OPS Roadmap / Storyboard

Last updated: Jan 2022

OPS Vision Statement

OPS (OPRE's Portfolio management System) will empower managers and staff with the visibility they need into OPRE's research, evaluation, and data activities, as well as streamline budget and administrative tasks. With this system, it will be easy for OPRE to plan and manage projects so they can spend less time managing the work and more time building evidence to improve the lives of children and families.

How will we know we made things better?

As we design and build OPS, we will seek to have the following impact:

- OPRE has a single source of truth about projects that has relevant, accurate data that any staff can easily access
- Budget and administrative tasks can be completed quickly, easily, and independently
- The system can be updated and modified more efficiently and with less risk.

First Slice

To be broken into milestones

Criteria:
Address major user pain point(s),
Lay technical and data foundation,
Focus on existing functionality
(Note that it will be important to determine what enhancements to existing functionality to introduce now vs later)

Budget planning and management

- Create and enter CAN information so OPRE knows how much money it is responsible for
- Enter budgets for contracts so OPRE knows how much money has been planned or obligated, and for which activities
- View total amount spent (e.g., amount obligated plus fees and shared costs) compared to amount budgeted for CANs and contracts so OPRE can manage budgets
- Store files associated with contracts

CAN research here (Open link)

Contracts research here (Open mural)

User and permissions management

- Authentication service(s) to control access to the new system, including support for remote access
- New or improved authorization model to control access to data based on project assignments
- Intrusion detection

Authority to Operate

- Secure ATO

Next Slices

To be prioritized

Criteria:
Additional functionality needed to have parity with MAPS
(Note that for each slice it will be important to determine what enhancements to introduce now vs later)

Budget planning and management

- Allocate fees and shared costs that also draw down from the budget
- Support IAAs
- Support assisted acquisitions
- Support add'l agreement types, including Grants, Direct Obligations, IDDAs, etc.
- Automate approval workflows, including possibly automated emails

Procurement management

- Enter planned procurement actions
- Request initiation of requisitions and modifications
- Track procurement milestones
- Support direct contracts and assisted acquisitions
- Support procurements through different proc offices with different processes and fees, configuring workflows customized to the procurement office being used

Dependency on working out processes with assisted acq proc shops

Invoice management

- View invoiced spend against budgets
- Enter invoice information
- Store invoice-related files
- Possibly automate approval workflows, including automated emails

Dependency on e-invoicing and g-invoicing

Later Slices

To be prioritized

Criteria:
New or enhanced functionality
(Note that some of these may move up in priority if the value they offer offsets the delay in deprecating MAPS)

Project catalog

- Create and enter project information, including description, study type, population, project lead, project team, etc.
- Associate contracts, grants, and other agreements to projects
- Associate projects to related projects, possibly creating portfolios of related projects
- Update OPRE website via project catalog

Preliminary decisions on projects vs contracts here (Open mural)

Project Catalog research here (Open link)

Disambiguating projects and agreements research here (Open link)

Staffing management

- View and manage staff assignments

Data importing / uploading

- Import or upload data in bulk, e.g., from spreadsheets or CSVs

Improved reporting & data exports

- Downloaded or exported data optimized for common workflows, such as syncing data or matching records with external systems, responding to data calls, providing data to Congress (Data Sheets), or compiling other regular reports

First Slice Storyboard

Criteria:
Address major user pain point(s),
Lay technical and data foundation,
Focus on existing functionality

For every CRUD:
- Who should be allowed to create, edit, delete, view?
- What is the workflow / steps?
- How do they get to the workflow?

