

From: [Carrasco, Miguel](#)
To: [Peter Alexander](#)
Cc: [Anthony Warnock](#); [Liubinskas, Mick](#); s22; s47F; s47F; [Tan, Sek-loong](#); s47F; s22; [Lucas, Kevin](#); s47F
Subject: [Response Required: For Approval] COVIDSafe Release 2 Scope
Date: Wednesday, 29 April 2020 3:22:31 PM
Attachments: [image003.png](#)
[COVIDSAFE - week 27th Apr - Scope R2.docx](#)

Hi Peter

As discussed, attached is the Sprint Scope document to capture the scope as described from yesterday's discussion.

This has been worked through and agreed with the development team. We think this scope and timings should also be communicated to Health and the PMO as stakeholders.

A few points to call-out:

- **ACSC high risk fixes** – These have not been provided to anyone in the team, but are being tracked down by s47F. We currently do not know how much impact this will have on the timeline.
- **Approvals** – In addition to the DTA, can you ensure Health and PMO review the designs? All design and content changes need to be locked in by **this evening** to provide the team with sufficient time to develop and deploy all the changes.
- **Key call out on deployment** - based on conversations with s47F, it now looks like we have until Monday to push to the App store. This will mean it will be available in the store on the 5 May with gradual rollout (updates) to existing users over the following days. A cascaded roll-out is standard practice and avoids technical issues being updated across the very large existing user base.

Could you please APPROVE the Sprint Plan Scope?

Team is already proceeding on this basis, and any change requests from here may have implications on delivery timelines.

Cheers

Miguel

Miguel Carrasco

Managing Director and Senior Partner

CEO Platinion Asia-Pacific

T s22

M s22

Sydney, Australia

Assistant: s22

T s22



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COVIDSAFE - Sprint Plan

Sprint duration	From: 29 th April 2020	To: 4 th May 2020
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Scope of sprint

1. Android and IOS deployment and environment setup

- Setup of IOS and Android deployment environments to allow Apple and Google to be able to test the application once submitted. This is key requirement for ongoing development

2. Update UX/UI to align with new branding

- Update the current visual design of the app (IOS and Android) to align with new branding. Key changes will consist of:
 - Update logo across the App
 - Deploy new visual style (key images and colour)
 - Typography alignment (Titles only)
 - New animation and visual homepage (both upload and default states) to reflect new branding
- Update of the “upload” user flow to add a stronger preface to explain to user the upload process and requirements
- Optimisation of overall design layout to compress components on homepage in effort to fit key actions “above the fold”

3. Bug fixes

- Minor registration issues associated with the name field (Android & IOS)
- Notification issues looping to registration screen (IOS)
- Crash fixes for Android

4. Critical admin portal changes for launch

- Addition of a Terms and Conditions consent screen between login and dashboard of health portal
- Filtering of duration and distance in health admin portal according Health requirements prior to release of health admin portal

5. ACSC high risk fixes

- TBC

Key dependencies and risks

- Approval of App visual design and content from PMO and Health - 29th Apr. (EOD)
- Alignment between Health and DTA, and government policy position, on contact data to be available for PHOs
- ACSC approval for any required changes

Key dates and deadlines

- Locked down of changes 29th Apr (EOD)
- Review of publishable product (testflight, APK) - 1st May (EOD)
- ACSC review and UAT testing – 2nd May
- Push new release – 4th May
- Available in app stores – 5th May
- Cascading release and updates to existing users - 6-9th May

Features for subsequent sprints (TBC)

Admin portal

- Export function of data from portal to Excel
- Filtering and sorting functionality by date

ACSC Changes (3rd release)

Release Source Code (3rd release)

Enable overseas phone numbers

Backward compatibility issues

Microsite linking with App

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From: [Peter Alexander](#)
To: [Corporate Procurement](#)
Subject: RE: [SEC=OFFICIAL] FOR APPROVAL: Extension of DTA-GEN-325 V1 - Boston Consulting Group
Date: Monday, 18 May 2020 9:04:19 AM

OFFICIAL

Approved.

