# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

**Sprint 19: October 31-November 27, 2017**

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| November SC meeting materials | As a staffing agency, I want to prepare an agenda and meeting materials for the first SC meeting in November so that we can make progress on our work. | Agenda |
| October SC meeting minutes | As the staffing agency, I want to recap the October SC meeting so that outcomes are documented for members who were unable to attend. | Minutes |
| Schedule SC meetings Nov-Mar | As an SC member I want the Nov and Dec SC meetings scheduled with location so that I can protect the date on my calendar. | Scheduled meetings |
| Partnership Drive Cont | As the staffing agency, I want to hold a partnership drive so that we can have partners who support the ARDA vision. | Partnership list |
| Website cross promotion | As a planning partner, I want to ask partner organizations to promote the ARDA website link on their sites so that we can advertise among our partners. | Website promotion |
| Project scoring digitized form | As a SC member I want an online/digitized form to allow me to score each of the potential projects so that the SC as a group can choose projects to start with. | Scoring form |
| SC vacancy self-nomination form | As a SC member I want the SC self-nomination form adapted and posted at alamodata.org so that people who want to self-nominate for SC appointment to one of the LG&U vacancies can do so. | Nomination form |
| Blog post | As a staffing member, I want to add a blog post to the website so that we can keep members engaged. | Blog post |
| Project prioritization results to present | As an SC member, I want the project scoring results so that we can choose projects to move forward with. | Project ranking handout |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| Blog post | As a staffing member, I want to add a blog post to the website so that we can keep members engaged. | Blog post |
| Partnership Drive Cont | As the staffing agency, I want to hold a partnership drive so that we can have partners who support the ARDA vision. | Partnership list |
| Partnership on website | As a staffing agency, I want to list the partners on our website so that we can promote organizations who share our vision. | Website |
| SC meeting materials | As a staffing agency, I want to prepare an agenda and meeting materials for the first SC meeting in October so that we can be prepared to introduce the work to the new members. | Agenda |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

**CI:NOW**

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| Blog post | As a staffing member, I want to add a blog post to the website so that we can keep members engaged. | Blog post |
| Partnership Drive | As the staffing agency, I want to hold a partnership drive so that we can have partners who support the ARDA vision. | Partnership list |
| Change membership form on web | As a staffing agency, I want to edit the online membership form so that we can make it easier for people to apply. | Membership form |
| Edit Communication doc from RVB | As a staffing member, I want to edit the communication doc from RVB so that we can have a clean version for the new SC to review. | Internal communication document |
| SC Transition documents | As a staffing member, I want to compile the ISC documents for the incoming SC so that we can provide them with the information they need to begin working. | SC Transition packet |
| Plan October SC meeting | As the staffing agency, I want to email elected SC members with a meeting poll so that we can plan our first meeting. | Meeting date and location |
| September Meeting Minutes | As a project team member, I want to recap the September ISC meeting so that outcomes are documented for members who were unable to attend. | Meeting minutes |
| Conduct SC election [9/14-30] | As a staffing agency, I want to hold an election so that we can bring on new leadership for ARDA. | SC election |
| Finalize brochure/leave-behind | As a planning partner, I want an ARDA leave-behind (brochure, one-pager, or postcard in digital and paper formats) approved by the ISC so that I have collateral to use in introducing ARDA to new stakeholders. | Digital flyer |
| Maintain ARDA mailing list (recurs) | As a CI:Now staff member I want an clean up-to-date ARDA mailing list including members and interested non-members so that I can communicate with stakeholders. | Mailing list |

