

JOINT APPLICATION DEVELOPMENT SCHEDULE FOR WEEK 1

	DAY 1 ¹ (JK)	DAY 2 ² (PP)	DAY 3 (PP)	DAY 4 (PP)	DAY 5 ³ (SR)
Goal	<ul style="list-style-type: none"> ▪ Identify and complete any use case sections that are incomplete or need elaboration. 	<ul style="list-style-type: none"> ▪ Finalize Pre-JAD use case. 	<ul style="list-style-type: none"> ▪ Get consensus of agreement that each use case and its inherent functional requirements are clear, complete, and ready for design. 	<ul style="list-style-type: none"> ▪ Get consensus of agreement that each use case and its inherent functional requirements are clear, complete, and ready for design. 	<ul style="list-style-type: none"> ▪ Reach agreement on screen designs. ▪ Reach agreement on report designs. ▪ Begin completion of design. ▪ Begin completion of screen and report specifications.
Participants ⇒ Role	<ul style="list-style-type: none"> ▪ DRC & ODJFS BA⁴ <ul style="list-style-type: none"> ⇒ Lead group review of Use Cases and related questions⁵. ⇒ Record additional questions. ⇒ Individually, update Use Cases. ▪ CPWR Team Lead⁶ & ODJFS Designer <ul style="list-style-type: none"> ⇒ Participate in review. 	<ul style="list-style-type: none"> ▪ DRC & ODJFS BA <ul style="list-style-type: none"> ⇒ Resolve any outstanding UC questions. ⇒ Update and complete Use Cases⁷. ⇒ Use checklist to assess readiness of use cases⁸. ⇒ Prepare report mockups⁹ for UCs. ⇒ Prepare field grid for screens. ⇒ Prepare JAD session materials for Day 3 & 4 participants. ▪ CPWR Team Lead & ODJFS Designer <ul style="list-style-type: none"> ⇒ Prepare screen mockups for UCs. ⇒ Prepare statechart diagram(s). ⇒ Prepare activity diagrams. ⇒ Prepare additional questions resulting from these activities. 	<ul style="list-style-type: none"> ▪ DRC & ODJFS BA / SME <ul style="list-style-type: none"> ⇒ Facilitate walkthrough of the Use Case using screen and report mockups¹⁰. ⇒ Update the Use Case "live" using projector.¹¹ ⇒ Call for and get consensus that use case is complete. ⇒ Complete field grid from screen or report specification(s)¹². ▪ CPWR Team Lead & ODJFS Designer <ul style="list-style-type: none"> ⇒ Verify that all questions have been answered.¹³ ▪ County Participants <ul style="list-style-type: none"> ⇒ Verify that each use case is clear and complete, and offer agreement. ⇒ Confirm that "live" updates to use cases are correct. ▪ Scribe¹⁴ 	<ul style="list-style-type: none"> ▪ DRC & ODJFS BA / SME <ul style="list-style-type: none"> ⇒ Facilitate walkthrough of the Use Case using screen and report mockups. ⇒ Update the Use Case "live" using projector. ⇒ Call for and get consensus that use case is complete. ⇒ Complete field grid from screen or report specification(s). ▪ CPWR Team Lead & ODJFS Designer <ul style="list-style-type: none"> ⇒ Verify that all questions have been answered. ▪ County Participants <ul style="list-style-type: none"> ⇒ Verify that each use case is clear and complete, and offer agreement. ⇒ Confirm that "live" updates to use cases are correct. ▪ Scribe <ul style="list-style-type: none"> ⇒ Document meeting 	<ul style="list-style-type: none"> ▪ DRC & ODJFS BA <ul style="list-style-type: none"> ⇒ Come to agreement on screen and report mockups. ⇒ Complete screen and report specifications for completed use cases. ▪ CPWR Team Lead & ODJFS Designer <ul style="list-style-type: none"> ⇒ Facilitate review of screen mockups for completed use cases. ⇒ Revise screen mockups, incorporating GUI Framework, and hand off to BAs. ⇒ Create use case realization document.