OFFICIAL

From: Corporate Procurement <corporate.procurement@dta.gov.au>
Sent: Friday, 15 May 2020 10:32 PM
To: Peter Alexander <Peter.Alexander@dta.gov.au>
Cc: Corporate Procurement <corporate.procurement@dta.gov.au>
Subject: [SEC=OFFICIAL] FOR APPROVAL: Extension of DTA-GEN-325 V1 - Boston Consulting Group

OFFICIAL

Hi Peter

This email seeks your approval under s23(3) of the PGPA Act 2013 and r18 of the PGPA Rule to record the verbal approval you gave on 8 May 2020 to execute the first option extend with Boston Consulting Group (ABN 70 007 347 131) for the provision of COVIDSafe app support. Executed change order attached for your information.

The contract details are:

- Execution of a 2 week change order with an end date is 22 May 2020.
- A 1 month extension option is remains available under the work order.
- Initial contract value was \$ \$484,000 (including GST).
- Extension value is \$181,500 00 (including GST).
- Upper limit on total spend (including extension option) is \$665,500 (including GST).
- Cost centre: DT419

I confirm process has been conducted in accordance with the Commonwealth Procurement Rules and DTA's internal processes.

Would be grateful if you could respond to this email with confirmation of your approval.

Thanks

s47F

Procurement and Governance Manager
Finance and Business Services Branch
Digital Transformation Agency (DTA)

p: s22

www.dta.gov.au

The DTA acknowledges the traditional owners of country throughout Australia and their continuing connection to land, culture and community. We pay our respects to elders past and present



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From: [Carrasco, Miguel](#)
To: s47F
Subject: COVIDSafe - delivery cadence and structure_v1.0.pptx
Date: Tuesday, 28 April 2020 5:42:24 PM
Attachments: [COVIDSafe - delivery cadence and structure_v1.0.pptx](#)

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COVIDSAFE

Delivery planning

28th Apr 2020

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Contents

- Proposed delivery process
- Operating Model and teams
- Current Backlog and priority topics




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We need to reorganise the team to help deliver against 9 key areas


Product

 **Build of E2E MVP product**

 **Data & Technology platform**

 **Product roadmap**

Operating model

 **Operations**

 **Support model**

 **Governance & structure**

Go-to-market

 **Marketing campaign**

 **Impact tracking**

 **Launch plan & execution**

Post launch, we need to introduce new delivery discipline and a clearer operating model

Planning & Design

Build & Release

Product Backlog

1. Weekly backlog grooming sessions with a 4-6 week 'outlook' and process to capture new requirements
2. Backlog to be prioritized and managed around delivery capacity, trade-offs to be discussed
3. Attendees are decision makers to agree backlog priorities (DTA, DoH, PMO)
4. Need to shift from long-term to short term mindset

Design sprints

1. Design team working 1-2 sprints ahead of delivery team
2. Translate agreed backlog features into updated designs for sign-off prior to build efforts commencing
3. Designs to be 'showcased' at a 'design check-in' every 1-2 weeks and then approved in an offline process
4. Focus on brand alignment, new features and UX enhancements
5. Gain approval with regulatory bodies and internal functions