**Sprint 16**: August 24-September 18, 2017

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| Reminder membership recruitment emails | As a staffing agency, I want to send a reminder email to the ARDA mailing list so that we can grow our membership base by September. | Emails |
| Year 1 Report for staffing eval | As an ISC member I want a summary of backbone staffing activities and milestones from 9/16 through 8/17 so that I can evaluate their performance. | Year 1 report |
| Plan September ISC meeting | As an ISC member, I want a meeting scheduled to continue discussing the SC transition next steps so that we maximize engagement and move the process along. | Meeting date and location |
| September ISC meeting materials | As a staff member, I want to prepare materials for the ISC September meeting so that the ISC can discuss and take action on issues to move the project along. | Meeting materials |
| Facilitate local data success stories | As a staffing agency, I want to facilitate the collection of local data success stories so the ISC can compile them and distribute to membership. | Data success stories |
| How to leverage existing groups | As a planning partner, I want to determine how we can leverage existing groups so that we can efficiently engage greater resources and a broader audience. | Document |
| Website page additions | As a staffing agency, I want to add a page on the website so that people can submit user stories (migrate from CI:Now). | Website page |
| Create Ballotbin ballot | As a staffing member, I want to create the positions and add the candidates to the Bin's ballot and add voters to the Bin so that we can host the election for SC. | Ballot |
| Draft SC slate | As a staffing agency, I want to clean up the SC nomination forms and notify applicants if there are issues so that we can organize the election. | SC draft |
| Finalize master menu of projects for SC | As a staffing agency, I want to present and finalize a master menu template of proposed projects for the SC to receive so that they can transition to creating workgroups and working on projects. | Project proposal |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

**CI:NOW**

: **August 2-23, 2017**

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| Develop process for comment moderation | As a web master, I want to develop a process to moderate comments for publication so that we can maintain a professional website and encourage collaboration. | Document |
| Research PW protected page | As a CNow staff member, I want to research switching from onedrive to a PW protected area of alamodata.org so that ISC/SC members have easier access. | Notes |
| Membership Drive | As a staffing agency, I want to continue communication with the list serv so that we can build and recruit more members. | Email |
| Ballot Bin registration | As a staffing member, I want to create an account and set up the election process so that we can host a September election. | Registration confirmation |
| Draft 1-3 key measures of progress and outcomes | As a staffing member, I want to draft 1-3 measures of success for ARDA so that we can assess and communicate progress. | Draft doc |
| Create master menu of projects for ISC/SC consideration (recurs) | As an ISC/SC member I want a menu of projects proposed by internal or external stakeholders, with basic background information, so that I can evaluate it for action according to our set criteria and process. | Spreadsheet |
| Finalize SC charter | As a staffing agency, I want to finalize the SC charter with the ISC so that we can post it to the website for members to review. | Final Charter |
| Finalize staffing evaluation process | As a staffing agency, I want the ISC to finalize the evaluation process so that it can be ready for the SC. | Final eval |
| August ISC Meeting Materials | As a staff member, I want to prepare materials for the ISC August meeting so that the ISC can discuss and take action on issues to move the project along. | Meeting materials |

| Adopt logo | As a staffing member, I want the ISC to adopt the logo temporarily that we have on the website so that we can start putting it on paper documents and branding until/if the SC secures funding for alternatives. | Logo |
|---|---|---|
| August meeting minutes | As a project team member, I want to recap the August ISC meeting so that outcomes are documented for members who were unable to attend. | Meeting minutes |
| Website maintenance (recurs) | As website master, I want to continue checking website and moderating comments so that we can be responsive to our members. | NA |
| Create and maintain membership list (recurs) | As a staffing agency, I want to create and maintain a list so that we can communicate with our member base. | Spreadsheet |
| Develop a process for membership | As a staffing agency, I want to develop a process for membership so that we can communicate with prospective members and engage them early. | Document |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

**Sprint 14: July 6, 2017-August 2, 2017**

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| July ISC meeting minutes | As a staff member, I want to recap the July ISC meeting so that outcomes are documented for members who were unable to attend. | Minutes |
| QA the website | As a staffing agency, I want to edit the website so that we can launch in August. | Website |
| Budget language | As the staffing agency, I want to propose language for funding projects and staffing so that the ISC can explain the funding commitment to SC members. | Draft |
| Plan and make ARDA announcement | As a staff member, we want to plan and announce ARDA activities and the SC election process so that we can hold an election for the SC in September. | Email draft |
| Finalize membership and SC nomination forms | As a CI:Now staff member, I want to finalize the membership forms and the SC application so that we can launch the membership drive and SC nomination process in August. | Forms |
| Finalize SC Charter | As a staffing agency, I want to finalize an approved charter for the steering committee so that the steering committee knows what it needs to do. | Charter |
| ARDA digital flyer | As a planning partner, I want an ARDA one-page digital flyer drafted so that I have collateral to use in introducing ARDA to new stakeholders. | Digital flyer |
| Refine Data & Tech Ecosystem Map | As a planning partner I want to add detailed information to the ecosystem map to showcase partnerships and connections. | Ecosystem draft |
| Plan August ISC meeting | As an ISC member, I want a meeting scheduled to continue discussing the SC transition next steps so that we maximize engagement and move the process along. | Agenda |
| Alliance partner commitment form draft | As a person committed to the vision, I want a form that organizations can sign to show their commitment to the vision and guiding principles like being data-driven, equity, transparency, and collaboration. | Form |
| Publish website | As a staffing agency, we want to publish the website so that interested members can find information and learn about the SC election. | Website |
| Project description draft | As a planner, I want a shell for the project description so that we have the right context to describe the project and maintain interest. | Draft |

