

# MNLARS Technical Program Manager Vendor Conference October 9, 2014

---

## Questions Answered In Session

- Q. Is there a steering team for the program for decision making?
- A. Yes, there is a steering committee for the project.
- Q. Is Dawn (Olson) considered the product owner?
- A. Well again there is the title thing and how a business translates a title and how the technical translates a title is a little bit different. But to clarify, I (Dawn Olson) was the product owner on the Agile team. Right now, I have been moved into the Program Manager for the MNLARS project and because it is a DPS (Department of Public Safety) initiative, that's my role.
- Q. Proposal decision is November 1. What is the estimated start date of the project?
- A. This project is ongoing. We need this person today.
- Q. Can you describe the role that the person in this position will play relative to SCRUM?
- A. They are not a SCRUM Master. That is a different level. This is a program manager, PMO lead and might they lead a Scrum of Scrum? I think that is probably....I think that is probably part of the discussion. What is the right structure for that? They would certainly be involved in the Scrum of Scums. I don't think we have determined yet if we need a....We have had a Scrum of Scrums in the past and they have been the point of contact for all the Scrum teams to go to. I think that would be something we would want to have a conversation around, what that person felt their needs were, but I wouldn't want to tie them to that specific role because I think we need them at a higher level to be able to see the project. We will think more about that and may add more to it in the written response. Obviously this person needs to be, as I said before, have a very solid understanding and experience in the practice of Agile Scrum.
- Q. Will this recording be posted on the website?
- A. No, we will transcribe the question and answer portion.
- Q. Will MNLARS replace the front end capture as well?
- A. The Deputy Registrars own their own equipment and we define the requirements for what they must purchase.
- Q. Is HP (Hewlett-Packard) out completely?
- A. The main contract that we signed a few years ago has been closed out. We do have an ongoing transition contract with HP right now, primarily focused around Release 1 support.

- Q. The SITE category of Project Manager is where we had made our competitive pricing for usual PMs. Is there any flexibility on price categories?
- A. We are under SITE so what you have as vendors, we had to pick from what was on there as far as roles and then they established price ranges as part of the SITE master contract. So, we do not have flexibility in that as we do not own that master contract.
- Q. Do you have a two year deployment plan in place?
- A. That's what we've been working on for where those next steps are going to be. So, yes, we do.
- Q. Why are you bringing on a program manager now?
- A. Well, because that role was filled by HP.
- Q. You mentioned a PMO, is this already in place or will this be created?
- A. We work with the State Enterprise PMO. We are looking to bring those PMO practices to set up project specific ones.
- Q. Considering a candidate's entire skillset, what is the percent of total importance of the following: Leadership, Project Management, and Technical Knowledge?
- A. This is one of these positions that needs them all. I would say that one of the reasons we brought you here today is that technical knowledge and project management comes out pretty clearly in the black and white. I think it's the leadership stuff that we wanted to color in more today. As I said this is one of the top projects in the State of Minnesota and this is a very important position to this project. That is why we are having this vendor conference and that's why we posted this position the way we have it. Truly the person we envision in this role will have it all, so to speak. Let me talk a little bit about the leadership part of it. Because this is a business technology type project we certainly want somebody here that is going to represent both areas just as equal, there isn't one over the other. This is definitely a joint partnership on this project. So, it's important that whoever comes into this position has that same philosophy and understanding that we are equal partners in this project. We've all worked very hard on the business and technical to form a good strong working relationship. We want to make sure that continues under a Program Manager as well.

## Questions Not Answered In Session

- Q. Can a reference be used if they work for the State of Minnesota (Not in DPS)?
- A. Yes
- Q. **Page 7. 3 – Project Approach & Interview**  
Not to exceed three (3) pages total, single spaced, have the resource answer the following questions.

1. Describe project approach used to achieve the deliverables of the RFO. Note any constraints or assumptions you may be taking into account. Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project.

Will this request above on pg 7 be sufficient to satisfy the request for page 6 writing sample?

A. The writing sample has to be authored solely by the candidate. If the candidate is solely responsible for writing the approach, this will be sufficient. If others are involved in the development of the project approach, then an additional sample by the candidate must be provided. Either way, this should be clearly noted in your response.

Q. Is the project current considered to be on-schedule, i.e. has the expected level of progress been made to-date?

A. At this point, based on our original timeline, we would not consider this project to be on schedule.

Q. To what extent is Agile being used on the MNLARS project? For example, are business users / SMEs and the development team co-located?

A. Agile is the only methodology in use on the MNLARS project. Yes, teams are co-located in Town Square.

Q. What change control process are you using today and planning to use going forward?

A. We will follow and adhere to the DPS and MN.IT change control process.

Q. Is MathTech still involved in this effort? If so, what is their role?

A. No, they are no longer under contract.

Q. This SITE RFO requires the vendor to accept **unlimited** liability. If there is a way we can request a "cap" on the liability, then we will respond. Otherwise, we cannot respond. Please advise.

A. See page 8 on the RFO for information on liability. The liability requested in the RFO will remain the same. For this RFO we will not be putting a "cap" on liability.