**NSSP Weekly Report**

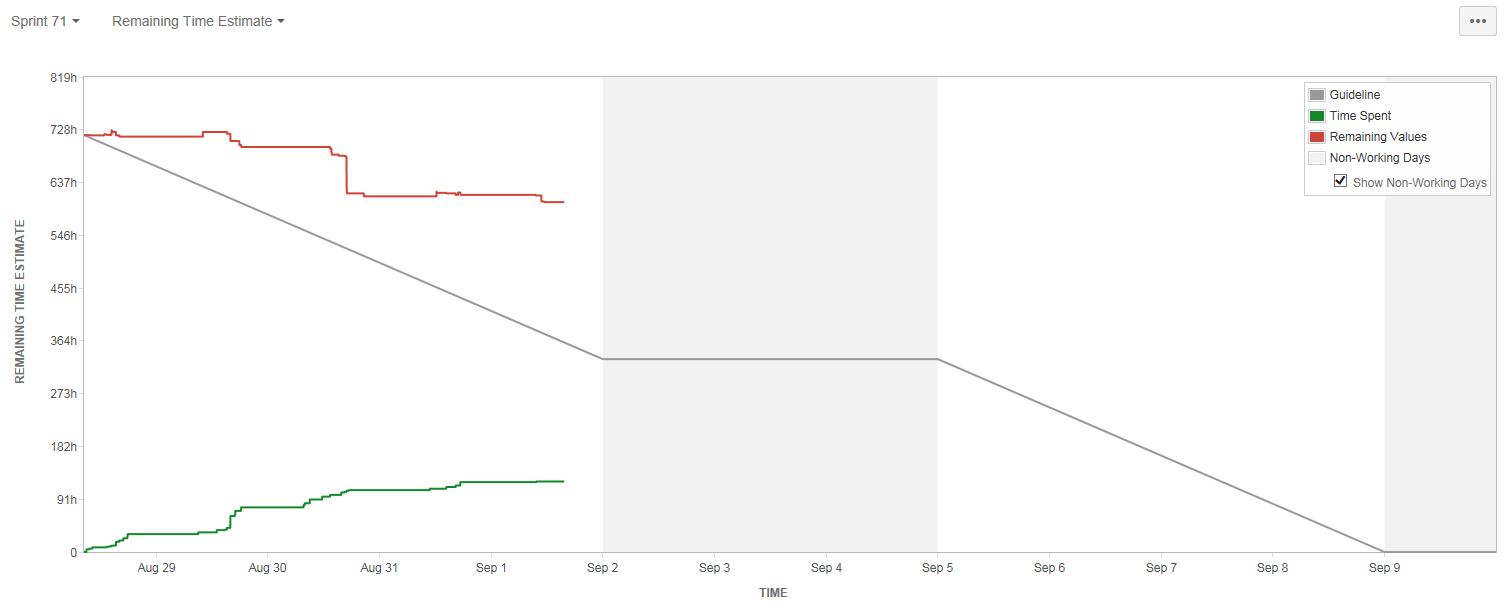
# **NSSP Week Ending 09/01/2017 POC: Alan Davis**

# 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 71, 08/28/17 | 68 | 736 | 18 | 196 | 540 |
| Sprint 70, 08/14/17 | 59 | 666 | 6 | 481 | 183 |
| 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 |

*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 9/7/17. The CIDROC ORR was completed on August 23, 2017. The next milestone is the Enterprise Governance EPLC meeting on September 11, 2017 (which was moved from the 6th by the Enterprise Governance Team). 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)   + Finalized updated AMC Quick Start Guide and submitted for review.   + Created document of wireframes and requirements for AMC cosmetic fixes. * Active Directory (AD)   + Completed testing of Active Directory functionality in Staging environment.   + Completed regression testing of AMC in Staging environment.   + Performed testing of ESSENCE data rules duplication issue * .Other   + Submitted JIRA Development Summary, Call Volumes Report, and Monthly report to CDC. |
| System Development & Maintenance | * Server Operations & Maintenance   + Copied DMAT table from DataMart to Stage SNC-DB Ingestion.   + Completed Patch Scan and Scan Follow Ups.   + Reviewed DataMart table and database name length.   + Upgraded Apache to fix the PIV issue.   + Initiated stand up and configuration of SQL Server Analysis Server for cubes   + Conducted cross server performance analysis. * Active Directory (AD)   + Produced an updated user list out of Production AMC. * Other   + Completed preparation of SAS SOP.   + Created new libraries for tables with column or table names greater than 32 bytes.   + Initiated implementation of Environment Manager reporting.   + Produced “back pocket stats” on ESSENCE processing/records received.   + Applied C\_Patient\_Class logic to Exceptions tables in all environments.   + Tested C\_Patient\_Class legacy conversion implementation by rerunning ID staging conversion.   + Deployed C\_Patient\_Class update to all environments.   + Initiated work on System Performance Metrics Analysis and Report. |
| Data Onboarding | * MFT Updates   + Created new MFT user. * Feed Issues   + Closed lingering issues with one site’s data.   + Addressed errors in MFT update stored procedure.   + Began investigation into site Data Flow processing.   + Investigated issue regarding site-Mirth parsing CSV coming out of VARCHAR incorrectly.   + Deployed site Mapping changes in Staging. * Other   + Initiated development of Onboarding data validation guide. |
| Technical Support | * Internal   + Performed KT with new Reporting team member. |
| Data Analytics | * Data Quality   + Developed and tested the C\_Patient\_Class patch for PHINCONV Archive databases.   + Developed and tested SQL data processing procedures relevant to C\_Patient\_Class.   + Developed and tested C\_Patient\_Class patch process. |
| Training and Communication | N/A |