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| Draft evaluation process for staffing agency | As an ISC member, I want to draft a proposed evaluation process so that we can assess the satisfaction with the staffing agency annually. | Draft |
| Create editorial calendar | As a planning partner, I want an editorial calendar created so that we can know what needs to be posted to the web. | Calendar |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

**CI:NOW**

**Sprint 13**: **June 14, 2017-July 5, 2017**

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| Plan July ISC meeting | As an ISC member, I want a meeting scheduled to continue discussing the SC transition next steps so that we maximize engagement and move the process along. | Meeting agenda |
| July ISC meeting materials | As a project team member, I want to prepare materials for the ISC July meeting so that the ISC can discuss and take action on issues to move the project along. | Meeting materials |
| Budget for community strategy | As a staffing agency, I want to create a budget for ARDA's community strategy so that we can illustrate what funding is required to implement the action plan. | Budget outline |
| History of data collaboration blog entry | As a staff member, I want to draft a blog entry about the history of data collaboration in San Antonio so that we can post it on the website. | Blog entry |
| Refine website | As a staffing agency, I want to continue refining and building out the website so that we can launch in August. | Website |
| Digital membership forms for the website | As a staffing agency, I want to create a digital version of the membership forms so that people can access the forms from the website. | Website |
| Revise SC nomination and election process | As a staff member, I want to revise the SC launch document so that we can be responsive to the edits and suggestions made by the ISC in June. | Launch document |
| Draft SC charter v2 | As the staffing agency, I want to draft a complete SC charter to present to the ISC at the July meeting so that we can move forward with the SC elections. | Charter draft |
| Revise Core Statements | As a staff member, I want to revise the core statements so that we can incorporate the suggestions emailed and discussed at the ISC meeting. | Core statements doc |
| Revise Glossary of Terms | As a staffing member, I want to revise the current data glossary to ensure that it does not contain demography-specific language or jargon so that it can be a clear and helpful resource for ARDA members. | Glossary |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| June ISC meeting materials | As a project team member, I want to prepare materials for the ISC June meeting so that the ISC can discuss and take action on issues to move the project along. | Meeting materials |
| June ISC meeting minutes | As a project team member, I want to recap the June ISC meeting so that outcomes are documented for members who were unable to attend. | Minutes |
| Finalize proposed plan to populate Steering Cmte | As an ISC member, I want a finalized proposal to the larger community to populate the steering committee in an inclusive, democratic, and transparent way so that the project can move forward in the best way possible. | SC plan |
| Draft tech & data ecosystem draft | As a planning partner I want a "map" of existing data- and tech-related initiatives and organizations that we can begin identifying how to leverage existing initiatives and resources. | Ecosystem draft |
| Revise SC charter draft | As a staffing member, I want to draft a revised SC charter that incorporates the ISC feedback from May so that we can present it to the ISC. | SC charter |
| SC election process | As a staffing member, I want to draft a process so that the ISC can hold an election for a new Steering Committee. | Election process doc |
| Draft ARDA membership model | As the staffing agency, I want to develop an organizational model to define ARDA general membership eligibility and enrollment practices so that we can build a constituency for the SC. | Membership doc |
| Draft membership commitment form | As a staffing representative, I want to draft a ARDA membership commitment form so that members only can participate in the SC election. | Membership commitment form |
| Pre-election membership recruitment strategy | As a staffing member, I want to develop a membership recruitment strategy so that we can have general ARDA members vote on the new Steering Committee. | Strategy and timeline |
| Refine website | As a staff member, I want to finalize the website content and revise the design so that it is ready for a public launch. | Website |
| Finalize steering document | As a CI:Now staff member, I want the communications professional to finalize the internal steering document based on ISC and staff feedback so we can execute a communication plan. | Communication doc |
| Final project criteria and prioritization | As an ISC member I want a finalized process and criteria for evaluating and prioritizing proposed (by ISC or community) projects and selecting one or more for near-term action. | Project doc |