User Stories

First Slice
Budget Mgmt: Spending Plans & ATO:
Basic end-to-end workflow that includes logging in, creating a CAN, creating a contract, and tracking total spending against a budget; includes securing ATO

Next step: Break into milestones

To do: Incorporate user needs around Data Sheets reporting

Enhancements / Could Haves / Possible Future Slices

General things

- Security / privacy / governance best practices (e.g., change logs)
- Accessibility standards
- Database migration

User management and permissions

Log in

- **Create and manage users** — As a system admin, I need to indicate who should be allowed to access the site
  - First slice: Add new users; Remove users; Inactivate / reactivate users; Update user info; Track user training compliance
- **Create and manage permissions** — As a system admin, I need to control what actions users can take in the system
  - First slice: Create user groups; Assign users to groups; Change user group assignments; Change user group permissions
- **PIV card authentication** — As a user, I need a convenient way to access the system from the places I might work from
  - First slice: Log in with PIV card
- **2FA** — As a user, I need a convenient way to access the system from the places I might work from
  - First slice: Log in with 2FA
- **Intrusion detection** — As a system admin, I need to make sure that non-users are not accessing the system
- **Audit user activity?** — As a system admin, I need to track who is logging in, when, and for how long so that...?

Budget planning and management

Navigation

- **Home page** — As a user, I want to be able to tell what I can use OPS for and have easy access to the things I need most often
  - First slice: Same / similar static page for all users
  - Enhancements: Custom home page (based on user or user group); Dashboard; Alerts
- **Navigation** — As a user, I want to be able to easily understand and find the various things I can do on this site
  - Enhancements: Frequently visited; Recently visited; Links to common workflows / desinations

Understand what money OPRE is responsible for

CAN research here (Open link)

- **Create a CAN** — As a budget officer, I need to input CAN information from UFMS so that OPRE staff know what is officially available
  - First slice: Create one CAN at a time (CAN details page); Enter CAN info (ID, purpose, description, etc); Enter FY financial amounts; Enter CAN lead; Enter partner agency (if applicable)
  - Some fields may be implemented as Enhancements
  - Enhancements: Upload via spreadsheet; Automate import from UFMS / FBIS (likely reports); Alert when data is missing
- **Edit a CAN** — As a budget officer, I need to update CAN info when it changes in UFMS so that OPRE staff has the most up to date figures
  - First slice: Edit one CAN at a time (CAN details page); Edit CAN info; Edit FY amounts; Inactivate / reactivate a CAN?
  - Enhancements: Upload via spreadsheet; Automate import from UFMS / FBIS (likely reports); Logic to automatically inactivate / reactivate a CAN; Alert when data is missing
- **View a CAN** — As a CAN lead or manager or budget officer, I need to view information about a specific CAN I am responsible for
  - First slice: View one CAN at a time (CAN details page); Search for a CAN
- **View a list of CANs** — As a CAN lead or manager or budget officer, I need to view information about all the CANs I am responsible for
  - First slice: View my CANs; View my staff's (my division's) CANs; View CANs by FY; View all CANs; Filter list; Hide past / inactive CANs
- **Export CAN data** — As a budget officer, team leader, or manager, I need to export CAN data so that I can plug it into other places or run more sophisticated analyses
  - First slice: Export list as CSV; Include totals; Export CAN details page?
  - Enhancements: Export to Excel; Export PDF

Create spending plans

Create Contracts (direct)

Contracts research here (Open mural)

- **Create a contract with proposed / planned spending** — As a project lead, I need to track what contracts we're planning to award or have awarded so that we don't over- or under-spend
  - First slice: Create one contract at a time; Enter proc shop; Enter vendor details (name, address, etc); Enter contract details (name, proc shop, dates, total amount, etc); Enter Project Lead and team; Enter CLINs; Enter budget lines (description, amount, POP, status, etc) (associate to CANs)
  - Some fields may be implemented as Enhancements
- **Edit a contract** — As a project lead, COR, or budget officer, I need to update a contract as it goes from plan to award, when there are changes to the vendor's info or to the contract info, when a mod has been executed, or when there's been a data entry error
  - First slice: Edit one contract at a time; Edit vendor info; Edit contract info; Edit CLINs; Edit Budget Lines
  - Research: What updates are needed when there's a mod?
- **View a contract** — As a project lead, COR, manager, or budget officer, I need to view information about a specific contract I am responsible for
  - First slice: View one contract at a time; Search for a contract
- **View a list of contracts** — As a project lead, COR, CAN lead, manager, or budget officer, I want to view information about all the contracts I'm responsible for
  - First slice: View my contracts; View my staff's contracts; View all contracts; Filter list; Hide past / inactive contracts
- **Export contract dara** — As a budget officer, I need to export contract data to make it easier to work in UFMS. As a user, I need to export contract data to do other things with it.
  - First slice: Export list as CSV; Include totals; Export contract details page?