# Plans for Next Week (across the project)

| **Category** | **Key Accomplishments and Plans** |
| --- | --- |
| Requirements | * Access Management Center (AMC)   + Revisit and potentially revise functionality of Reports table site filter.   + Revise regression test scripts to test back end of data manipulation.   + Test PIV for Fellows login to AMC and ESSENCE. * Active Directory (AD)   + Performed testing of ESSENCE data rules duplication issue.   + Prepare for production deployment. * Other   + Knowledge transfer for reporting documentation among team members.   + Present issue tracking SOP section to CDC. |
| System Development & Maintenance | * Server Operations and Maintenance   + Complete audit logs.   + Provision users for SAS Studio.   + Update all usernames in SAS on morning of 09/07. * AMC Active Directory   + Deploy Active Directory in Production.   + Investigate and resolve AMC New User Status Defect – in Staging.   + Perform testing to ensure all users are added to all of the correct security groups. * Other   + Finalize implementation of Environment Manager reporting.   + Create a draft schema and RAW TABLE for the site data in the DataMart. |
| Data Onboarding | * Master Facility Table   + Perform updates to MFTs.   + Upload the site MFT to the MF Profile DB. * Other   + Reach out to DQ committee regarding Cerner Switchover.   + Review and finalize development of Onboarding data validation guide.   + Investigated site Data Flow processing. |
| Technical Support | * Internal   + Perform KT with new Reporting team member. |
| Data Analytics | * Data Quality   + Apply Minnesota Data Processing fix.   + Plan and deploy SQL Data processing procedures relevant to semicolon defect.   + Develop and test patch process for semicolon defect.   + Develop and test legacy conversion code for semicolon defect.   + Develop and test the patch for semicolon defect for PHINCONV\_Archive databases. |
| Training & Communication | * Complete a solid draft of the Help Desk SOP. * Develop a data deletion process and tracking method. |

# 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 | There is a delay in Production AMC when AMC writes data access rules to ESSENCE. This can lead to rule duplication and rules deletion. | The team will work to investigate the cause of this delay. In the long term, they will look into removing edit capabilities within the ESSENCE application. | Monitor | Mike Coletta |

System Maintenance, Updates and Outages

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s) Time(s) of Outages/Updates/Patches** | **Estimated Downtime** | **Reason** | **Expected or Unexpected** |
| N/A |  |  |  |
|  |  |  |  |
| **Production ESSENCE Restarts** | | | |
| **Week** | | **Number of ESSENCE Restarts** | |
| 08/28/17 – 09/01/17 | | 4 | |

# 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 | 08/26/2017 | Completed C\_Patient\_Class testing in staging and initiated in production. | 90% | Expected to complete in the following week. |
| Access & Management Center | 08/26/2017 | Active Directory Staging almost complete | 80% | Complete regression testing and prepare for AD deployment in production. |
| Master Facility Table | 08/26/2017 | No activities last week. | 50% | Continue updating requirements documentation. |
| Reporting | 08/26/2017 | Met with CDC to discuss time/date in databases and gathered requirements to create views to help with time/data and joins | 25% | Complete views. |

# 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 | 08/22/2017 |
| General Feedback | NTA-1498 | ESSENCE myAlert Subscriptions – identify date of initial subscription and subscribed user | Open | 08/24/2017 | 08/24/2017 |
| Feature/Improvement | NTA-1525 | Add queries to myESSENCE dashboards directly from the Query Manager. | Open | 08/30/2017 | 08/31/2017 |
| General Feedback | NTA -1533 | Incorrect concatenation of data field Visit\_Type\_Code. | Open | 08/31/2017 | 08/31/2017 |

**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. |