| Draft or Revise Core Statements | As an ISC member, I would like ARDA's core statements to be identified, drafted/revised based on ISC discussion (if needed), and listed in a single document with their status towards approval so that we can move forward with finalizing these core statements for consistent communication. | Draft Core Statements doc |
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# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| Research election tools | As a staff member, I want to research and select an online election tool so that we can organize the SC election. | Selected tool |
| Plan May ISC meeting | As an ISC member, I want a meeting scheduled to continue discussing the vision evaluation and SC transition next steps so that we maximize engagement and move the process along. | Meeting agenda |
| May ISC meeting materials | As a project team member, I want to prepare materials for the ISC May meeting so that the ISC can discuss and take action on issues to move the project along. | Meeting materials |
| Revise steering document | As a CI:Now staff member, I want the communications professional to revise the internal steering document based on staff feedback so we can get ISC input and execute a communication plan. | Steering document |
| Draft SC application | As a planning partner, I would like a formal application for SC membership that outlines the role and responsibilities so that each candidate understands the commitment of the position prior to the election. | Application |
| Webmaster responsibilities | As a planning partner, I want to create a list of responsibilities and expectations for a web master so that the website always appears up to date, clear and maintained. | Job description |
| Document template | As CI:Now staff to the Data Alliance, I want a common documents template (i.e., letterhead) to use for outgoing docs so that materials are consistent and professional. | Templates |
| Final project criteria and prioritization | As an ISC member I want a finalized process and criteria for evaluating and prioritizing proposed (by ISC or community) projects and selecting one or more for near-term action. | Project proposal |
| Finalize proposed plan to populate Steering Cmte | As an ISC member, I want a finalized proposal to the larger community to populate the steering committee in an inclusive, democratic, and transparent way so that the project can move forward in the best way possible. | SC process |
| May ISC meeting minutes | As a project team member, I want to recap the May ISC meeting so that outcomes are documented for members who were unable to attend. | Minutes |
| Finalize vision, needs, and value | As a planning partner, I want finalize the vision, needs, and value statements from the PVB based on input from the Convening so that we have a solid foundation for the Steering Committee and near-term projects. | PVB |
| Final glossary of common terms | As a planning partner, I want an ISC-adopted glossary of common terms and definitions to use when planning around data so that there is a common understanding among all stakeholders and increased clarity of the scope of the project. | Glossary |

| Build the website | As a staff member, I want to build a ARDA website in Wordpress so that we can communicate with our stakeholders. | Website shell |
|---|---|---|
| Data-driven change stories | As a Data Alliance partner I want a variety of examples of lives or communities improved through the use of data to help me communicate with others about the value of data, where the story says what you were trying to solve for, how you used data, and what happened as a result. | White paper |
| Design website | As a staff member, I want to design a website for ARDA so that we can maintain it in-house. | Website |
| Plan AACIS Lessons Learned | As a planning partner, I want a plan to identify lessons learned from people involved in the AACIS collaboration (now CI:Now) from the mid-90s on so that we can build on work already done and do better this time around. | White paper |
| Draft SC charter | As a planning partner, I want to draft a SC charter so that we can get approval from ISC for transitioning to SC leadership. | SC charter |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