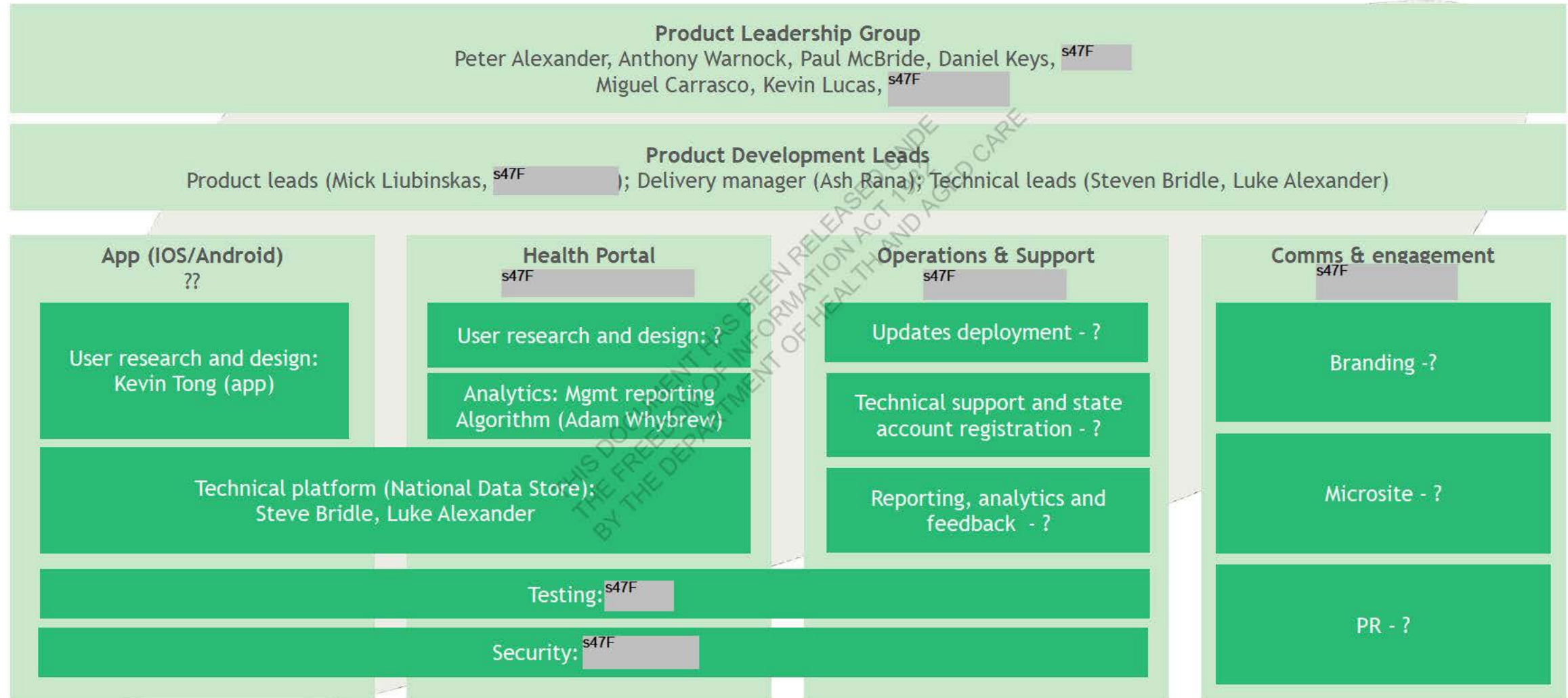
Sprint Delivery

1. Sprint grooming to agree user stories / tickets per sprint (aligned to product backlog)
2. Delivery squads to operate in 1-2 week sprint cycles with standard ceremonies in place
3. Switch from Sunday release to mid-week delivery to improve long-term sustainability (exceptions can be made for major releases to sync with PMO needs)
4. Team velocity to be determined and introduce story point burn down approach

Release Management

1. Technical leads to introduce a formalised test and release cycle
2. Testing protocol to be established; on-going solution for UAT and performance testing required
3. Deployment approach to be agreed (release to app-store then production)
4. Required environments in place for production, testing etc.

Our Team: 'org' structure and teams



Improving delivery cadence requires a commitment to specific team norms

Definition of done

Ensure clear definition of done at each stage of the development process to minimize rework costs

Estimation and sizing of effort

Manage capacity effectively by allowing product development team to estimate effort correctly

