

## TechStat Meeting Definition

A TechStat Meeting is a face-to-face, evidence-based, accountability review intended to develop in concrete actions to address problems. When a **customer-facing functionality milestone (CFM) or increment** is missed or will be missed, a strike is issued and a TechStat Meeting is required. Other circumstances may dictate that a TechStat Meeting be held where the Project Manager (PM) requires a re-base lining or adjustment to the project schedule. The meeting engages executive level support and decision making.

The following instructions are provided to the PM, who must conduct the TechStat Meeting with support from the **VA PMAS Business Office** ([vapmas@va.gov](mailto:vapmas@va.gov)) in Product Development (PD).

## PM Quick Summary

1. The VA PMAS Business Office Contract Support Team sets up the TechStat Meeting date, in coordination with the PM and Front Office, per the Chief Information Officer (CIO) or the Principle Deputy Assistant Secretary (PDAS) schedule.
2. The PM provides the VA PMAS Business Office Contract Support Team with names and email addresses of their respective VA leadership, program leadership, and key project team members, required to attend the TechStat.
3. The PM is required to complete the TechStat PM Brief Template NLT two days prior to the scheduled TechStat meeting.
4. VA PMAS Business Office Contract Support Team sends the Outlook meeting invitation to **VA PMAS TechStat Meeting** distribution list, PM, OMB representative, and **CIO Action Officers (AO)**.
5. The PM should plan to attend the meeting in person or provide a representative from the leadership chain. The remaining attendees can attend via LiveMeeting (setup by the VA PMAS Business Office Contract Support Team).
6. The PM conducts the TechStat Meeting with the VA CIO/PDAS.
7. Within a week of the meeting, the PM is required to send an email with the completed Outcome Report Template to **VA PMAS TechStat Meeting** distribution list.

## Scheduling and Preparation

### Notification

In coordination with VA PMAS Business Office Contract Support Team, the PM agrees to the date of the TechStat Meeting. TechStat Meetings are generally scheduled for Thursday mornings from 9-10 a.m., but dates and times are subject to change based on CIO/PDAS availability.

### Attendees

VA PMAS Business Office will, in coordination with the PM, send out the official Outlook meeting invitation with the required artifacts (PM's TechStat Presentation and Issue Synopsis). The PM should ensure that the required leadership and appropriate project team members are provided advanced email notification of the scheduled TechStat Meeting.

- **Project Team** representation should include: key project IPT members, the Program Manager, a representative for each contract providing services for the project, the project scheduler, and anyone responsible for project dependencies impacting the PMAS deliverable date (barring extenuating circumstances), the PM and Business Owner should attend in person.

- **TechStat Leadership Principals and Coordinators** – the **VA PMAS TechStat Meeting** distribution list includes: Roger Baker, Stephen W. Warren, Kathy Gallant, Keith Seaman, Lorraine Landfried, Jerry L. Davis, Dave Peters, Steven Schliesman, Jeff L. Shyshka, Carol Macha, Channing Jonker, Rom Mascetti, Luwanda F. Jones, Paul A. Tibbits, Maureen Coyle, Martha Orr, Deborah A. Pugh, Mark Veith, Ruchika Chandhok, Tim Cox, Cathy Robinson, Mark Warner, Charles Hume, Elena Smyly, Alan Constantian, Gregory Giddens, LaPortia Pratt, Larry Weldon, Rodney Hampton, and VA PMAS Business Office to the invitee list. The **CIO Calendar** mailbox, **VA CIO Action Officers** distribution list, and OMB representative, Min-Hai Tran-Lam email: [Minh-Hai Tran-Lam@omb.eop.gov](mailto:Minh-Hai_Tran-Lam@omb.eop.gov) will be on the TechStat invitation as well. The PM may choose to add other VA Leadership members, such as Major Initiative Leads, Customer Advocates, or PMO offices.

**Required Materials (included with invite)**

Issue Synopsis: An issue synopsis should be written that clearly and concisely identifies and describes the missed CFM or increment along with the actions the PM is planning to implement to mitigate the issue. Below outlines the topics to be expounded upon:

- **Brief Project Overview** <Describe the purpose and objectives and product/service to be provided>;
- **Brief Summary** <Identify project name, date of the CFM or increment, issue/risk raised by the missed CFM or increment>;
- **Issue Details** <Describe the circumstance(s) that caused the missed CFM or increment>;
- **Impact on Milestone Delivery** <Assess/evaluate the impact of the missed CFM or increment has in the near/long term on the project>;
- **Actions Taken and Planned to Address the Missed CFM or increment** <Actions the PM and IPT have taken to mitigate the impact of the CFM or increment; steps taken to get back on schedule>;
- **Senior Leadership Intervention Requested** <Identify requested senior leadership intervention required to assist in the mitigation strategy for the missed CFM or increment>;
- **Number of Previous Strikes** <Enter number of strikes received prior to this missed CFM or increment>;
- **Number of Missed Milestones** <Enter number of missed milestones received prior to this project received ahead of this TechStat meeting or increment>.