¹ Except for Days 3, 4, 8, and 9 (which are full-day group sessions that include county representatives), most of the work performed on the other days is done individually, with occasional small-group meetings usually lasting no more than 1 or 2 hours. **These other days (1, 2, 5, 6, 7, and 10) provide opportunities to synchronize across teams. This type of synchronization is emphasized for the technical team on Day 7 with the Architectural Round Table.

² The work on Day 2 is individual work. There are no group sessions, so there are no observers or scribes.

³ Except for a short meeting for each track in the morning to get agreement on changes to the screen mockups, most of the work on Days 5 and 6 is individual work. Because the meeting objective is specific, no minutes are required, and there are no observers (as previously documented).

JOINT APPLICATION DEVELOPMENT SCHEDULE FOR WEEK 1

	DAY 1 ¹ (JK)	DAY 2 ² (PP)	DAY 3 (PP)	DAY 4 (PP)	DAY 5 ³ (SR)
			⇒ Document meeting minutes.	minutes.	
Outputs	<ul style="list-style-type: none"> ▪ Finalized Pre-JAD use cases. ▪ Additional UC questions 	<ul style="list-style-type: none"> ▪ Finalized Pre-JAD use cases. ▪ Additional UC questions 	<ul style="list-style-type: none"> ▪ Consensus that use cases are ready for design. ▪ "Docked" use cases (due to escalated issues) 	<ul style="list-style-type: none"> ▪ Consensus that use cases are ready for design. ▪ "Docked" use cases (due to escalated issues) 	<ul style="list-style-type: none"> ▪ Completed set of screens designed, drafted and agreed upon. ▪ Create use case realization document.

Legend

Kickoff	JK
Prepare and Perform	PP
Screen Reports	SR
Business Review	BR
Lessons Learned	JL

⁴ The ODJFS counterparts to the DRC and CPWR roles (BA and Designer/TL) have a general responsibility each day to assist their counterpart with the work at hand. As such, this responsibility is not bulleted as a separate task each day.

⁵ This review is not meant to formally answer the questions, but to make sure they are understood. It is therefore a very short meeting, held separately for each track. As such, no minutes are necessary. Developers will not be part of this meeting. Another objective of this meeting is to order the use cases in the order they will be addressed. Criteria for ordering them should be 1) What can be completed quickest and 2) What is the normal order of use case execution?

⁶ CPWR team leads are not full-time participants in this track, unlike most other participants. CPWR team leads are also responsible for providing guidance and direction to their development team, who are working on a different set of use cases. However, some activities (such as the 2-day JAD session) require the full participation of the CPWR Team Lead.

⁷ The JAD planning team has agreed that completed use cases are recognized as having the following elements: Actor(s), defined Goal (title), Primary scenario, Secondary (alternate) scenario(s), Data requirements (minimum, additional), Business rules and special requirements.

⁸ Use cases that cannot be completed or are otherwise "not ready" (e.g not testable) by the end of Day 2 will not be presented on Day 3 or 4, but will be presented during the JAD session in the next iteration cycle.

⁹ Report mockups will be part of the Report Specification, in accordance with the DRC Proposal.

¹⁰ It is critical that facilitators only use the screen and report mockups to confirm the requirements, and tactfully guide participants away from design discussions.

¹¹ Because the use cases are being updated "live", there is no need for a task that was listed on Day 5 as "formalize use case(s)".

¹² Accuracy of field grids will be verified during the design review in Week 2.

¹³ This task was originally listed on Day 2, but is really a task for Day 3 & 4.

¹⁴ The task of "Scribe" will be rotated among the project team members from meeting to meeting. The minutes taken should highlight Decisions, Issues, and Action-Items, and not necessarily word-for-word discussions.

JOINT APPLICATION DEVELOPMENT SCHEDULE FOR WEEK 1