**Sprint 10**: April 12-25, 2017

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| Spring Events Budget Final | As a planning partner, I want to finalize the Spring Events budget so that I can plan an effective Spring 2017 convening without overspending. | Budget |
| Summarize March convening on website | As a planning partner, I want to summarize details about the broader convening on the website so we can get the best participation. | NA |
| April ISC meeting materials | As a project team member, I want to prepare materials for the ISC April meeting so that the ISC can discuss and take action on issues to move the project along. | Meeting materials |
| April ISC meeting minutes | As a project team member, I want to recap the April ISC meeting so that outcomes are documented for members who were unable to attend. | Meeting minutes |
| Draft comm goals | As a CI:Now staff member, I want the communications professional to draft goals/objectives, audiences and a desired call to action so she can create a communication strategy for ARDA. | Memo |
| Draft steering document | As a CI:Now staff member, I want the communications professional to draft an internal steering document so we can execute a communication plan. | Steering document |
| Evaluate Vision 2017 | As a planning partner, I want to use the established evaluation process to evaluate the product vision so that we can ensure that the vision is responsive to community priorities. | Evaluation process |
| Revise Product Vision Board | As a planning partner, I want to revise the PVB to incorporate feedback from the convening so that we can show that the vision is responsive to community priorities. | PVB |
| Draft project criteria and prioritization for short wins | As an ISC member I want a draft of a process and criteria for evaluating and prioritizing proposed (by ISC or community) projects and selecting one or more for near-term action. | Project process |
| Summarize Convening feedback | As a planning partner, I want to transcribe all the feedback from the convening so that we can evaluate the vision statement and be responsive to the community and stakeholders. | Convening doc |
| Draft SC charter outline | As a planning partner, I want to draft an outline of the SC charter and what needs to be included and excluded from the ISC charter so that we can begin drafting the SC charter for the transition. | SC outline |

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| Guiding Principles Draft | As a planning partner, I want to draft a guiding principles document for the Alliance so that we can transition with the community priorities and expectations considered from the convening. | Guiding Principles Draft |
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| Convening new participant outreach | As a staffing member, I want to reach out to the people who were recommended by participants at the convening or were invited but unable to attend so that we can broaden our outreach of interested partners and potential SC members. | Email |
| Future website content outline | As a planning partner, I want to create an outline of expected information to include on the ARDA website so that we can build the shell. | Outline |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

**CI:NOW**

**Sprint 9**: March 21-April 4, 2017

| Story | Value | Documents |
|---|---|---|
| Maintain project management info for ISC | As a staff member, I want to update the backlog export for the ISC and update the project management document on the OneDrive so that the ISC can track our progress and find documents easily. | Project management doc |
| Convening participant list maintenance | As a planning partner, I would like the convening participant list to be updated with additions, corrected contact information, and responses received through March 27th so that we can have an up to date accounting of participants. | ARDA guest list |
| Plan April ISC meeting | As an ISC member I want a meeting scheduled soon after the 3/28 convening to discuss meeting outcomes and plan next steps so that we maximize engagement and move the process along. | Meeting scheduled |
| March ISC meeting minutes | As a project team member, I want to recap the ISC March meeting so that outcomes are documented for members who were unable to attend. | Minutes |
| Convening invite email prompt | As an ISC member I want an email sent to Eventbrite non-responders to make sure that people received the invite, understood what it was for, and RSVP yes if available. | Email |
| Convening refreshments | As a planning partner, I want to select and engage a vendor to provide refreshments at the Spring convening so that we can stay within budget. | Refreshments ordered |
| Convening presentation final | As a planning partner, I want to have an ISC-reviewed presentation for the broad convening so that the event goes well and helps bring us closer to achieving our vision. | PPT presentation |
| Finalize convening run of show | As a CI:Now staff member I want a finalized "run of show" for the 3/28 convening so that the meeting runs smoothly and we achieve our objectives. | Convening agenda |
| Community data examples/success stories | As a planning partner I want several concrete examples or success stories of community data use to improve quality of life so that I can help build the vision among 3/28 Convening participants. | Convening prep |
| Convening speaker prep | As CI:Now staff I want a one-on-one briefing with each convening speaker so that they're well-supported and their piece of the convening agenda goes smoothly. | Convening prep |
| Convening question process | As an ISC member I want a process to collect and respond to questions from convening participants throughout the meeting so that participants are heard and as many questions as possible are answered in the limited time available. | Question process |
| ID possible workgroups | As a planning partner, I want to identify possible work groups so that we can introduce them and gauge interest at the convening among attendees. | Interest forms |

| Post-convening communication plan/timeline | As CI:Now staff I want an ISC-reviewed plan for communicating with convening participants and waitlisted non-participants after the convening so that we maximize engagement. | Draft plan |
|---|---|---|
| Vision evaluation process | As a planning partner I want to draft a process and timeline to solicit and vet stakeholder recommendations to the product vision board, so that we can build trust in our system, improve the vision, and build broad support for the vision. | Process doc |
| Research comm phase | As a CI:Now staff member, I want the communications professional to schedule 2-4 interviews to gather information so she can identify differentiators and best practices. | Interviewees identified |
| Draft glossary of common terms | As an ISC member, I want a draft of common terms and definitions to use when planning around data so that I can help ensure a common understanding among all stakeholders and increased clarity of the scope of the project. | Glossary handout |