Clear checkpoints and feedback loops

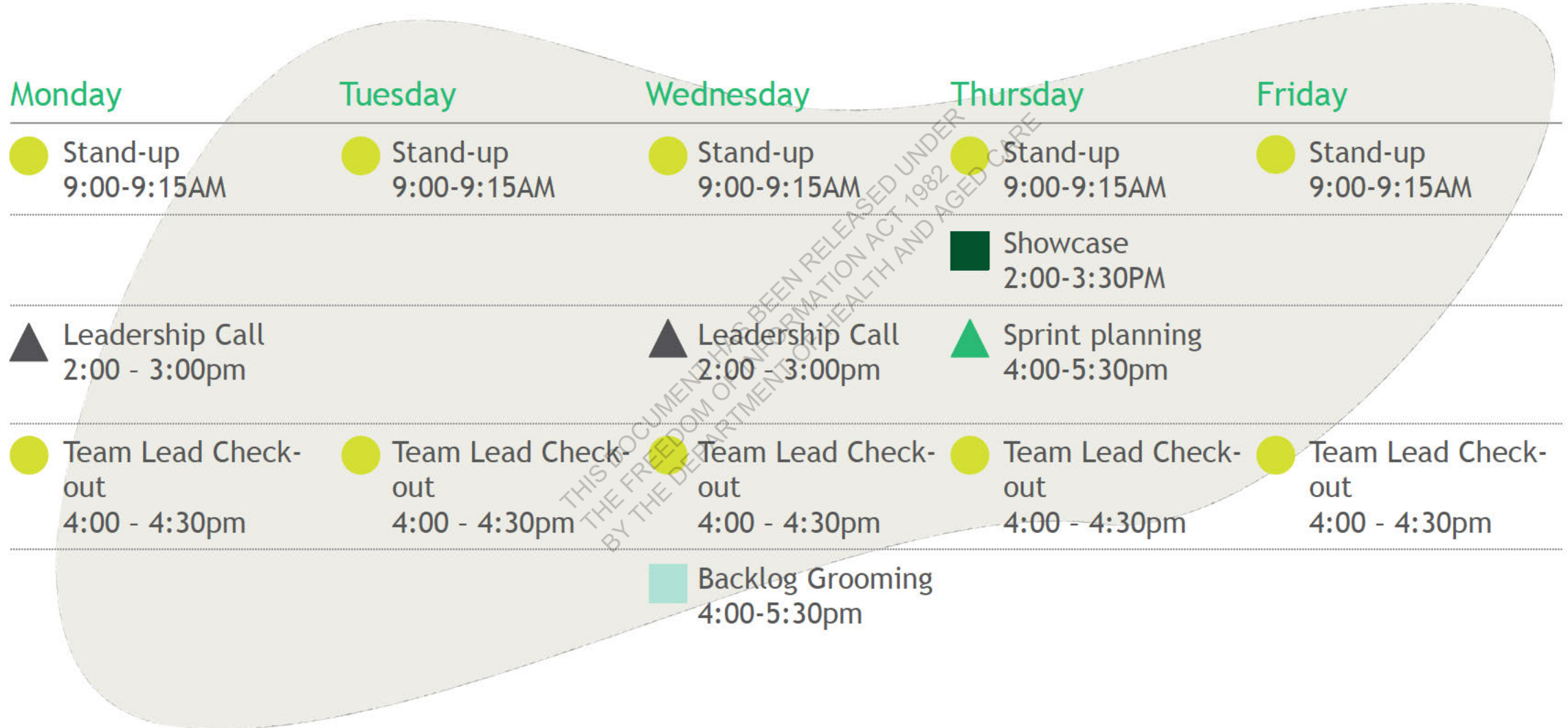
Clear feedback loops and approval processes to allow for better resource allocation and planning

Stronger backlog grooming

Stricter and more frequent backlog grooming to ensure we focus on the highest value items

