**NSSP Weekly Report**

# **NSSP Week Ending 08/18/2017 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 70, 08/14/17 | 59 | 621 | 6 | 191 | 430 |
| 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 |

 *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.
* **Data Sharing Reports Requirements:** In August, the first requirements session for revisiting the BioSense Platform data sharing report. This is the first step in recreating a data sharing report off of the Access and Management Center’s data access rules.

# Key Accomplishments (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements  | * Access Management Center (AMC)
	+ Compiled list of AMC and ESSENCE enhancements that are awaiting development.
	+ Initiated updated of AMC Quick Start Guide to include changes caused by Active Directory.
* Active Directory (AD)
	+ Performed testing of Active Directory functionality in Test environment.
	+ Performed regression testing of AMC in Test environment.
	+ Updated regression test scripts to be more thorough.
	+ Documented and performed additional testing on bugs discovered in Test environment.
	+ Produced blurb on Active Directory for the NSSP Newsletter.
	+ Facilitated design and planning sessions for AMC AD deployment.
* Data Sharing Report
	+ Met with CDC Stakeholders to review archival documentation of the former data sharing report and discuss any new requirements that may be desired by CDC.
 |
| System Development & Maintenance  | * Server Operations & Maintenance
	+ Created databased of the ASPR DMAT CSV file.
	+ Developed and tested logic for Insert\_XX\_Processed procedures on STAGE\_ARCHIVE.
	+ Developed, tested, and deployed update logic on STAGE\_ARCHIVE.
	+ Deliver an additional set of AD/AMC CSV files from SNC-STAGEDB.
* Active Directory (AD)
	+ Collected, deployed and tested code for AMC 1.3-b2, Database Version=0.8, Build=1403.
	+ Developed and deployed ticket BA-3736 “Create an error message when AD account is not present”
	+ Developed and deployed ticket BA-3799 “Completed Unix attributes to be updated for AD user in AD account”
	+ Documented bugs discovered during the testing of ticket BA-3564.
	+ Performed necessary SQL DB changes for AMC Account Status and Active Directory development.
	+ Updated password expirations for AMC users for Staging and Production to prevent password reset emails from going out.
	+ Updated SQL API documentation as needed for AMC AD and Account Status changes.
	+ QA tested and resolved ticket BA-3634 “AMC AD First login flow”
	+ QA tested and resolved ticket BA-3636 “AMC AD Test PIV login”
	+ QA tested and resolved ticket BA-3644 “AMC Site Filter Pulling from Incorrect Table”
	+ QA tested and resolved ticket BA-3682 “Manage User Groups – Column Heading Filter defect”
	+ QA tested and resolved ticket BA-3681 “AMC Data Access UI Corrections”
	+ QA tested and resolved ticket BA-3750 “Create Information Button for User Account Status and Password Status”
	+ Prepared ticket BA-3758 “Data Access Rule Table should not display inactive or OA users” for QA testing.
* Other
	+ Troubleshot incidents with new SAS install.
	+ Initiated remediation of SAS Deployment Manager Bug.
	+ Initiated application of SAS licenses.
	+ Updated RStudio Pro application.
 |
| Data Onboarding  | * New Sites
	+ Collaborated with site to crosslink Historical Facility ID.
* MFT Updates
	+ Initiated work on site MFT Completeness Report to send to site admin.
* Feed Issues
	+ Corrected site’s crosswalking issues.
	+ Communicated and reconciled data feed drops on the Lights On Report.
	+ Resolved data flow issue feeds for three separate sites.
* Other
	+ Resolved significant number of breached Onboarding tickets.
 |
| Technical Support  | * Internal
	+ Provided indexing assistance for client’s SAS DQ.
 |
| Data Analytics  | * Legacy
	+ Produced Weekly Legacy Conversion Status One Pager.
	+ Submitted final draft of legacy update for the NSSP Newsletter for review.
	+ Submitted QA summary for four sites.
	+ Updated the timeline and road map for legacy conversion completion based on the SQL change requests.
	+ Pushed three sites legacy data into ESSENCE.
	+ Submitted two site’s legacy data for SI review.
* Data Quality
	+ Developed proposed solutions for the legacy site’s PHINMS reported issues.
	+ Coordinated with Onboarding team to change one legacy site’s facilities status to inactive.
	+ Updated tickets for C\_Patient\_Class change request.
	+ Coordinated with Technical team to deploy the VA Zip Region update in ESSENCE.
* Other
	+ Initiated planning for reports and SOP.
	+ Provided minimum visit date, create date, and message date for legacy sites in ESSENCE per client request.
 |
| Training and Communication | * AMC Active Directory User Migration
	+ Sent communication to all users to describe upcoming Active Directory deployment and the need to update password.
 |