**Sprint #8**: March 8-21, 2017

| Story | Value | Documents |
|---|---|---|
| Draft general SC member criteria | As a staff member, I want to draft general criteria for SC member selection so that it can be discussed broadly at the Spring convening. | Draft |
| Transition to SC general process draft | As a staff member, I want to draft the general SC on-boarding process so that it can be discussed broadly at the Spring convening. | Draft |
| Transition to SC general timeline draft | As a staff member, I want to draft a general timeline for SC transition so that it can be discussed broadly at the Spring convening. | Draft |
| Prepare materials intro-history | As CI:Now staff I want to prepare materials and other content to support each convening agenda item related to Intro & History so that the convening is successful. | Outline |
| Prepare materials next steps and engagement | As CI:Now staff I want to prepare materials and other content to support each convening agenda item related to next steps & engagement so that the convening is successful. | Outline |
| Convening presentation draft | As a planning partner, I want to propose a presentation to be used at the broad convening for ISC review and approval so that the event goes well and helps bring us closer to achieving our vision. | PPT draft |
| Convening participant list maintenance | As a planning partner, I would like the convening participant list to be updated with additions, corrected contact information, and responses received through March 21st so that we can have an up to date accounting of participants. | Guest list |
| Prepare materials overview and vision | As CI:Now staff I want to prepare materials and other content to support each convening agenda item related to Overview & vision so that the convening is successful. | Outline |
| Prepare March ISC meeting materials | As a project team member, I want to prepare materials for the ISC March meeting so that the ISC will be thoroughly briefed on the convening content so that they can help facilitate discussions at the convening. | Meeting packets |
| Send convening invitation | As a planning partner, I want to send invitations with written introduction and expectations to the broad convening so that we can get the best participation. | Eventbrite email |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

**CI:NOW**

| Story | Value | Documents |
|---|---|---|
| POC Product Development S & T Draft | As a planning partner, I want a draft of the product development strategy and timeline through 2017 so that we determine feasibility of external deadlines. | Strategy and timeline |
| Negotiate the communications contract | As a CI:Now staff member, I want to negotiate the contract/budget and timeline so that the consultant and CI:Now have the same expectations for service. | Service Agreement |
| Execute communications contract | As a CI: Now staff member, I want to execute a contract with the selected communications professional so that we can begin the communication plan. | Signed contract |
| ARDA Web site shell | As a planning partner, I want to establish a shell wordpress site for ARDA so I have something in place to start with. | Web shell |
| ARDA Website content | As a planning partner, I want to re-organize the content of the existing website so that we can transfer it to the ARDA site. | Web content |
| Video Introduction Draft | As a planning partner, I want a draft of the project's video introduction so that the content can be reviewed before the final video is produced. | Video content outline |
| Plan March ISC Meeting | As a project team member, I want to schedule a meeting of the ISC prior to the spring convening so that the project can progress. | Agenda |
| Convening Registration | As a planning partner, I want to setup online registration using the best platform for the broader convening so we can get the best participation. | Invitation |
| Project Archive Process | As a planning partner, I want to establish a process to maintain a living document that links to project materials and updates so that project collaborators can access a central archive of project work completed. | Project Management Doc |
| Publish backlog to OneDrive for ISC | As an ISC member, I want to see the backlog so that I know what the team is working on and how the stories are currently prioritized. | Backlog |
| Convening participant list maintenance | As a planning partner, I would like the convening participant list to be updated with additions, corrected contact information, and responses received through March 7th so that we can have an up to date accounting of participants. | Updated list |
| POC data import formats - csv, API | As a data intermediary, I want to be able to import data directly from more common source formats (CSV, external API) without having to manually reformat. | |

| POC relate across data sets on common fields | As a data analyst, I want to be able to relate data sets using common fields (i.e., zip, census tract, race, age) so I can join multiple data sets in the service of my research. | |
|---|---|---|

