/14/2017 | Completed June 21 call with Sophia Crossen to gather feedback on MFT UI.  | 50% | Continue updating requirements documentation.  |
| AMC Active Directory | 08/14/2017 | Performed functional and regression testing of Active Directory tool in the Test environment. Documented bugs for retest. | 75% | Continue testing of bugs. AMC Active Directory deployment date is planned for mid-September.  |
| Reporting  | 06/16/2017 | 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** |
| --- | --- | --- | --- | --- | --- |
| 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 |
| General Feedback | NTA-1419 | Inconsistency in data tables generated with the WinSCP tool | Open | 08/10/17 | 08/11/2017 |

**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. |