

ACR User Pilot Plan

1. User Pilot Plan Meeting Agenda:
 - Status Update and Future Plans
 - Define Pilot Group
 - Review and Verify Pilot Scope & Objectives
 - User Feedback Approach – Bug list/ issues (prioritized internally first)
 - User Guide Draft and Expansion Plans
 - Identify future training needs and plans
2. Status Update and Future Plans
 - ACR Development Team on board in Sept.
 - ACR Pilot release on track
 - Development for full functionality to be done in two phases:
 - Phase One – Workflow (routing rules) – Jan./March
 - Phase Two - Expand types of change requests and validations – March/May
 - Release to Production in June.
 - Future Plans to include Mass Changes and modifications as needed.
3. Pilot Plan:
 - Pilot Dates, Time and location (RKL 1 – Room 2147):
 - Jan. 24th, 25th, 26th
 - Morning Sessions 2 hr. session (10-12 AM)
 - Afternoon Session 2 hr. session (1-3 PM)
 - Pilot Groups (10 per session):
 - Sign up with the following information and send to (Svetlana Diggs) diggssv@mail.nih.gov :
 1. Requesting date of training session and alternative date
 2. Morning or afternoon session selection
 3. Full Name
 4. Job Title
 5. Phone Number
 6. Email
 7. List of eRA Modules used on regular bases
 8. Your Total Estimated time currently spent on processing 901s (per transaction) [example: 20 minutes for analysis, paper work, approval routing, and final processing.]
 - Pilot Trainers:
 - Daniel Fox
 - Sylvia Dutcher
 - Lana Diggs

- Pilot Events:
 - Overview & Demo
 - List of current bugs and issues
 - Hands on Testing
- Define the Pilot Scope and Objectives
 - Pilot Scope:
 1. Searching for grant application records.
 2. Displaying a hit list of grant application that meets the search criteria.
 3. Initiating an Assignment Change Request
 4. ACR types allow are only for IC, including Grant Number and Dual IC at this time. (Note, other types will get an error)
 5. Entering of background/justification text.
 6. Verification page of requested changes.
 7. Submission of request for final processing.
 8. Search for changed grant application to see results.
 9. No routing at this time.
 10. No document attachments.
 11. No Study Section/IRG changes.
 12. No current application information headers.
 13. No detailed status for routing.
 14. No request search available.
 15. No history search available.
 - Pilot Goal:
 1. Present an iterative process; assuring customer requirements are being met early in the development stage and staying on track.
 2. Collect Feedback
 - Pilot Objectives:
 1. Test initial functionality for usability.
 2. Verify design meets the business requirements.
 3. Identifying defects.
 4. Gather information for future enhancements.
 5. Test things that would be the greatest risk and events that are most likely to occur.
 6. Evaluation results documented, distributed and tracked.
 7. Follow up meeting to communicate and negotiate items that will be included in next release and future releases
- User Feedback Plan
- User Guide Draft and Expansion Plans
- Identify future training needs and plans