**Sprint #6**: February 7-21, 2017

| Story | Value | Documents |
|-------|-------|-----------|
| Finalize convening site | As a planning partner, I want to finalize the site for the broad convening so that we can get the best participation. | San Antonio Public Library |
| Finalize convening date/time | As a planning partner, I want to finalize the date/time for the broad convening so that we can get the best participation. | Tuesday March 28 |
| Participant list final | As a planning partner, I want to have an ISC reviewed list of people and/or organizations to invite to the for the broader convening so that the event goes well and helps bring us closer to achieving our vision. | Guest list |
| Send Convening Save the Date | As a planning partner, I want to send save the dates prior to the formal invitation so we can get the best participation. | Save the date email |
| Speaker Commitments | As a planning partner, I want to get speaker/facilitator commitments for the broad convening so that the event goes well and participants can engage with others beyond the core team. | List of speakers |
| Communication Budget Draft | As a planning partner, I want a good draft of the communication budget through mid-2017 so that I can plan an effective communication strategy. | Budget draft |
| Staff Review of communications proposals | As a CI:Now staff member, I want a staff meeting to discuss the options, review portfolio and agree on scope of work with our expectations and deliverables so that we can select a consultant. | Summary |
| Finalize communications scope of work | As a CI:Now staff member, I want to draft a scope of work, timeline and proposed budget so that a contract can be negotiated. | SOW |
| Select communications/ marketing professional | As a project stakeholder, I want to engage a professional to help with project messaging so that the messages are professionally crafted and effective. | Rachel Bell |
| Define proof of concept functional requirements | As a developer, I want a list of functional requirements for the proof of concept so I know what features to implement. | Summary |
| Adhoc reporting interface | As a data intermediary, I want an ad-hoc reporting interface to the shared data platform so I can create my own reports and data dumps. | Orientation to tools |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

**CI:NOW**

| Story | Value | Documents |
|---|---|---|
| Demo recordings | As a planning partner, I want demonstration sessions to be recorded and available for viewing so that those who cannot attend the scheduled session can view later. | Sprint 4<br>Sprint 5<br>Sprint 6 |
| Charter signatures | As a planning partner, I want members of the interim steering committee to sign the Interim Steering Committee Membership page of the charter, so that their commitment to the project is recorded. | |
| Draft event budget | As a planning partner, I want a good draft of the events budget through 2017 so that I can plan an effective Spring 2017 convening without overspending. | Event budget draft |
| Potential convening site proposals | As a planning partner, I want at least three site proposals for the broad convening so that we can get the best participation within budget. | Summary matrix |
| Convening participant selection criteria | As a planning partner, I would like to establish a general set of criteria to help guide the selection of convening participants so that all target populations are equally represented and transparency and inclusion are honored. | Criteria developed |
| Convening participant list draft | As a planning partner, I want a draft list of people and/or organizations to invite to the for the broader convening so we have a starting point for defining the final list. | Draft guest list |
| Finalize broad convening content/format | As a planning partner, I want to have ISC-approved content/format for the broad convening so that the event goes well and helps bring us closer to achieving our vision. | Draft convening agenda |
| Research registration platform | As a planning partner, I want to research the best registration platform to use for the broad convening so that we can manage invitations and responses efficiently. | Eventbrite |
| Identify existing data sets | As a local data intermediary, I want a list of existing data sets so I can begin the work of putting our data on a common platform. | |
| Define initial use cases | As a data intermediary, I want to identify some example use cases so we have something to test shared data platforms against. | |
| Identify initial data sets | As a data intermediary, I want to identify the data sets needed to support the initial use cases so I know what data I need to gather and import. | |

| | | |
|---|---|---|
| Reference table naming convention | As a data consumer, I want a reference tables to be named in a standard and predictable way so I can build queries programmatically. | |
| Reference tables | As a data user, I want the databases to include reference information for any special codes used in the data so I don't have to look up codes in an external document. | |
| Import initial data sets | As a data intermediary, I want to import some initial data sets so that I can test and demonstrate the shared data platform. | |
| Shared data platform infrastructure | As a data intermediary, I want to procure infrastructure to try out shared data platforms. | |