# Plans for Next Week (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements | * Access Management Center (AMC)
	+ Finalize updated AMC Quick Start Guide and submit for review.
* Active Directory (AD)
	+ Perform testing of Active Directory functionality in Staging environment.
	+ Perform regression testing in staging environment.
* Investigate and retest bugs discovered during testing. Other
	+ Investigate options for improving the weekly reporting metrics.
 |
| System Development & Maintenance | * Active Directory (AD)
	+ Initiate execution of ticket BA-3723 “Staging AMC Domain Controller testing”.
	+ Initiate execution of ticket BA-3802 “AMC AD: Deploy Staging Build (ON AUG 23 8AM EDT).
	+ Initiate execution of ticket BA-3782 “AMC AD: Deploy the Conversion”.
	+ Deploy AMC AD change in Staging environment.
	+ Support testing team during testing of AMC Active Directory in the Staging environment.
	+ Finalize AMC SQL API documentation and submit for review.
* Other
	+ Execute preparation of SOP for SAS users.
 |
| Data Onboarding | * New Sites
	+ Collaborate with site to delete erroneous data from data files.
* Master Facility Table
	+ Document MFT 🡪 SNC database relationships.
	+ Execute necessary MFT updates.
	+ Review site MFT additions and Completeness Validation Reports with site admins.
* Other
	+ Perform testing on R Update program.
	+ Resolve breached JIRA tickets.
 |
| Technical Support | N/A |
| Data Analytics | * Legacy
	+ Send out legacy communications to eight sites.
	+ Perform sFTP conversions for two sites.
* Data Quality
	+ Execute C\_Patient\_Class change request.
 |
| Training & Communication | * Active Directory Deployment communication reminder
* Deployment Q&A webinar planning
 |

# 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** |
| Tuesday, August 15th, 20174:00 AM to 10:00 AM | 6 hrs. | Staging Patching | Expected |
| Thursday, August 17th, 20174:00 AM to 10:00 AM | 6 hrs. | Production Patching | Expected |
| **Production ESSENCE Restarts** |
| **Week** | **Number of ESSENCE Restarts** |
| 08/11/17 – 08/18/17 | 12 |

# 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  | 08/18/2017 | Completed C\_Patient\_Class testing in staging. | 80% | Allow CDC to UAT until Tuesday COB. Deployment starting Wednesday if no issues.  |
| Access & Management Center | 08/18/2017 | Active Directory integration testing completed.  | 75% | Document UI inconsistencies and develop UI standards document to function as a development guide moving forwards. Deploy to Staging environment.  |
| Master Facility Table | 08/14/2017 | No activities last week. | 50% | Continue updating requirements documentation.  |
| Reporting  | 08/18/2017 | Met with CDC Stakeholders to discuss data sharing report requirements.  | 50% | Revise documentation to take into consideration the new requirements.  |

# Community Enhancement Requests

| **Enhancement Type** | **Key** | **Summary** | **Status** | **Created** | **Updated** |
| --- | --- | --- | --- | --- | --- |
| General Feedback | NTA-1443 | Data provider request to see DOB included in chief complain field for work flow purposes | Open | 08/15/2017 | 08/16/2017 |

**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. |