Display spending plans for a CAN

CAN research here (Open link)

- **Compare incoming to outgoing to planned** — As a project lead, COR, CAN lead, manager, or budget officer, I need to see how much CAN money we have planned to spend or have already obligated so that we don't over- or under-spend
  - First slice: View aggregate spending plans when viewing CAN budgets; View itemized spending plans when viewing CAN budgets
- **View future year spending plans** — As a project lead, COR, CAN lead, manager, or budget officer, I need to see how much CAN money we're already planning to spend in future years so I can budget appropriately
  - First slice: View expected / estimated CAN amount; View expected spending plan for 1 or more future FYs
- **View past year spending plans** — As a manager or budget officer, I sometimes need to report on past year(s)' CAN spending or want to see trends
  - First slice: View previous CAN amount; View spent amount for 1 or more previous FYs

Store files

- **Save and retrieve agreements**
  - First slice: Save and retrieve agreements
- **Save and retrieve mods**
  - First slice: Save and retrieve mods
- Enhancements: Research: Needed here

Send emails

- **Send emails automatically**
  - First slice: Some minimal email capability for ATO purposes
- Customize email templates?
- Customize recipient list?
- Enhancements: Research: Needed here; Research: Needed here

Scratch Pad

Invoices

- **Enter & allocate an invoice** — As a project lead, I need to enter and allocate invoices so they can be paid from the proper buckets
  - Indicate contracts / budget lines that can be invoiced against; Enter one invoice at a time; Enter invoice info (number, date, amount, etc); Attach invoice documentation; Allocate to available budget line(s)
  - Research: How will e-invoicing change what's needed here?
- **Authorize / approve invoices** — As a project lead, I need to secure authorizations / approvals before payment can be made
  - Record COR approval; Record Div Dir approval; Identify when 2nd agency approval is needed; Record 2nd agency approval (if needed); Notify / alert when approvals are waiting
  - Research: How will e-invoicing change what's needed here?
- **Modify invoice** — As a budget officer, I need to modify an invoice when there is a billing error
  - Edit one invoice at a time
- **View invoice payment status** — As a project officer, I need to see the status of an invoice payment since I don't have access to UFMS
  - Record UFMS receipt info; Record UFMS payment date; Record UFMS payment verification
  - Research: How to handle cases when interest is applied?
  - Research: How will e-invoicing change what's needed here?
- **View an invoice**
  - View one invoice at a time; Search for an invoice
- **View a list of invoices**
  - View all invoices on a contract; View all invoices on a contract by budget line; View all invoices for a budget line; View my invoices; Filter list; Display totals
- **View spending**
  - View spend per budget line; View spend per contract; View spend per CAN
- **Export invoice data**
  - Export list of invoices as CSV; Include totals; Export Invoice details page?; Update existing exports to include spend info

Fees and Shared Costs

- **Apply fees and shared costs**
  - Research: Need to dig into this more
  - Include fees and shared costs when displaying spend data

Projects

- **Create a project**
  - Create one project at a time; Enter project info (description, study type, topic, populations, etc); Enter Project Lead & project team; Enter project updates, history, status; Link to related projects
- **Edit a project**
  - Edit one project at a time; Edit project info; Edit team info
- **View a project**
  - View one project at a time; Search for a contract
- **View a list of projects**
  - View my projects; View my staff's projects; Hide past / inactive projects; View all projects; Filter list; Display totals
- **Link projects to contracts**
  - Associate contracts to projects; Calculate total project budget and spend based on assoc contracts; View CAN spending by projects
- **Export project data**
  - Export list as CSV; Include totals; Export project details page?

Update website

- **Capture project-related web content**
  - Identify projects to be included on website; Enter content needed for website
  - Research: Needed here
- **Automatically update web content based on changes to OPS**
  - Research: Needed here

Manage staffing

- **View staff assignments**
  - View the projects that staff are assigned to; View roles on projects
  - Research: Needed here
- **View projected end dates**
  - View dates of project involvement
  - Research: Needed here