Presentation

A presentation will address the following topics (in accordance with the TechStat PM Brief template):

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| - Cover Sheet                     | - Project Schedule               |
| - Project Synopsis                | - Project Budget & Cost          |
| - Executive Summary               | - Project Risks and Dependencies |
| - Issue Details & Project Impacts | - Project IPT Membership         |
| - Project Scope                   | - Project Information            |

### Meeting Logistics

#### Remote Access

A conference call line is provided for remote attendance. Currently, the number is **866-407-1566, access code 3288#**.

#### Outlook Invitation

VA PMAS Business Office will create and send the Outlook meeting invitation prior to the meeting to include the following information:

- Meeting Subject: TechStat Meeting for <name of project>;
- Location: Room 703 at VACO (810 Vermont Ave);
- Conference call line and LiveMeeting information, if required;
- Issue Synopsis – *provided by PM*;
- PM presentation – *provided by PM*;
- DO NOT FORWARD the TechStat Outlook meeting invite. If you need to add attendees to this meeting, please send an email to **VA PMAS Business Office** with the name and email address of any additional attendees.

#### Other Logistics

The VA PMAS Business Office will assist with coordination, logistics, and meeting materials, as needed. The PM can contact **VA PMAS Business Office** for any TechStat Meeting assistance.

### Meeting Follow-up Activities

#### Meeting Minutes

A VA CIO AO will record action items and decisions; these will be stored in the **VA OIT Wiki** website in the “**Wiki Pages**” section:

[http://vaww.vaco.portal.va.gov/sites/OIT/oit\\_wiki/Wiki%20Pages/Home.aspx](http://vaww.vaco.portal.va.gov/sites/OIT/oit_wiki/Wiki%20Pages/Home.aspx).

The recorded action items will be posted on the CIO’s Action Item Tracking System, **Office of Information and Technology Action Items**:

<http://vaww.vaco.portal.va.gov/sites/OIT/Lists/OIT%20Tasks/AllItems.aspx>.

VA PMAS Business Office team members will follow-up with the responsible individuals to ensure the action items are completed. Copies of the meeting presentation, minutes, and remedy actions will also be saved by the PM in the project’s artifacts repository.

#### TechStat Outcome Report & Submission

The purpose of **TechStat Outcome Report Template** is to document the leadership’s decisions and confirm the PM’s understanding and commitment. The **TechStat Outcome Report** serves as an important record of VA’s results and compliance with OMB TechStat principles. This report should be transmitted within one week after the TechStat Meeting. Critical information from this report will be sent to the OMB MAX System by PMAS Business Office. The PM should also file this report in the project artifact repository.

- Send the TechStat Outcome Report to: **VA PMAS TechStat Meeting** distribution list.
- The PM may also include additional information such as: updated schedules, lesson learned, and project impacts to cost, schedule, scope, governance, or other project disciplines.
- **Outcome Report Recipients:** The PM is to provide a copy of the TechStat Outcome Report to all TechStat Meeting attendees. The PM may also choose to add others, such as Major Initiative Leads or Customer Advocates.

# TechStat Meeting Instructions

As of Feb 2012

## TechStat Template

<b>Project Name:</b> <b>Reason ():</b> <b>Status:</b>
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<b>Project Status:</b>	<b>Date Raised:</b>	<b>Date Closed:</b>
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<b>Project Manager:</b>	<b>Contact Number:</b>
<b>Organization:</b>	<b>E-mail Address:</b>
<b>Contact Person:</b>	<b>Contact Number:</b>
<b>Organization:</b>	<b>E-mail Address:</b>

<b>Issue Description</b>
<b>Issue Summary</b>
<b>Project Overview</b>
<b>Issue</b>
<b>Impact on the Project</b>
<b>Actions Taken and Planned to Address Issue</b>

<b>Senior Leadership Intervention Requested</b>

<b>Number of Previous Strikes:</b>	
<b>Number of Missed Milestones:</b>	

<b>Disposition / Solution</b>

<b>Action Items</b>

<b>Outcome Report Received</b>
Not Received to Date

<b>OMB MAX Updated</b>
Not Updated to Date