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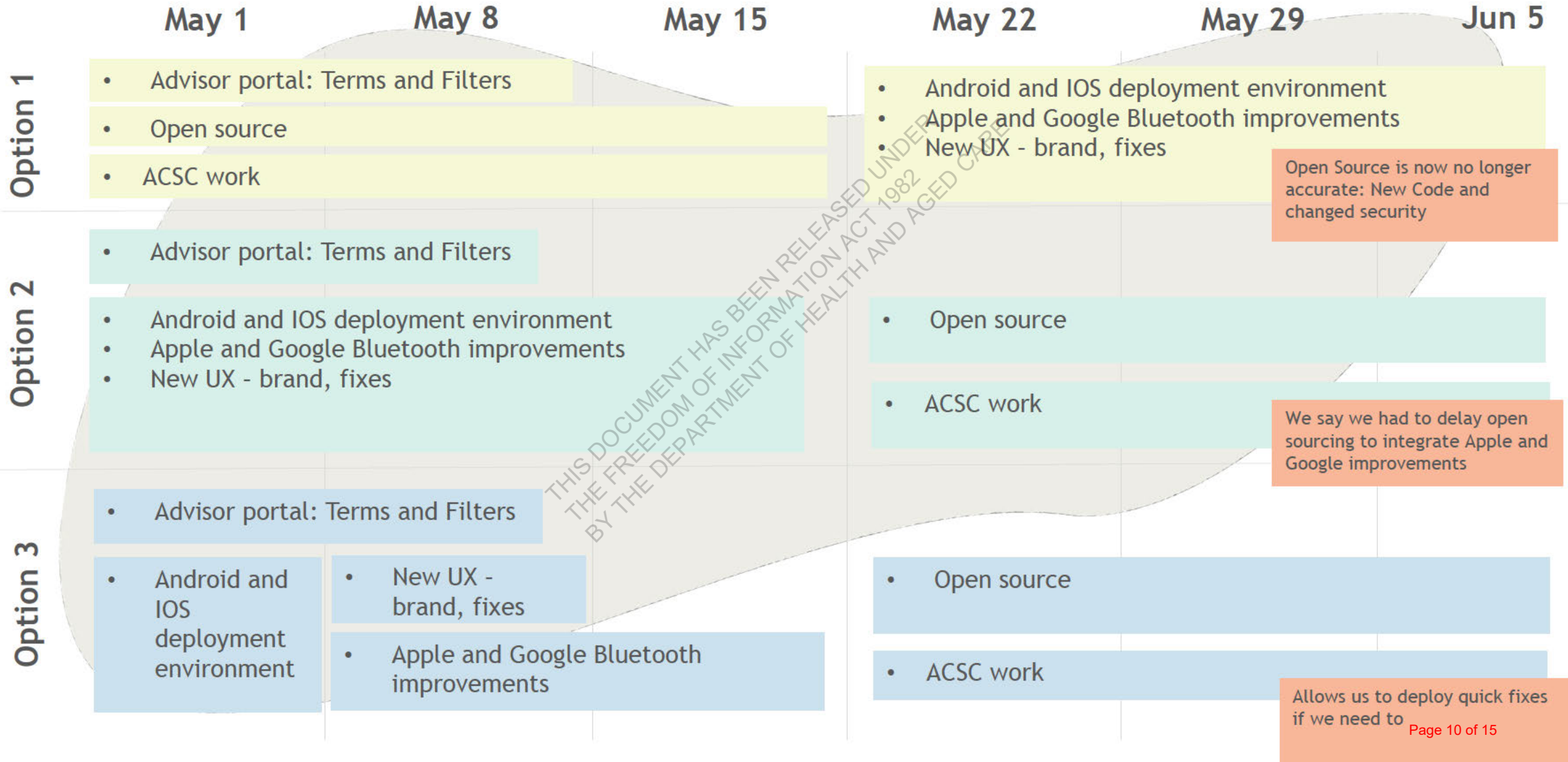
Weekly team rhythm, operating in two week sprints



Key meetings to provide greater transparency

	Meeting	Description	Attendance	Timing
Planning	Sprint Planning	Review product backlog and define current sprint goals based on estimate effort, capacity and priority - <u>Focused on short-term planning</u>	Product Development Team	Friday 9:00-10:30am
	Backlog grooming	Continuous backlog grooming to estimate effort and priority of identified requirements, changes and new features - <u>Focused on long-term planning</u>	Product Development Leads + Product Leadership Group	Wednesday 4:00-5:30am
Review and Align	Showcase	Weekly showcase open across all teams to demonstrate the outputs of the sprint. Key opportunity to gain feedback and alignment	Product Development Team + Product Leadership Group	Thursday 2:00-3:30PM
	Leadership Call	Alignment meeting between Product Development Leads and Product Leadership Group on overall product direction, key issues and blockers	Product Development Leads + Product Leadership Group	Monday & Wednesday 2:00-3:00PM

Roadmap options



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Appendix

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We have many streams of work to co-ordinate across

Product & Technology streams

Product Backlog

Designs (UX/UI)

Solution Architecture & Infrastructure

Security

API development

Applications (iOS & Android)

Health Portal

Bluetooth data

Microsite

Analytics

Testing

Operations & GTM streams

State and Territory Health training

Service support team

On-going operating model and team

Branding

Comms and media

Stream Objective

Capture key features and prioritise build efforts at leadership level

Develop wireframes and screen designs, own UX fixes and enhancements

Develop solution architecture and ensure key environments in place

Cyber and penetration testing, data encryption

Development of back end services and databases, manage dev-ops and security

Mobile app development for both stores and releases to apple/google

Health Portal development and alignment with DoH

Develop algorithms for handshake data & create future analytics

Management of webpage and FAQs

Deployment of analytics across all digital assets, management reporting

Manage UAT and performance testing for all releases

Stream Objective

State and Territory Health training

Service support team

On-going operating model and team

Branding

Comms and media

Stream Owner

Mick Liubinskas

Kevin Tong

Steve Bridle

ACSC

Steve Bridle

Luke

Steve Bridle

Adam Whybrew

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