# Alamo Regional Data Alliance
## Steering Committee Project Update – 11/1/2017

**CI:NOW**

**Sprint #4**: December 20-January 11, 2017

| Story | Value | Documents |
|---|---|---|
| Dec ISC meeting recap | As a planning partner, I want to recap the ISC December meeting so that outcomes are documented for members who were unable to attend. | Meeting minutes |
| User story submission process | As a planning partner, I want a defined process to submit user stories so we can have the best possible list of things to do. | User Story form |
| User story notification to creator | As somebody who submits a user story, I want to be notified if the story is included in a demo so that I can know that my story was completed. | User story email |
| Interactive real time participation tool | As a planning partner, I want a real-time participation tool for the large convening so we can capture better feedback and improve excitement and participation. | Mentimeter account |
| Demo locations | As a steering committee member, I want to have the demos hosted at various locations in order to build interest in the project and improve its exposure. | Demo location list |
| Propose broad convening content/format | As a planning partner, I want to propose the content and format of the broad convening for ISC review and approval so that the event goes well and helps bring us closer to achieving our vision. | Broad convening agenda draft |
| Approve Interim Steering Committee charge | As a planning partner, I want an approved, specific charge for the interim steering committee so that the interim steering committee knows what it needs to do. | ISC charge |
| Guide for participation | As a member of the project team, I want to draft a guide to the different ways the public can contribute to the ARDA (user stories, demos, larger convening, etc). | Participation guide |

**Sprint #3: December 6-19, 2016**

| Story | Value | Documents |
|---|---|---|
| Plan December ISC meeting | As a project team member, I want to get a meeting of the ISC scheduled so that the project can progress. | Meeting scheduled |
| Create CTDC work plan | As a CI:Now staff member, I want a CTDC workplan submitted to Living Cities so that they know about our plans and we can agree on use of funds. | CTDC work plan |
| ISC Commitment | As a planning partner, I want all members of the interim steering committee to explicitly state their commitment to the project, so the project won't get stalled due to lack of participation. | ISC Commitment in Charter |
| Submit community data planning funding proposal to SAAFdn | As a CI:Now staff member, I want the Area Fdn to have a draft of a "backbone organization" funding proposal so that they can consider investing funding to continue the work. | SAAFdn proposal |
| Schedule large convening | As a planning partner I want to set a date for the larger convening of stakeholders so we can get the best participation. | Scheduled meeting |
| Communications proposals | As a CI:Now staff member, I want at least three bids / proposals for messaging and communications help so that we can all communicate clearly and consistently about the project. | Summary of communication vendor proposals |
| Plan tech/data ecosystem map | As a project team member, I want to figure out the best way to construct the tech & data ecosystem map so we can have the best possible output. | Ecosystem map shell |

**Sprint #2: November 16-December 2, 2016**

| Story | Value | Documents |
|---|---|---|
| Recap meeting (debrief staff) | As somebody new to the project, I want a recap of the history of the project and the work being done so that I know the context of tasks and can better understand what needs to be done. | Meetings conducted |
| Define ISC and staffing roles | As a planning partner, I want to define the unique and shared responsibilities of the ISC and staffing organization in the planning process so that the organizations can work collaboratively and effectively. | ISC table of roles |
| Approve and finalize a process for between meeting-ISC decisions | As an ISC member, I want a finalized and agreed-upon process/rules for making and finalizing decisions so that we can continue making progress between formal face-to-face meetings. | Vote of ISC Decision Making |
| Draft proposed planning structure and timeline | As a planning partner, I want to draft a proposed collaborative planning structure and timeline so that we can create it and communicate about it with other stakeholders. | Planning structure and timeline document |
| Draft ISC charter | As a planning partner, I want a draft of a specific charge for the interim steering committee so that the interim steering committee can consider what it may need to do. | ISC Charter draft |

# Alamo Regional Data Alliance
# Steering Committee Project Update – 11/1/2017

**Sprint #1: November 1-15, 2016**

| Story | Value | Documents |
|---|---|---|
| ISC shared workspace | As an ISC member, I want a shared workspace so that we can access documents and collaborate. | OneDrive |
| Name for collaborative | As a planning partner, I want a name for the community data collaborative so I can talk about it. | Alamo Regional Data Alliance |
| Web presence for collaborative | As a planning partner, I want a web presence for the data collaboration so that our progress can be communicated with stakeholders and the public and we can receive feedback from them. | CI:Now website |
| Draft ISC process/rules for making and finalizing decisions | As an ISC member, I want a proposal for a process/rules for making and finalizing decisions so that we can continue making progress between formal face-to-face meetings. | ISC Decision-Making Practices Document |